



CONSUMER SERVICES

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November 5, 2010

Dear Society,

RE: Lottery Licensing Act - Application & Financial Reporting Changes

The current procedures for financial reporting, as required by the *Lottery Licensing Act* and *Regulations*, for bingos, raffles and casinos are being amended.

This office recognizes that the volunteer's commitment of time is crucial to the success of a charitable organization. For some time we have sought ways to reduce the administrative burden associated with licensed charitable gaming events. We are certain that these changes will benefit both the charitable organization and their volunteers while ensuring proper use of public funds.

Under the current system licence holders are required to submit cancelled cheques, invoices and bank statements to support the financial reports. For gaming events occurring after **January 1, 2011**, the requirements will change to the following:

EVENTS LICENSED FOR TICKET VALUE OR GROSS SALES OF \$10,000.00 OR LESS

Any charitable organization that conducts a raffle event with a total ticket value of \$10,000 or less, or any bingo or 3-day event casino with gross sales of \$10,000 or less – will be required to submit a report. Supporting documents such as cancelled cheques, invoices, control sheets, etc., do not need to be submitted, but must be kept on file for one year after your licence expires.

The Office of the Registrar will conduct random audits.

EVENTS LICENSED FOR TICKET VALUE OR GROSS SALES EXCEEDING \$10,000.00

Any charitable organization that conducts a raffle event with a total ticket value of more than \$10,000, or any bingo or 3-day event casino with gross sales of more than \$10,000 has the option to:

(A) Submit a financial report accompanied by supporting documents such as invoices, and bank statements, control sheets (if applicable). Cancelled cheques do not need to be submitted.

OR

(B) Submit a financial report prepared by a professional accountant. Charitable organizations may use gaming proceeds to pay a professional accountant for services rendered in preparing a year end financial report. This report will clearly outline all of the approved use of proceeds and the expenditures for these proceeds. If this option is chosen, this must be indicated on your licence application. The organization will still be required to submit financial reports as set out in their licence and at the intervals stated. Supporting documents such as invoices, and bank statements, control sheets (if applicable) and cancelled cheques will not be required but must remain on file in the event you are audited.

The Office of the Registrar will conduct random audits.

Information Sessions

Staff from Consumer Services will be providing volunteers with information on the changes to financial reporting on **November 24** and **November 30**, 2010, from 7:00 – 8:30 p.m. The sessions will be held in the Whitehorse Public Library, meeting room.

A session will also be held on **November 29**, 2010 from 12 noon – 2:00 p.m. in the Law Courts Boardroom, 2nd floor of the Andrew Philipsen Law Centre, located at 2130 Second Avenue. We invite you to attend these informal sessions.

New applications and financial reports have been developed. For your convenience, they are available online at <http://www.gov.yk.ca/forms/l.html>. If your event occurs after January 1, 2011 you will need to submit an application and financial report in the new format.

We look forward to seeing you at one of the information sessions and I encourage you to come out. If you are unable to attend and have questions about the changes to the financial reporting procedures, please feel free to call our office at 667-5111.

Yours truly,

[Signature on File]

Fiona Charbonneau
Registrar of Lotteries