



BREAK OPEN TICKET APPLICATION CHECKLIST

These items must be enclosed with each **Licence Application** form. (Do not send separately):

- Licence fee – 3% of licence prize board taken out of Lottery Trust Account. Please make cheque payable to Municipality of Thames Centre
- Are all prior Lottery Licence reports in, correct and on time 30 days after the event took place.
- Completed application form signed by two principal officers of your organization
- Copy of preceding and current operating budget, which includes all sources of revenues and expenses
- Copy of proposed lottery budget
- Type and style or styles of tickets to be sold (ticket samples are not required)
- Number of deals of tickets to be sold
- An agreement to lease/rent/maintain or purchase a Break Open Ticket dispenser, if applicable
- A copy of the Break Open Ticket Seller registration, where applicable
- The organization's system for keeping track of sales and inventory
- A list of bona fide members assisting with the Break Open Ticket administration and sales
- A receipt or invoice is required for any donation of over \$1,000, a cheque made out to an individual, a cheque made out to a school board, or for travel accommodations
- The proceeds from the tickets, whether they are sold or not, must be deposited into the charity's account within **30 days** of delivery to the site. Although this is the responsibility of the site owner, it is up to the charity to make sure these rules are strictly adhered to.
- Cheques must be made directly from the Lottery Trust Account. Transfers between accounts are not permitted.
- We require an interim report when there has been a change of selling locations or the owner has changed. If the charity would like to change selling locations or the selling location does not want to have the charity at their location, either party must give the other party 90 days written notice.
- The maximum allowable balance in the Lottery Trust Account is \$20,000.00.

August, 2011

BREAK OPEN TICKET LICENCE

Banking and Financial (Section 9 of the Terms and Conditions)

The licensee shall:

- (a) Open and maintain one (1) designated lottery trust account to administer the proceeds and monies, or
- (b) Open and maintain separate designated lottery trust accounts for each type of lottery trust accounts for each type of lottery scheme conducted and managed by the licensee.
- (c) Each designated lottery trust account shall be maintained in the name of the licensee, in trust and shall have the following features:
 - (i) Cheque writing privileges and monthly statements issued;
 - (ii) All cheques returned with monthly statements
- (d) In administering the lottery trust account the licensee shall
 - (i) Appoint a minimum of two (2) signing officers, who must be bona fide members of the licensee, to administer the account and write cheques on behalf of the licensee;
 - (ii) Ensure the deposit into the account of all monies derived from the operation of any and all lottery events except
 - (ii) Monies shall be deposited by deposit slip only and as soon as it is practical to do so.
 - (iv) Ensure all withdrawals are made by cheque.
 - (v) Ensure cheques are written only for the payment of the expenses incurred in the conduct of the lottery
- (e) The Licensee shall not:
 - (i) Deposit monies received from any source other than lottery events conducted by the licensee
 - (ii) Transfer or move funds by any means from the designated lottery trust account into an operating or general account of the licensee
 - (iii) Close the designated lottery trust account until all monies have been disbursed to approved charitable purposes

Reporting Requirements (Section 10 of Terms & Conditions)

- (a) The licensee shall provide a licensing authority with:
 - (i) A financial report outlining the results of the break open ticket lottery on the prescribed form.
 - (ii) Copy of all deposit slips related to the event, verified (stamped) by the bank and bank statements shall accompany the financial report.
- (b) The Financial report shall be filed within 30 calendar days of the expiry of the license.
- (c) Where the licensee has completed the sale of tickets prior to the expiry date of the license, then the license shall be deemed to have expired and the financial report shall be due within 30 calendar days
- (d) The licensee shall provide, within 180 calendar days of its fiscal year end, each licensing authority that issued it a license with:
 - (i) Financial statements, including a summary of the financial information with respect to the receipt and use of the lottery proceeds from all lottery schemes for which it is licensed.
- (e) The licensee shall provide to a licensing authority within the time period specified by a licensing authority any information, materials, financial statements, audited financial statements, review engagement reports, compliance reports or auditor's reports on compliance as a licensing authority may require.