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***REGULAR RAFFLE***

***TERMS AND CONDITIONS***

**(with a prize value of \$1,001 to \$50,000)**

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Saskatchewan  
Liquor and Gaming  
Authority

*December 2010*

## **SASKATCHEWAN LIQUOR AND GAMING AUTHORITY**

### **Regular Raffle Lotteries - Terms and Conditions**

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## **1. DEFINITIONS**

In these Terms and Conditions:

- (a) "BASIC TICKET" means a Ticket without the purchaser's name, address and telephone number.
- (b) "DRAW" means the approved selection process by which the winner(s) are determined on a random basis.
- (c) "EXPENSES" means actual costs incurred in the conduct of the event (Ticket printing, advertising, etc) and approved by SLGA.
- (d) "GROSS REVENUE" means all monies spent by patrons when purchasing Tickets to participate in any Raffle scheme.
- (e) "LICENCE" means a Licence issued pursuant to the *Criminal Code*, for the conduct and management of a lottery scheme.
- (f) "LICENSEE" refers to the holder of a valid and subsisting Licence issued by SLGA.
- (g) "NET PROCEEDS" means the funds left for the approved charitable purpose after the payment of all prizes and Expenses approved by SLGA.
- (h) "RAFFLE" means a lottery scheme where for consideration, Tickets are sold on a random chance of winning a prize, excluding breakopen and scratch Tickets but including such schemes as 50/50 Draws, elimination Draws, calendar Draws, sports pools and rubber duck races or derby's, without restricting the generality of the foregoing.
- (i) "REGULAR RAFFLE" means a Raffle offering retail prizes with a value in excess of \$1,001 to but not more than \$50,000.
- (j) "TICKET" means a Ticket which the holder has purchased as proof of a chance to win.
- (k) "TOTAL RETAIL PRIZE VALUE" means the total value of all prizes offered (including all applicable taxes) even if the prizes are donated.

## **2. GENERAL**

- (a) The Licensee shall conduct the Raffle in accordance with the application as approved, these Terms and Conditions, and any other Terms and Conditions as imposed by SLGA either before or after issuance of the Licence.
- (b) The Licensee shall not revise any aspect of the Raffle as approved by SLGA without prior approval of SLGA. All requests for such changes must be submitted in writing by the Licensee to SLGA. If approved, SLGA will issue an addendum to the Licence. If the approved amendments occur after Ticket sales have commenced and affect the awarding of prizes, the Licensee shall be required to advise Tickets holders and amend unsold Tickets.

- (c) Amendments to extend or delay Draw dates will not be approved except in extenuating circumstances. If approval is given to have Draw date amended, any purchaser's request for a Ticket refund shall be accepted and a full refund issued.
- (d) A copy of the approved Licence, any amendments to the Licence and rules of play for the Raffle must be posted or available during sales, whenever reasonable to do so, and at the time and location of the Draw(s).
- (e) The Licensee shall not transfer or assign its Licence.
- (f) The Licensee shall ensure that their Raffle is conducted completely within the province of Saskatchewan.
- (g) The Licensee shall comply with all municipal, provincial and federal laws in connection with the Licence issued.
- (h) An individual considered to be not of good character or good standing shall not be involved in the operation of the Raffle, if in the opinion of SLGA, the integrity of the Raffle could be compromised by that person's involvement.
- (i) The Licensee shall notify SLGA immediately in writing about anything that has compromised, or may compromise, the fair and honest conduct of the Raffle. This includes, for example, any suspected cheating or irregularities.

### **3. JOINT OPERATIONS**

- (a) All partners in a joint licensing agreement must be eligible for a Licence and will be subject to an eligibility review by SLGA as part of the application process. The eligibility review will include the submission of a proposed use of proceeds from each partner. Each partner will be noted on the Licence.
- (b) A copy of a partnership agreement or letter of understanding must be submitted at the time of application, and include the following:
  - (i) The names of the charitable or religious organizations involved;
  - (ii) How the proceeds will be distributed and the Expenses shared.
  - (iii) A joint bank account number.
  - (iv) A contact person/persons for each partner.
- (c) All partners must share equal responsibility for the costs/liabilities of the Raffle, or have an agreement specifying the liabilities and the distribution of revenues.
- (d) The partners will share in the responsibility for conduct of the Raffle and for ensuring compliance with these Terms and Conditions.
- (e) All funds will be deposited to the joint bank account, and Expenses, including the cost of prizes, will be paid from that account.
- (f) All partners will be required to identify a lottery bank account into which their share of the Net Proceeds will be deposited. Disbursements to the approved use of proceeds shall

be made directly from the lottery bank accounts.

- (g) All partners will be required to use the proceeds only for approved purposes consistent with the use of proceeds approved as part of their Licence approval and will be required to provide access to the joint bank account and lottery bank accounts, as participants in the Raffle, to SLGA auditors or investigators for financial review or audit.

#### **4. TICKET REQUIREMENTS**

- (a) The Licensee may be required to submit a draft or hand drawn copy of the proposed Ticket with the Licence application, for SLGA's approval.
- (b) The Licensee shall only print the number of Tickets, and sell Tickets only at the price or prices, indicated and approved in the application for a Licence.
- (c) The Licensee shall ensure that the total value of Tickets printed and offered for sale does not exceed, but is not restricted to, 12 times the retail value of all prizes to be awarded (i.e. prize is \$1,000.00, gross sales cannot exceed \$12,000.00).
- (d) Tickets must be sold individually for the price indicated on the Ticket. The Licensee may be approved to sell multiple Tickets at a discounted price (e.g. 3 Tickets for \$5.00); however, discounted Tickets must be clearly distinguishable from the individual Tickets by having the price printed on the Ticket, or by a means acceptable and approved by SLGA at the time of application, to ensure financial accountability and integrity.
- (e) All Tickets shall be numbered consecutively.
- (f) Tickets shall contain two parts, as set in (g) and (h).
- (g) The Licensee shall ensure the following information is on all Tickets or cards retained by the purchaser (except for Basic Ticket Draws):
  - (i) The name of Licensee;
  - (ii) The Licence number;
  - (iii) The price per Ticket;
  - (iv) The description of prizes, their total retail value and any cash alternatives;
  - (v) The time, date and location of Draws;
  - (vi) The total number of Tickets offered for sale;
  - (vii) The number of the Ticket; and
  - (viii) Any restrictions that may be placed on the awarding of prizes.
- (h) The Licensee shall ensure the following information is on all Tickets or cards retained by the Licensee (except for Basic Ticket Draws):
  - (i) The name, address and telephone number of the purchaser;
  - (ii) The Licence number; and
  - (iii) The number of the Ticket.
- (i) Basic Ticket Draws will be allowed only under the following circumstances (each circumstance will be reviewed and approved by SLGA):

- (i) Sales are limited to a specific entertainment activity and sales only occur over a few hours during the activity;
  - (ii) Sales occur in the confined area in which the entertainment activity takes place;
  - (iii) The Tickets are numbered consecutively (roll Tickets are not acceptable);
  - (iv) If there are daily Draws occurring on consecutive days, the same color Ticket shall not be used on two consecutive days;
  - (v) All Tickets used for each Draw are identical with the exception of the numbering (e.g. two different colors must not be used);
  - (vi) Appropriate Ticket inventory control sheets are used for each Draw to ensure that all sold Tickets are entered into each Draw;
  - (vii) The Draw activity is announced to the public and occurs before the end of the entertainment activity when purchasers are likely to be present and can claim their prize; and
  - (viii) Basic Tickets have a contact phone number for the Licensee on the Tickets.
- (j) Licensees conducting sports lotteries, where Tickets are issued related to the outcome of a sporting event (e.g. Grey Cup Pools), must ensure that all Tickets are sold on the basis of pure chance and that the specific score/time is unknown until after the sale.

## **5. ADVERTISING**

- (a) The Licensee shall ensure that all forms of advertising are accurate. Advertising descriptions and values of prizes must accurately match prizes described in the Licence application.
- (b) The Licensee may be required to supply SLGA with samples of any advertising materials to be used in connection with the Raffle.
- (c) The Licensee shall ensure the following information is on all print and internet advertising:
  - (i) Name of Licensee;
  - (ii) Licence number;
  - (iii) Price per Ticket;
  - (iv) Description of prizes and their total retail value;
  - (v) Any cash alternatives to prizes, if applicable;
  - (vi) Date, time and location of all Draws;
  - (vii) Total number of Tickets offered for sale; and
  - (viii) A notice specifying that Tickets may only be purchased or sold within Saskatchewan.
- (d) The Licensee shall ensure that all radio and television advertising shall include the following:

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- (i) Name of Licensee;
  - (ii) Licence number; and
  - (iii) Date of Draws (if multiple Draw dates, only the date of the grand prize Draw is required).
- (e) Tickets shall not be sold, advertised or promoted to persons located outside of Saskatchewan.
- (f) The Licensee shall ensure all media advertising is done through outlets having a geographical location in Saskatchewan.
- (g) The Licensee shall ensure that Ticket orders are not accepted from, or solicited or processed for, persons located outside of Saskatchewan. Ticket requests by telephone shall only be processed if the call originates in Saskatchewan. If the Licensee maintains a previous purchaser list from previously licensed Raffles and there are customers on the list from outside of the province, these customers shall not be contacted or solicited in any fashion, or sent a Ticket application form.
- (h) Ticket sales must take place within Saskatchewan. Persons visiting from out of province may purchase a Ticket if the entire transaction of payment and receipt of Ticket occurs while the person is in Saskatchewan.
- (i) Tickets are not to be purchased or sold on the Internet; however, websites may be used if:
  - (i) The website is used only to accept orders to purchase Tickets;
  - (ii) The address of the potential Ticket purchaser is in Saskatchewan and orders/applications from outside of Saskatchewan are not accepted; and
  - (iii) No online payment is accepted.
- (j) If applicable, Raffle advertisements shall state that some Tickets are eligible for more Draws than other Tickets. For example, those Tickets purchased before a specific cut off date are eligible for early bird Draws.
- (k) Advertising a list of prize winners is not required. A list of winners, along with being submitted to SLGA as part of the reporting requirements, must be kept with the Raffle records and the winners' names, Ticket numbers and prizes won must be provided at no cost to any purchaser upon request.
- (l) The Licensee shall ensure that any advertising or publicity for the Raffle is not addressed to minors unless the advertising or publicity is intended to:
  - (i) Promote abstinence or moderation in playing games of chance; or
  - (ii) Advise of the detrimental effects or consequences of excessive gaming.
- (m) The Licensee shall not promote the Raffle through any means of advertising or publicity that:
  - (i) Gives a person an unrealistic perception of a player's chances of winning; or
  - (ii) Does not conform to prevailing community standards.

## **6. RULES OF PLAY**

- (a) The Licensee shall establish rules of play governing the conduct of the Raffle, including the Draw and awarding of prizes. The rules of play shall be approved by SLGA, must be consistent with these Terms and Conditions, and shall be made available to all Ticket purchasers if requested.
- (b) Rules of play governing the Raffle must be included with the application and must include the following:
  - (i) Any age limit for the purchase of Tickets or winning of prizes;
  - (ii) If members of the organization, immediate family, or persons involved in the conduct and management of the Raffle will be allowed to purchase Tickets;
  - (iii) Any restrictions to the winning of a prize, are explained (e.g. when trips must be taken);
  - (iv) The exact location of the Draws;
  - (v) An explanation of the procedures for unclaimed prizes or if unable to locate a winner (if proposing a method different than outlined in Section 9(c) of these Terms and Conditions);
  - (vi) The method in which the Draws will be conducted;
  - (vii) Order in which prizes will be awarded and, if approved by SLGA, whether prize winning Tickets will not be returned to the Draw to be eligible for other prizes;
  - (viii) Cash alternatives for any of the prizes offered;
  - (ix) Condition of prizes being offered (e.g. new, used, etc.); and
  - (x) For sports lotteries, an alternate method of awarding prizes if the winning Ticket is not sold.
- (c) For Basic Ticket Draws in which circumstances do not allow the Ticket seller to obtain the purchasers personal information (name, address, phone number), the following rules of play must also be provided:
  - (i) The date(s) and time(s) of the Draw(s);
  - (ii) The purchase price of the Ticket and, if applicable, the percentage of Ticket sales to be awarded as a prize (although commonly known as 50/50 Draws, all references to the Raffle must accurately reflect the actual percentage to be paid in prizes);
  - (iii) The method by which the Draw(s) will be announced, and the location of the announcement;
  - (iv) Method by which the prize will be paid (cash or cheque);
  - (v) If applicable, the time limit for the purchaser to claim a prize (the time limit must be reasonable and is subject to SLGA approval);
  - (vi) Procedure for identifying an alternate prize winner if a winner cannot be located within the time limit for claiming prizes;
  - (vii) The means by which a winning purchaser will be awarded the prize on the last day of the Draw if the event is held over multiple days; and
  - (viii) A contact name and telephone number in the event of a complaint or dispute.

## **7. CONDUCT AND MANAGEMENT**

- (a) The Licensee shall supervise, as well as be responsible and accountable for the conduct

and management of every aspect of the Raffle, including:

- (i) The collection of all Ticket sale revenue;
  - (ii) The payment of prizes;
  - (iii) The payment of all operating Expenses;
  - (iv) Completing and filing the required financial report on the Raffle;
  - (v) Ensuring that all Terms and Conditions of the Licence, and any additional Terms and Conditions, are adhered to;
  - (vi) Supervising all Ticket sellers;
  - (vii) Keeping all required records and depositing all monies into the Raffle bank account; and
  - (viii) The reconciliation of all Tickets and cash.
- (b) The Licensee shall ensure all purchases are made on a voluntary basis. No person shall be obligated to purchase Tickets as a condition of registration for the Licensee's programs or services.
- (c) The Licensee shall not distribute books of Tickets to the general public to sell.
- (d) The Licensee may only sell Tickets for cash , cheque, money order or credit card voucher made payable to the Licensee. If accepting non-certified cheques or credit card payments, the Licensee shall be responsible for ensuring the revenue from the Ticket sales is received before Tickets are eligible for Draw(s).
- (e) A Licensee may distribute books of Tickets to its membership to be sold or purchased by the membership and, where this occurs:
- (i) A control sheet documenting the series of Tickets shall be prepared;
  - (ii) The Licensee shall ensure that all Ticket stubs and unsold Tickets are returned to the Licensee prior to any Draws taking place; and
  - (iii) The control sheets are to be retained as part of all lottery records.

## **8. DRAW PROCEDURES**

- (a) The Licensee must be able to account for all Tickets at the Draw. Prior to the Draw, the Licensee shall reconcile the number of sold Tickets and unsold Tickets, with the number of Tickets in the Draw container to ensure that all eligible Tickets are available for the Draw.
- (b) All Draws must be open to the public. The Draws shall be witnessed by at least three members of the Licensee or other non-participating party (see Section 17 – Conflict of Interest). The name, address and Ticket number of the winner for each prize shall be recorded and verified by a party other than the person drawing the Ticket.
- (c) All winning tickets shall be returned for future draws unless approved otherwise by SLGA;
- (d) The Licensee shall select the winning Tickets by a method of random selection as described at the time of application and approved by SLGA. Winning Tickets cannot be

randomly drawn by a computer or other random number generating device.

- (e) The Licensee shall not require a Ticket purchaser to be present at the Draw to win the prize, unless warranted by the Raffle scheme and approved in advance by SLGA.
- (f) The Licensee shall afford access to all areas of prize Draw premises during the conduct of prize Draws to Ticket purchasers, inspectors or other persons designated by SLGA.
- (g) If a Draw occurs and the Licensee later determines that not all eligible Ticket stubs were in the Draw, SLGA shall be notified immediately. The Licensee shall complete a report specifying the total number and serial numbers of the affected Tickets and an explanation for how this occurred.

## **9. PRIZES**

- (a) The Licensee shall award all prizes as described on the Licence application and approved by SLGA.
- (b) The Licensee is responsible for contacting the prize winner(s), and will make every effort to notify the prize winner(s).
- (c) The Licensee shall hold prizes that are unclaimed in a secure location for a period of one year from the date of the Draw. If at that time the prizes are still unclaimed, the prize or cash equivalent shall be donated to a charitable beneficiary approved by SLGA. Any other unclaimed prize process, including those used in a Basic Ticket Raffle, shall be approved in advance by SLGA and shall be outlined in the Rules of Play.
- (d) For prizes such as live animals, travel packages, food or other perishable items, the Licensee may set a specified time, subject to SLGA approval, in which the prize winner may claim the prize. The specified time shall be listed in the Licensee's rules of play.
- (e) The Licensee shall submit a list of unclaimed prizes to SLGA with the Raffle financial report.
- (f) The Licensee shall not offer as a prize, Tickets for a "proposed" future lottery.
- (g) Cash alternatives must be fully disclosed at the time of application, and if less than stated value of prize, must be included on Tickets and in all advertising.
- (h) Prizes must be immediately transferable to the winner without encumbrances on the title. No costs, including taxes, may be charged to the winner(s) for the transfer of title to the winner's name, except perhaps prize delivery costs to other locations if outlined in the Raffle rules of play.
- (i) Prizes paid by cash shall require a receipt of cash received by the winner to be retained as part of the Raffle records.

## **10. EXPENSES**

- (a) The Licensee shall not pay any person or organization any remuneration, per diem,

- honoraria, or any other form of direct or indirect compensation or consideration for assistance in the conduct and management of a Raffle, without prior approval of SLGA. The Licensee may, with SLGA approval, pay a commission to other charitable or religious organizations for selling Tickets. The other organizations must use the funds only for approved purposes consistent with the use of proceeds guidelines outlined in SLGA's Policy and Procedure Manual.
- (b) The Licensee shall pay by cheque, or electronic transfer, directly from the lottery bank account only those operating Expenses approved by SLGA. Approved Expenses include (for more detail see the Gaming Event Expenses section of the Policy Manual):
    - (i) Ticket printing;
    - (ii) Advertising;
    - (iii) Licence fee;
    - (iv) Appraisal fees for prizes, if required; and
    - (v) Other Expenses receiving prior approval from SLGA relating to the conduct and management of the Raffle (e.g. mall space rental, credit card charges, banking charges, etc).
  - (c) Only actual and reasonable Expenses directly related to the conduct of the Raffle will be allowed. Total cost of Expenses (not including prize costs) shall not exceed 30% of Gross Revenues. Exceptions to this limit may be considered by SLGA if the circumstances of the Raffle scheme warrant such approval.
  - (d) The Licensee shall pay directly from the lottery bank account all Expenses as approved by SLGA. Until the Raffle prizes are secured, approved Raffle Expenses may be paid from non-gaming funds. Once the prizes are secured, revenue from the lottery bank account shall be used to reimburse the Expenses paid from non-gaming funds, with the appropriate corresponding receipts.

## **11. RAFFLE MANAGEMENT/MARKETING COMPANIES**

- (a) The Licensee shall only use management or marketing services which are provided by a registered gaming supplier approved by SLGA.
- (b) Raffle management/marketing company employees and members of their immediate family are not eligible to receive Raffle prizes.
- (c) Licensees contracting Raffle management/marketing companies shall retain responsibility for conduct and management of the Raffle. The Licensee must ensure the Raffle management company complies with these Terms and Conditions, with *The Alcohol and Gaming Regulation Act, 1997*, with SLGA policy and also maintains the integrity of the gaming. Licensees are required to report, in writing, to SLGA any non-compliance or issues which may impact upon the integrity of the gaming.
- (d) A draft copy of the Raffle management/marketing contract must be provided with the Raffle application for review by SLGA. A final copy must also be submitted once the contract is signed by both parties.

- (e) The Raffle management/marketing contract shall specify all services provided, including the fees paid.
- (f) The Raffle management/marketing company shall provide the Licensee with a business plan for the Raffle and the business plan must be submitted to SLGA with the Raffle application.
- (g) The Raffle management/marketing company shall provide to the Licensee, if requested, a monthly summary of all income and Expenses relating to the Raffle.
- (h) The Ticket management/marketing company shall comply with the Terms and Conditions of their registration as well as *The Alcohol and Gaming Regulation Act, 1997*, and the Terms and Conditions of the applicable Raffle for which they are contracted to provide services.
- (i) The Ticket management/marketing company shall maintain the integrity of the Raffle.

## **12. USE OF PROCEEDS**

- (a) The Net Proceeds from the Raffle must be used for charitable or religious purposes, as required by the *Criminal Code*, and as approved by SLGA at the time of application. The use of proceeds will only be approved for the advancement of religion, the advancement of education, the relief of poverty or those purposes considered of broad benefit to the community consistent with SLGA's approved use of proceeds guidelines.
- (b) The Licensee shall ensure any and all interest paid into the lottery bank account becomes part of the gaming proceeds and subject to the licensed charitable spending restrictions as though such interest was earned as part of lottery proceeds.
- (c) Any changes in the use of proceeds from the approved uses at time of application must be approved in advance by SLGA.
- (d) The Licensee shall not use any lottery proceeds for the approved charitable purposes until all prize commitments have been met.
- (e) Gaming proceeds may not be used to cover gaming losses or Expenses from other gaming Licences unless approved by SLGA.
- (f) Disbursements of proceeds shall normally be payable directly to the vendor or supplier. Disbursements to individuals are not permitted unless prior approval is obtained from SLGA and/or proper documentation is maintained to ensure the disbursement was for an approved use.

## **13. BANKING REQUIREMENTS**

- (a) The Licensee shall open and maintain a designated lottery bank account to administer all funds related to the conduct of the Raffle. The Licensee shall have the option of:
  - (i) Opening and maintaining one designated lottery bank account to administer all lotteries conducted by the Licensee; or

- (ii) Opening and maintaining separate designated lottery bank accounts for each type of lottery conducted by the Licensee.
- (b) The Licensee shall prepare and maintain a ledger to accurately reflect and describe all transactions occurring in the lottery bank account including outlining financial details of the Raffle event conducted including proceeds derived from the lottery, Expenses paid in the conduct of the Raffle event, and a detailed list of how proceeds have been disbursed.
- (c) Where the Licensee opts to have only one designated lottery bank account, the Licensee shall maintain separate ledgers outlining financial details of each lottery event conducted including proceeds derived from each, Expenses paid in the conduct of each lottery event, and a list of how proceeds have been disbursed.
- (d) The lottery bank account shall be in the name of the Licensee and shall have cheque privileges and monthly return of cancelled cheques or digital image of cheques.
- (e) The Licensee shall deposit all funds from Ticket sales, prior to the final Draw date, into the Raffle bank account. Funds shall be deposited as soon as it is practical to do so.
- (f) The Licensee shall not transfer funds to a general account or any other account unless otherwise approved by SLGA.
- (g) All disbursements from the lottery bank account shall be made by cheque or electronic transfer directly to the Expense or authorized charitable purpose.
- (h) The lottery bank account shall be administered by a minimum of two signing officers and each cheque shall be signed by a minimum of two members of the Licensee's executive.
- (i) The Licensee shall not:
  - (i) Where only one designated lottery bank account is maintained, deposit funds received from any source other than lottery events conducted by the Licensee and licensed by SLGA, or;
  - (ii) Where a separate designated lottery bank account for the Raffle has been established, deposit funds received from any other source in the designated lottery bank account.
- (j) The Licensee shall not close the lottery bank account until all funds have been disbursed for the approved charitable objects and purposes.

#### **14. RECORDKEEPING**

- (a) The Licensee shall retain all records pertaining to the lottery for a period of three years from the final Draw, including:
  - (i) Bank statements;
  - (ii) Cancelled cheques;
  - (iii) Ledgers;
  - (iv) Invoices/receipts for Expenses;

- (v) Ticket inventory control sheets;
  - (vi) List of prize winners;
  - (vii) All unsold Tickets;
  - (viii) All Ticket stubs of sold Tickets; and
  - (ix) Any other information relevant to the conduct and management of the Raffle.
- (b) The Licensee shall keep a record of the distribution of Ticket stubs and cash or unsold Tickets in order to account for all Tickets and cash for reconciliation of the Raffle results.
- (c) The Licensee shall ensure that, at all reasonable times, SLGA representatives have access to all records. SLGA representatives may copy or temporarily remove records at their discretion.
- (d) The Licensee shall maintain a detailed record of how all Raffle Gross Revenues have been spent/dispersed.

## **15. REPORTING REQUIREMENTS**

- (a) All lost or stolen Tickets shall be reported to SLGA immediately. The report shall specify the total number and serial numbers of the lost or stolen Tickets and an explanation for how the Tickets were lost or stolen.
- (b) The Licensee is required to complete a financial report including the revenues, prizes, Expenses and proceeds generated as a result of their Raffle. The Licensee shall complete the Raffle financial report on forms prescribed by SLGA and submit these forms, along with a list of all winners, to SLGA within 60 days of the final Draw, or within the time period approved by SLGA.
- (c) Financial reports must be signed, and certified correct, by a member of the Licensee who is indicated on the application.
- (d) SLGA may request additional documents deemed necessary to confirm the particulars of the event.
- (e) The Licensee shall indicate on the financial report any prizes which have been donated.

## **16. AUDIT REQUIREMENTS**

- (a) The books and records of the Licensee are subject to review and/or audit by SLGA and must be maintained in a manner acceptable to SLGA.
- (b) Failure to supply access to records, or comply with a request from SLGA for records, will be considered as non-compliance and will result in immediate sanction upon your Licence.
- (c) Licensees which realize Net Proceeds in excess of \$100,000 from the conduct of lottery events shall provide to SLGA an independent audit opinion to confirm the accuracy of the Raffle financial reports submitted to SLGA. The independent audit opinion must be signed by an accountant with a recognized professional accounting designation (CA,

CMA, or CGA). The audited opinion shall be provided to SLGA within 120 days or such other time as may be approved by SLGA.

**17. CONFLICT OF INTEREST**

The Licensee shall ensure there is no conflict of interest, real or perceived, with regard to the operation of gaming activity. A conflict of interest means any situation in which a Licensee or any officer, director or member of the organization, or any person who supplies gaming services to the Licensee, either for himself or some other person(s), promotes or attempts to promote a private or personal interest which results or appears to result in the following:

- (a) A conflict or interference with the exercise of his duties; or
- (b) A gain or an advantage by virtue of his position.