

LOTTERY SCHEMES, GENERAL RULES

1. The following shall be posted in a conspicuous place in the premises designated for the conduct and operation of a lottery event:
 - (a) a copy of the current licence authorizing the lottery and any amendments for the licence;
 - (b) related schedules;
 - (c) house rules; and
 - (d) notices and posters, as required by the division.
2.
 - (1) With the exception of charities, registered with the Charities Division of the Canada Revenue Agency, licensees shall open and maintain a separate designated lotteries trust account in a financial institution authorized to take deposits and to administer proceeds of the money derived from lottery schemes.
 - (2) Registered charities shall maintain separate lottery accounting records which shall include deposit books, journals and ledgers.
3. In administering the trust account the licensee shall appoint a minimum of 2 signing officers, who shall be members of the licensee and who shall write cheques on behalf of the licensee.
4. The licensee shall reconcile the trust account on a monthly basis, or as activity permits.
5.
 - (1) Cash proceeds from lotteries shall be deposited into the licensee's trust account immediately upon receipt.
 - (2) The licensee shall not deposit money received from any other sources other than lottery activity into the trust account, transfer funds by any means from the trust account into an operating or general account of the licensee or close the trust account until all money has been used for the approved charitable or religious object or purpose .
6. Any interest accrued on the trust account shall be used for the charitable or religious object or purpose of the licensee.
7. Where a lottery is conducted on the occasion of, or in conjunction with some other lawful activity, such as a dinner, dance, entertainment, fashion show etc. the percentage of the overall event revenues that are derived from lotteries shall be deposited in the trust account as reported, and used only for authorized purposes.
8.
 - (1) All expenses incurred as a result of conducting the lottery shall be deducted and paid out from gross receipts derived from the lottery.
 - (2) Unless there is negative revenue, the licensee shall use no money from any other source to pay for lottery expenses.
9.
 - (1) The licensee shall maintain the division's financial records that relate to the licensed lottery, or a similar version that is approved by the division.
 - (2) In addition the licensee shall maintain books and other documents in support of all financial records and reports.
 - (3) The licensee shall obtain receipts for each expense incurred.
 - (4) These records shall be kept up to date and be retained for no less than 6 years from the expiry date of the licence.
10. A peace officer as defined by the *Criminal Code*, or an official of the division, shall be given unencumbered access to all areas of a premises on which a lottery scheme is taking place and, the officer or official shall be given unencumbered access at any reasonable time to all records pertaining to a lottery scheme, including the records of any commercial agent, and if considered necessary to remove the records from a premises.
11.
 - (1) When requested the licensee shall deliver to the division, or permit the removal of, the licensee's books, records and other documents that would be requested.
 - (2) Where the licensee refuses access or does not produce as requested, records or documents, the division may suspend or revoke licences.
12. The division may require the licensee to provide audited statements in accordance with guidelines established by the division.
13. A lottery event shall be conducted in a suitable premises as approved by the division.
14.
 - (1) All equipment used in the conduct of a lottery shall be located in an area visible to the players.
 - (2) Equipment shall be maintained in good working condition and shall be made available for inspection, upon request.
15. The licensee shall comply with all federal, provincial and municipal laws.
16. In any licensed lottery scheme, the chances of winning shall be equal for all players or participants.
17.
 - (1) A licensee shall not enter into a contract or agreement, written or verbal, implied or stated, for the supply or purchase of goods or services, unless the method of payment is fixed and pre-determined.
 - (2) Payment terms based upon a percentage or commission shall not be allowed.
 - (3) Excluded are commissions paid on ticket entry sales.
18. The licensee shall not offer as a prize, tickets for a proposed future lottery.
19.
 - (1) The *Liquor Control Act* precludes the

- granting of alcohol as prizes to any person under the age of 19 years.
- (2) It is an offence under the *Tobacco Control Act* to give tobacco as a prize to a person under the age of 19 years.
- (3) A prize of a firearm shall not be given to a person who is not authorized under the *Firearms Act* (Canada) to possess a firearm.
20. (1) The licence number shall be shown on all advertising.
- (2) Advertising outside of the province is not permitted unless a licence is held in that province in accordance with subsection 207(1)(f) of the *Criminal Code*.
21. The division may require verification by affidavit, or the posting of a bond or satisfactory guarantee of the payment of a prize.
22. Any changes or amendments to the licence shall be requested in writing and may be authorized by the division.
23. (1) Where a licensed lottery scheme does not proceed as scheduled, the division shall be notified immediately.
- (2) The licensee shall then comply with any additional instructions as to handling or disposition of proceeds collected, or any other matter concerning the lottery or the licence.
24. A licence period shall not exceed 12 months unless expressly authorized by the division.
25. The conduct and management of a lotteries scheme shall not be delegated to another organization or to a person who is not a member of the licensed organization, without the approval of the division.
26. A licence is not transferable.
27. (1) When required a financial report shall be submitted to the division within 60 days after the expiry date of the licence or as demanded.
- (2) The report shall be accompanied with applicable fees for lottery licensing schemes in accordance with the following schedule:
- (a) **BINGO** - Where a financial report is required, a licence fee shall accompany the report in the amount of 1% of the total amount of the retail value of prizes and cash given as prizes;
- (b) **BREAKOPEN** - A licence fee shall accompany the financial report in the amount of \$10 a box/unit or part box/unit of breakopens sold;
- (c) **BINGO/BREAKOPEN** - For the bingo lottery, a licence fee shall accompany the report in the amount of 1% of the total amount of the retail value of prizes and cash given as prizes; the licence fee for breakopens is \$10 a box/unit or part box/unit of breakopens sold;
- (d) **TICKET** - Where a financial report is required, a licence fee shall

accompany the report in the amount of 1% of the total amount of the retail value of prizes and cash given as prizes;

- (e) **GAMES OF CHANCE** - Where a financial report is required, a licence fee shall accompany the report in the amount of 1% of the total amount of the retail value of prizes and cash given as prizes except in the case of a wheel of fortune a fee of \$5 for each wheel per event and in the case of a game of chance a fee of \$5 for each game per event;
- (f) **MONTE CARLO** - A licence fee shall accompany the financial report in the amount of 1% of the total amount of the retail value of prizes and cash given as prizes except in the case of a wheel of fortune a fee of \$5 for each wheel per event and in the case of a table game a fee of \$5 for each game per event and in the case of a monte carlo game a fee of \$5 for each game per event; and
- (g) **SPORTS** - A licence fee shall accompany the financial report in the amount of 1% of the total amount of the retail value of prizes and cash given as prizes.

SCHEDULES

28. A licensed bingo lottery scheme shall be conducted and managed in accordance with the rules as contained in Schedule A.
29. A licensed breakopen lottery scheme shall be conducted and managed in accordance with the rules as contained in Schedule B.
30. A licensed bingo/breakopen lottery scheme shall be conducted and managed in accordance with the rules as contained in Schedule C.
31. A licensed ticket lottery scheme shall be conducted and managed in accordance with the rules as contained in Schedule D.
32. A licensed games of chance lottery scheme shall be conducted and managed in accordance with the rules as contained in Schedule E.
33. A licensed monte carlo lottery scheme shall be conducted and managed in accordance with the rules as contained in Schedule F.
34. A licensed sports ticket lottery scheme shall be conducted and managed in accordance with the rules as contained in Schedule G.

SCHEDULE "A"**RULES FOR BINGO LOTTERIES**

1. Each licensee shall comply with the following:
 - (a) excluding paragraph (c), maximum combined prize payout for each bingo event - \$3,000;
 - (b) excluding paragraph (c) and media bingo, maximum prize payout for any one game - \$1,500;
 - (c) in addition to the \$3,000 maximum combined prize payout there may be not more than 2 additional 50/50 style bingo games with non-accumulating jackpots, one additional bingo game with an accumulating jackpot prize and one fixed linked bingo game. The accumulated jackpot game and fixed linked bingo game shall be conducted in accordance with the conditions as set by the division;
 - (d) excluding paragraph (c), jackpots are authorized to a maximum of \$1,500;
 - (e) maximum authorized expenses from gross bingo proceeds - 20%;
 - (f) make every reasonable effort to return, for charitable or religious purposes, from gross gaming related proceeds - a minimum of 15%; and
 - (g) maximum allowable events per week for each licensee - 2, or 104 per year.
2. Not more than one bingo lottery event shall be conducted in a suitable premises, as defined by the division, in a day and shall not be conducted after 12:00a.m. or before 8:00a.m.
3. Conditions of winning a game and the value of the prizes shall be announced before the commencement of each game.
4. A new ball shall not be drawn from the chute until the previous ball drawn has been called and the ball is placed in the proper hole in the ball pocket tray.
5. In the event that the number on a ball is miscalled, the actual number on the ball, not the called number, shall be the official number for the game.
- 5.1 Once a caller has started to call a number on a ball the caller shall finish calling it.
6. When bingo has been declared, the following sequence of events shall take place:
 - (a) the caller shall stop play by announcing bingo has been declared, and no further numbers shall be called pending confirmation of the bingo and the caller shall announce the game type being checked;
 - (b) the bingo machine shall be left on unless the ball funnel on the machine traps the last bingo ball;
 - (c) the checker shall take the declared card and place it in front of a player other than the owner of the card being checked, the checker shall then call back the numbers or the serial number to the caller and receive verification of the bingo and cards checked on a TV monitor shall be displayed on the monitor screen for at least 5 seconds;
 - (d) once all bingos have been checked, the caller shall ask clearly if there are any more bingos and indicate it is the last call and where no further bingos are declared, the caller shall drop the balls and state clearly that the game is closed; and
 - (e) the caller shall state the number of winners for each game and the amount paid to each winner.
7. A claim shall not be valid if made after the game has been declared closed.
8. A player does not need to have the last number called in order to be declared a winner.
9. Where there is more than one winner of a bingo game, the prize offered shall be divided equally among all players having obtained a valid bingo. The licensee may set a minimum prize payout not to exceed \$5. Where there is more than one winner of a merchandise bingo game, all players having obtained a valid bingo shall each be awarded a merchandise prize of equal value.
10. Jackpots shall be paid out during the last event of the licence period if the licence is not to be renewed.
11. The division may approve other schemes in conjunction with bingo, as indicated on the application and defined by the division. These schemes are to be reported on the financial report, and applicable licence fees paid.
12. Giveaways or promotional items including gestures of player appreciation related to regular bingo events shall not exceed 3% of the regular prize board at a given bingo hall. This amount shall not be accumulated over events. This includes draws where no purchase is necessary. This could be done either on a selective or at-large basis. Those give-aways shall comply with the following:
 - (a) the licensee shall conduct the give-away;
 - (b) it is limited to the bingo hall;
 - (c) the actual cost of all items shall be recorded as expenses on the financial report;
 - (d) no individual item shall have a retail value of more than \$25; and
 - (e) this does not include beverages or food sold at the concession, and given free to players by concession operators.

13. Advertising may contain the monetary prize value to be awarded from each event but shall not combine prize values for more than one event to create the impression of a large bingo prize board.
14. Cards may be used for a single game, or for 2 or more successive games in a series. Called balls shall remain in the ball pocket tray until the final game in a series is completed.
15. Multiple or discounted prices shall not be allowed for bingo cards or paper, including media bingo cards, unless separate and distinct cards are used.
16. Discounted prices shall not be allowed for bingo cards or paper, including media bingo cards, unless separate and distinct cards are used.
17. Bingo cards or paper shall not be altered or cut in any manner, but shall be sold in their original manufactured state.
18. Bingo paper shall not be sold or exchanged between licensees unless the proper inventory controls are in place; this includes invoices.
19. Where the bingo event has commenced and is cancelled due to an Act of God, the licensee shall issue refunds to all persons who have purchased bingo paper, prorated based on the number of games which have been played.
20. The licensee shall ensure that no person directly involved in, or responsible for, the conduct of the bingo event or working at a bingo event as a caller or calling back cards shall purchase bingo paper or play bingo during that event.
21. Gaming employees shall not play bingo in any hall or premises in which they are employed.
22. Gaming employees or members of the licensee's executive shall not be employed by, under contract to, or have a financial interest in the lessor of the bingo premises, suppliers of bingo equipment, supplies, or services.
23. All volunteer and gaming employees staff shall sign an attendance form before starting work.

MEDIA BINGO (e.g. radio, T.V. and newspaper)

24. A media bingo game shall be held on the dates specified on the bingo card.
25. A media bingo card shall have printed on it
 - (a) the frequency of the radio station or the channel of the television station which broadcasts the event;
 - (b) the licence number, the name and address of the licensee; and

- (c) the location, times and dates on which bingo is to be called and the nature and value of the prizes to be awarded.

26. Media bingo cards shall be consecutively numbered.
27. The person who conducts a media bingo shall do so before 2 witnesses who sign a confirmation of their presence for each lottery event.
28. Rules shall be posted at all locations that sell cards, or be available from sellers, and shall be announced before each event.
29. Unsold media bingo cards shall be retained in its sealed state by the licensee for a period of 4 weeks from the date of completion of the game or event.

UMBRELLA ASSOCIATIONS

30. Organizations may form a bingo umbrella association for the purpose of addressing matters of common interest in the conduct and management of bingo events in a hall.
31. The umbrella association shall provide a copy of its constitution, bylaws, lease, labour or service agreements and any other rules enacted by it to the division for review before adoption, execution or amendment.
32. Member organizations shall elect a board of directors from among their volunteer members to manage the umbrella association. The volunteer members shall not be gaming employees or representatives of a management company for the licensee.
33. Members of the board of directors shall not receive remuneration for services rendered in the management of the umbrella association.
34. Associations shall be restricted to one event per week for each member of the association to a maximum of 7 events a week.
35. All records of the umbrella association, and the member organizations, in addition to the bingo event records, shall be made available to the division upon request.

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ACCUMULATED JACKPOT CONDITIONS

Organizations are not permitted to operate the jackpot in conjunction with other groups operating out of the same hall. Organizations that conduct bingo twice a week must operate a separate jackpot for each event.

Maximum Payout:

Per event - \$7,500, except as discussed below.

General Rules:

Start up not to exceed \$1000. Consolation prize not to exceed \$200, except as discussed below. Jackpot increases by 50% of the receipts from the sale of escalating jackpot cards at the event, consolation prize to be paid from this pot. The remaining 50% shall be put into a fund for charity. Sheets of cards must be distinguishable from other sheets of cards being used for other games, ie. unique colour or markings. The sheets shall also be consecutively numbered and sold in consecutive order. Sheets are only permitted to be sold as single sheets, but multiple faces or cards are permitted. No discounting of sheets is permitted, eg. \$1 for a sheet of 3 faces or \$2 for 3 sheets of 3 faces. For proper record keeping, organizations shall maintain the Department's form 3020 and form 3011, or similar versions approved by the Department. All games must be played for a full card but organizations are free to set the requirement for the number of balls to award the jackpot, ie. 52 numbers or less. This must be stated before commencement of each game and shall not be changed once the accumulation of the jackpot has commenced.

Jackpot Rules When Jackpot Reaches The Maximum Payout:

The jackpot can only exceed the maximum payout when 50% of card sales force the jackpot beyond \$7,500. The jackpot does not have to go once the maximum is reached or exceeded, but cannot grow any further. If the jackpot is awarded at the same event where it exceeds the maximum payout, no consolation prize is awarded. If the jackpot does not go at this event, sales of cards after this point would be allotted in the following way: 50% of receipts to be put into a fund for the charity, and the remaining 50% will be paid out as a consolation prize in place of the \$200. At the event when the jackpot is awarded, no consolation prize shall be paid out. 50% of the receipts taken in at that event will be used to start up the next jackpot.

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ADDITIONAL 50/50 STYLE BINGO GAMES WITH NON-ACCUMULATING JACKPOTS

Organizations are not permitted to operate more than two additional 50/50 style bingo games with non-accumulating jackpots as outlined in 1(c) of Lottery Licencing Regulations-Schedule "A" and Schedule "C". The maximum prize payout shall not exceed \$1,500 for any one game whether the bingo is media or in-house.

Cards for these additional 50/50 style Bingo games must be offered and purchased only as an add-on to the regular Bingo game package. Cards for this add-on should be distinguishable from cards for the regular game package, by unique colour or markings. Quantity discounting of cards for these add-on games is not permitted.

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LOONIE POT BINGO, POT OF GOLD, LUCKY NUMBER, BOTTLE BINGO OR COOKIE JAR CONDITIONS

Organizations are not permitted to operate more than one pot during an event.

Maximum Pot Size:

\$1,500, the prize value of the Pot is to be included with the maximum combined prize payout for the event, which cannot exceed \$3,000.

General Rules:

Theatre type tickets should be used to account for entry into the Pot. Other methods used to account for entry must be approved by the Division before being used. The conditions of winning the Pot and the maximum Pot size must be stated before commencement of the bingo event and the rules for the Pot shall not be changed once the accumulation of the Pot has commenced. Unless the house rules state otherwise, to win the Pot you must call bingo when the Loonie number is called. Prizes awarded for the Pot must be reported on the Financial Report for the licence period. The licensee is responsible for a 1% licencing fee on all prizes paid from the Pot for the licence period. Adequate records must be maintained, showing receipt of all funds, prizes paid out, and the current balance in the APot@, similar to Form 3018 as outlined by the Department.

Jackpot Rules When Jackpot Reaches The Maximum Payout:

When the Pot reaches the maximum any additional receipts shall be dispersed in one of the following ways:

1. Be awarded at the event by means of a ticket draw. If the Pot is awarded at an event when it exceeds \$1,500, the additional receipts for that event are used to start the next Pot.
2. Used to accumulate a new Pot to be used once the current Pot is awarded. In the event that an organization has accumulated an additional jackpot the organization must award additional receipts by means of a ticket draw.



Department of Digital Government and Service NL

Consumer and Financial Services Division

50/50 7-10 BALL LOTTERY CONDITIONS

Maximum Balls To Be Used:

Location having 1 to 2 Bingo events per week - Maximum 10 Balls

Location having 3 Bingo events per week - Maximum 9 Balls

Location having 4 to 5 Bingo events per week - Maximum 8 Balls

Location having 6 to 7 Bingo events per week - Maximum 7 Balls

General Rules:

Jackpot not to exceed \$5,000, except as discussed below. Start up not to exceed \$100. Consolation prize not to exceed \$50, except as discussed below. Pot increases by 50% of the receipts from the sale of tickets at the event, consolation prize to be paid from this pot. The remaining 50% shall be put into a fund for charity. Tickets will be permitted to be sold only at the Bingo event location and only during the hours the Bingo event is held. The type of ticket used shall be a two part ticket preprinted with the licence number and the name of the organization on the ticket. The tickets shall also be consecutively numbered and sold in consecutive order. For proper record keeping, organizations shall maintain the Department's form 3019 or a similar version approved by the Department. All draws of tickets shall be conducted by an independent party and draws of tickets and balls shall be done in clear view of all patrons. All sold tickets from previous events are not to be included in subsequent draws. All tickets must be kept for a period of 1 year after the date of the draw. The Jackpot has to be paid out during the last event of the licence period only if the licence is not to be renewed.

Jackpot Rules When Jackpot Reaches \$5,000:

The jackpot can exceed \$5,000 in the case where a jackpot is under \$5,000 when ticket sales commence and because of the event's receipts the jackpot exceeds the \$5,000. The jackpot does not have to go once the \$5,000 cap is reached or exceeded, but can not grow any further. If the jackpot is awarded at the same event where it exceeded the maximum payout, no consolation prize is awarded. Sales of tickets after this point would be allotted in the following way; 50% of receipts to be put into a fund for the charity, the remaining 50% to be paid out as a consolation prize, in place of the \$50. At the event when the jackpot is awarded there shall be a second draw to award the consolation prize, which would be 50% of the receipts taken in at that event. The winning jackpot ticket is not to be included in the consolation draw unless otherwise stated.

50/50 7-10 Ball Lottery Conditions

Method Of Determining Prize:

Two methods are allowed.

1. Tickets are sold and a number is drawn. The patron with the matching number is given the chance to pick one of a number of balls as allowed above. Balls are to be labelled in some predetermined way, ex. days of the week. If the group has seven nights of bingo, there would be seven balls in a drum/container with each day marked on each of the seven balls (Monday, Tuesday, Wednesday, Thursday, Friday, Saturday and Sunday). If the event is held on Monday and the ball drawn has Wednesday on it then the consolation prize is paid out and the jackpot is carried over to the next event. If the ball drawn has Monday on it, the jackpot is won.
2. Balls are to be labelled in some predetermined way, ex. BINGO HALL. Early during the event a ball is drawn to determine the lucky ball. Tickets are sold and a number is drawn. The patron with the matching number is given the chance to pick one of a number of balls as allowed above. If the lucky ball is drawn the jackpot is won. If any other ball is drawn then the consolation prize is paid out and the jackpot is carried over to the next event.

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FIXED LINKED BINGO GAME (SATELLITE BINGO) CONDITIONS

Fixed Linked bingo means a bingo game played simultaneously by participants at different locations in which the locations are linked by a communications system. Before a licensee can participate in the game the following conditions must be met:

1. Any linked bingo game must be approved by the Division. A network management plan must be submitted by the provider for review. The network management plan must include:
 - a. a detailed description of the technology;
 - b. card inventory control and distribution system;
 - c. the method of calling bingo numbers at the “host facility”, and transmitting them to each participating hall;
 - d. description of the game;
 - e. description of card sales and reporting;
 - f. details of the prize;
 - g. job details of personnel involved in the conduct and administration of the game;
 - h. the procedure to verify winning cards;
 - i. linked game rules of play;
 - j. draft of financial and inventory control forms;
 - k. process of transferring revenue to the network;
 - l. procedure to pay winner(s);
 - m. the distribution of net profits;
 - n. network ownership;
 - o. network security; and
 - p. method for continuation of the game in the event of loss of communication system(s).
2. The game must be made available to all bingo licensees who have an average event attendance of 60 patrons. On initial startup the game must be available, on the first day of operation, to all licensees who have signed agreements with the provider. After the first day of operation the game must be made available to licensees wishing to participate within 60 days after an agreement is signed.
3. The game provider must broadcast the game from a location that has been inspected and approved by officials of the Division.
4. An Audited Financial Statement, in a form prescribed by the Division, and management letter, of the Network’s activities shall be submitted, by the provider to the Division within 120 days of the fiscal year end of the provider. Licence fees in the amount of 1% of all prize payouts must accompany the statement.

FIXED LINKED BINGO GAME (SATELLITE BINGO) CONDITIONS

5. One linked bingo game will be allowed per bingo event.
6. The total prize payout must be 50% of sales.
7. The minimum return to the licensee is 25% of sales. The licensee can only pay for expenses that are approved by the Division, from the 25% return. Approved expenses would include:
 - a. cost of television monitors and a fax machine for the game;
 - b. licence fees relating to the game;
 - c. telephone and or cable connection costs.
8. The linked game shall be played in conjunction with a complete bingo program.
9. The linked game main prize and any consolation prize(s) shall not be accumulated over more than one event. An accumulating prize pool must be approved by the Division. In the case where a prize pool is set at a fixed amount, the provider is responsible for the shortfall in the prize pool but can recover the shortfall from subsequent accumulations.
10. Winners of prizes, excluding consolation prize winners, are required to write their name, address and telephone number on the back of the winning card and sign the back of the winning card.
11. All prizes, excluding consolation prizes, shall be paid by cheque within 48 hours of the awarding of the prize.
12. The game must be played for a full card but odd/even format is permitted. For an odd/even format a sealed card(s) must be used for the linked game. No numbers shall be called or drawn until card sales have ended. Cards shall not be distributed free, discounted or be included as part of a package sale.
13. Bingo umbrella associations or individual groups must enter into a written agreement on the operation of the network, including distribution of profits and costs.
14. Rules of play must be approved by the Division and must be posted in each participating bingo hall. Individual associations or groups cannot change these rules.
15. Inventory and financial control systems must meet the requirements set by the Division.
16. Each Linked Game must be video/audio recorded by the network. Tapes shall be retained for 21 days.
17. The game provider must obtain a bond in the amount of \$100,000 to cover the loss of funds held by the provider to pay licence fees or accumulating prize pots. Proof of bonding must be supplied to the Division before commencement of the game.

FIXED LINKED BINGO GAME (SATELLITE BINGO) CONDITIONS

18. A person identified under Section 10. (e) of the *Lotteries Licencing Schemes, 1985 General Rules* shall be given unencumbered access to all records, documents, video tapes and equipment relating to the Linked Game and the Network. They may examine these at their discretion, and may copy or remove them as necessary.
19. Linked Bingo books and records are subject to review by officials of the Division and must be maintained in a manner acceptable to the Division. These will include, but not be limited to:
 - a) books of original entry (including computerized records);
 - b) invoices;
 - c) bank statements and canceled cheques;
 - d) event control and summary sheets;
 - e) inventory control forms;
 - f) income tax and HST tax returns;
 - g) minutes of AGM and Executive meetings;
 - h) external accountant's/auditor's working paper files; and
 - i) annual audited financial statements.
20. Changes to the approved event operating procedures of the linked game, shall be submitted for review and approval of the Division, prior to being implemented.

2013-09-10



Department of Digital Government and Service NL

Consumer and Financial Services Division

SATELLITE BINGO

Atlantic Star Satellite Bingo Network

Prize Structure effective March 11, 2013

50% of Total Sales are attributed for Prize Payout; 15% towards the Nightly Prize; 35% towards Grand Prize, Bonus 7 Game, and per hall Consolation Prizes.

Bonus 7 Game : (game is played one way only)

Starts at \$500, plus an additional \$250 each night the prize isn't won, in 21 numbers or less.

Grand Prize Structure

Starts at \$10,000, plus additional \$100 each night the jackpot isn't won, in 50 numbers or less.

Nightly Prize

Nightly Prize is awarded each night the Grand Prize isn't won. Nightly Prize is 15% of the nights Total Sales, with a minimum prize of \$500.

Consolation Prize – Per Location

After the main prizes are award, all remaining locations will be awarded a consolation prize based on the card sales for that location.

Consolation Prize Structure

<u>Nightly Hall Sales</u>	<u>Consolation Prize</u>
\$1000 and over :	\$200.00
\$750 ~ 999.99 :	\$150.00
\$500 ~ 749.99 :	\$100.00
\$200 ~ 499.99 :	\$ 50.00
\$ 0 ~ 199.99 :	\$ 25.00



MEDIA ACCUMULATED JACKPOT CONDITIONS

Organizations are not permitted to operate the jackpot in conjunction with other groups conducting an escalating jackpot game. Organizations that conduct bingo twice a week must operate a separate jackpot for each event.

Maximum Payout:

Per event - \$7,500, except as discussed below

General Rules:

Start up not to exceed \$1000. Consolation prize not to exceed \$200, except as discussed below. Jackpot increases by 50% of the receipts from the sale of escalating jackpot cards at the event, consolation prize to be paid from this pot. The remaining 50% shall be put into a fund for charity. As total sales are not determined until after the game is played, organizations can estimate the jackpot amount at the event time and inform players or the winner(s) of the actual amount at the next event. All games must be played for a full card but organizations are free to set the requirement for the number of balls to award the jackpot, eg. 52 numbers or less. This must be stated before commencement of each game and shall not be changed once the accumulation of the jackpot has commenced. For proper record keeping, organizations shall maintain the Department=s form 3020 and form 3011, or similar versions approved by the Department.

Sale of Cards:

Organizations must sell their cards in one of the following ways:

- 1. Jackpot card(s) sold in the same package as the regular media bingo card(s).** Jackpot cards must be distinguishable from other media bingo cards in the package, ie. unique colour or markings. No discounting of the media game cards is permitted, eg. \$2 each or 3 cards for \$5. A method has to be in place to determine the 50% receipts from the sale, eg. \$.50 out of every card sold is considered receipts from the sale of escalating jackpot cards. This method must be given to the Department before the commencement of the game and included in any game rules announced or published.
- 2. Jackpot card(s) sold in a different package than the regular media bingo card(s).** Jackpot cards must be distinguishable from other media bingo cards, eg. unique colour or markings. No discounting of the jackpot card(s) is permitted, eg. \$2 each or 3 cards for \$5.

Media Accumulated Jackpot Conditions

Jackpot Rules When Jackpot Reaches The Maximum Payout:

The jackpot can only exceed the maximum payout when 50% of card sales force the jackpot beyond \$7,500. The jackpot does not have to go once the maximum is reached or exceeded, but cannot grow any further. If the jackpot is awarded at the same event where it exceeds the maximum payout, no consolation prize is awarded. If the jackpot does not go at this event, sales of cards after this point would be allotted in the following way: 50% of receipts to be put into a fund for the charity, and the remaining 50% will be paid out as a consolation prize in place of the \$200. At the event when the jackpot is awarded, no consolation prize shall be paid out. 50% of the receipts taken in at that event will be used to start up the next jackpot. If this amount is greater than \$1,000 then the excess would go to the organization to be used as approved in the application.

2013-09-10



Digital Government and Service NL

Bingo

Lottery Financial Report (F/R)

Office use only	Organization RSN _____
	Trust Account RSN _____
	Folder RSN _____
	Entered _____

Licencee	Licence Information
Organization Name: _____ _____ Mailing Address: _____ _____ City/Town: _____ Province: _____ Postal Code: _____ Email: _____ Phone: _____ Fax: _____	Licence Number: _____ Report Period: _____ From: _____ To: _____

Use of Proceeds

Provide detailed as to how proceeds were used: (Attach a separate sheet if necessary.)

To be signed by a Principal Officer of the Organization & the Person Completing this financial report.

We certify that this Financial Report and all accompanying documents are true and correct statements regarding the above lottery activity.

Principal Officer	Person Completing Financial Report
Name: _____ Position: _____ Phone (W): _____ Phone (H): _____ Signature: _____ Email: _____ Date: _____	Name: _____ Position: _____ Phone (W): _____ Phone (H): _____ Signature: _____ Email: _____ Date: _____

Financial Report can be dropped off at any Government Service Centre; mailed to Motor Registration Building, 149 Smallwood Drive, Mount Pearl, NL, P.O. Box 8700, St. John's, NL A1B 4J6.
Faxed to (709)729-6998 or emailed to appsconsumeraffairs@gov.nl.ca
For inquires contact Consumer and Financial Services Division toll free at 1-877-968-2600 or locally (Mount Pearl) at 709-729-2660.

Regional Office Contact Numbers:

Corner Brook (709) 637-2445

REMINDER

Licence fee is 1% of the amount reported as your "Total Prize Payout".
The Financial Report is to be signed by a principal officer of your organization. i.e. president, vice president, treasurer.
Make cheques payable to "Newfoundland Exchequer".
Keep a copy of this report for your records.
The Financial Report is due 60 days after the expiry date of your licence. If stated on the back of your licence.
Failure to file a Financial Report may affect your organization's ability to obtain future licences.
All records for the lottery must be retained for a period of 6 years after the expiry date of your licence.

Bingo Lottery Financial Report

Total Number of Events _____		
Gross Proceeds (Total Sales)		
Bingo	\$ _____	
Ticket Wheels/Spins	_____	
Ticket Draws/Raffles	_____	
Non-Escalating 50/50 Ticket Draws	_____	
Escalating 50/50 Ticket Draws (7-10 Ball)	_____	
Escalating Jackpot Game	_____	
Pot of Gold/Cookie Jar	_____	
Value of Donated Prizes (Retail Value Less Purchase Price)	_____	
Share of linked/Satellite Bingo	_____	
Other _____	_____	
Total Gross Proceeds		\$ _____ (A)
Prize Payouts		
Bingo (Do not include linked/satellite bingo prizes)	\$ _____	
Ticket Wheels/Spins	_____	
Ticket Draws/Raffles	_____	
Non-Escalating 50/50 Ticket Draws	_____	
Escalating 50/50 Ticket Draws (7-10 Ball)	_____	
Escalating Jackpot Game	_____	
Pot of Gold/Cookie Jar	_____	
Other _____	_____	
Total Prize Payout		\$ _____ (B)
Expenses		
Licencing Fees (See reminder section on front page)	\$ _____	
Gaming Supplies	_____	
Advertising	_____	
Rent	_____	
Salaries/Commissions	_____	
Utilities	_____	
Professional Fees	_____	
Equipment Lease/Rent	_____	
Administration	_____	
Giveaways	_____	
Other _____	_____	
Total Expenses		\$ _____ (C)
Net Proceeds For Charity		\$ _____ (D)
(Total Gross Proceeds less Total Prize Payout and Total Expenses: A - B - C = D)		