

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.

Disclaimer: Rules of Play must be displayed at all times and copies available upon request. Request for revisions to these rules of play require prior approval of the Consumer Affairs Division (Lottery Licencing). Electronic payments/email transfers are NOT permitted in NL. The person drawing the ticket or involved in the setup of any cards for that current draw MUST NOT hold a ticket for that draw. The Organization and key personnel CANNOT be a ticket holder.

Organization's Name: _____

1. Location, Day, Time of ticket sales and Draw:

Licencing/operation period: _____ to _____

Draw will take place at: _____

Draw Day: _____

Draw time: _____

Tickets will be sold between _____ o'clock and _____ o'clock.

If additional satellite and/or selling locations are required, they must be submitted to and approved by the licencing authority.

Alternate location: _____

Alternate Day of Operation: _____

2. Cost of tickets:

Ticket Price: \$ _____

3. Prize Information

_____ % will be awarded to the ticket holder.

_____ % will be added to the jackpot

50% of ticket sales for that day must go to the organization.

4. General

Licence is valid for up to a maximum of 52 events per licence. Once the Ace of Spades (NL) is drawn the licencing authority must be notified in writing/email/fax. The licence then terminates. A new licence cannot be obtained until the lottery financials are submitted and reviewed.

5. Draw Process

- (a) Immediately prior to the draw, an announcement is to be made identifying the ticket sales for the day, amount of the ticket winner prize, amount to be added to the jackpot and the revised jackpot amount.
- (b) The winning ticket/holder **MUST** be in attendance at the draw.
- (c) Show empty hands prior to drawing the ticket, before and after handling cards. Roll up sleeves or wear short sleeves when drawing ticket and handling cash.
- (d) Winning ticket numbers are to be announced at least three times by both audio and visual means within 15 minutes. Subsequent draws are not to take place any less than 15 minutes apart.
- (e) If the “Ace of Spades” is selected, the winner receives the jackpot. Otherwise, the jackpot amount carries forward to the next draw and the details of the selected card are logged and the card is defaced.
- (f) The cards will be displayed in such a manner as to reveal that the “Ace of Spades” card is in the deck: NOTE: this must be done before and after the ticket winner selects a card.
- (g) The following procedure is recommended for picking the card from the deck:
CARDS MUST NOT BE CUT. Cards are to be shuffled, spread out on the table and mixed sufficiently. When it’s time for the card selection by the ticket winner, the winner points to ONE card. The coordinator from the organization will then remove all surrounding cards while the ticket holder remains pointing to the selected card. Once all surrounding cards have been removed, the selected card will be turned over by the coordinator.
- (h) Minimize the handling of cards.

Organization may upon written approval, add any unique rules specific to this Chase The Ace style lottery here:

- 1. _____
- 2. _____
- 3. _____

6. Organization Administrative Rules

- (a) An elimination jackpot to a maximum of \$1500.00 may be approved upon written guarantee the prize is available.
- (b) Organizations must maintain an on-going record denoting the serial number (sequence) for all tickets in play for each week of the lottery. Organizations must ensure records are maintained and available for Inspectors detailing weekly financials, completed draw details and other information relevant to the lottery scheme. Organizations must use Chase the Ace Tracker Form 317. The use of a Chartered Accountant is highly recommended.
- (c) A copy of the commercially printed ticket must be submitted to the Consumer Affairs Division (lottery licencing) for approval prior to use.

- (d) It is the organization's responsibility to ensure the Deck of Cards is secured between draws.
- (e) Once the jackpot reaches the \$50,000.00 (NL) the organization is required to notify the provincial licencing authority and start working on an Operational Plan which must be in place by the time the jackpot reaches \$100,000.00 (NL). If no Operational Plan is submitted and approved by the time the jackpot reaches \$100,000.00 (NL), an Exit Strategy/Mega Draw will be enacted. See Best Practices document for Operational Plan contents.
- (f) The organization must video tape all draws once the jackpot reaches \$100,000.00(NL). The organization is required to maintain all video/electronic taping for audit purposes. It is highly recommended that the organization video all draws.

Contact Information for Consumer and Financial Services Division (Lottery Licencing):

Consumer and Financial Services Division
Motor Registration Building
149 Smallwood Drive
Mount Pearl, NL
P.O. Box 8700 A1B 4J6

Toll Free Number: 1-877-968-2600 Fax:
(709) 729-6998

Email: appsconsumeraffairs@gov.nl.ca

Best Practice Document

Chase the Ace Style Lottery

Lottery Description:

Chase the Ace (CTA) style lottery schemes are Same Day Ticket Sales whereby there is an opportunity to win a percentage of the jackpot, by way of a **ticket draw**, as well as an opportunity to win a chance to select a card in search of a specific jackpot card named in the house rules. This game is called Chase the Ace (Ace of Spades). Licenses are typically issued for 52 weeks in duration and there is a maximum of 52 draws AND a maximum of 52 cards permitted for use on any one license. An organization is to notify the Consumer and Financial Services Division as soon as reasonably possible once a Chase the Ace style jackpot has been awarded as this will cause the expiration of the lottery license. No other ticket lotteries are permitted to be played at any venue whereby a Chase the Ace style lottery is underway unless approved by the Provincial Regulatory Authority.

In a typical Chase the Ace Style lottery, tickets are sold over a two to three hour period with a ticket draw held at the end of the specified time period later that day. This usually involves the selling of tickets and the holder of the ticket is required to be in attendance to claim their prize.

The winning ticket receives a percentage of the ticket sales; usually 20% while 30% is reserved for a building jackpot and the remaining 50% is retained by the organization. An organization can also do a 25% of ticket sales, 25% reserved for the jackpot and 50% to be retained by the organization. These percentages can vary as determined by the organization and approved by the Consumer and Financial Services Division, but must be identified to ticket purchasers prior to the sale of tickets. Once this percentage has been determined, no changes to this percentage can be made for the duration of the licence. Additionally, the winning ticket holder is granted the opportunity to select a card and, if they select the ace of spades, they further win the building jackpot.

If the jackpot card is not chosen, the card selected is removed from the deck, logged and defaced in the presence of the public and the remaining cards in the deck are then resealed and secured until the next draw night.

Tickets – In NL Stub tickets are uniquely customized commercially printed tickets and are the only tickets permitted. Purchaser is required to be present for this draw to win the prize.

For ticket lotteries where tickets are sold and the draw is conducted on the same day at a single premise and the potential prize payout exceeds \$500, the following information is required:

(1) Each ticket shall consist of 2 sections, each severable from the other, and the section to be delivered to the purchaser shall contain the following:

- (a) the name of licensee;***
- (b) the ticket number;***
- (c) the selling price of the ticket;***
- (d) the licence number; and***
- (e) the name of the printer,***

(2) The section to be retained by the licensee shall contain the following:

- (a) the ticket number***

Applicant:

Applicants must meet the criteria under Ticket Lottery Regulations to qualify for a Lottery license; they must be a charitable or religious organization. The licensee must provide a set of completed House Rules for the lottery with their application. The House Rules template will be provided to you by Consumer and Financial Services Division. Approved House Rules must be posted at all ticket selling locations.

Control Procedures:

To ensure the integrity of the lottery scheme, adequate controls will help your organization achieve lottery success and maintain credibility throughout the life cycle of your lottery scheme. That said, lottery schemes, particularly large scale lottery schemes, often reach a point of saturation. As such, you should have an exit plan drafted highlighting the details of your plan should this situation arise. Part of this plan can include an option to force draw the jackpot prize resulting in the termination of the lottery scheme. All aspects of your exit plan must be submitted to Consumer and Financial Services Division.

This option, once approved by Consumer and Financial Services Division, can be exercised at any time the licensee determines it's no longer feasible to continue with the draw.

If the organization holds their "Chase the Ace" event weekly and unforeseen circumstances arise for a particular week that the event can't go ahead and alternate day and or alternate location must be identified. Event can't be postponed without the Consumer and Financial Services Division approval.

In addition to the above mentioned, other control procedures that may be required by Consumer and Financial Services Division include and should be considered:

1. The procurement of commercially printed tickets consisting of a unique identifier on each ticket.
2. Keep a record log for all draws denoting the sequence numbers and other characteristics for all tickets in play. Organizations must use Chase the Ace Tracker Form 317.
3. The person drawing the ticket or involved in the setup of any cards for that current draw must not hold a ticket for that draw. **The organization (and key personnel) cannot be a ticket holder. All volunteer/employee staff shall sign an attendance form before the event starts. This form should be available at all times for audit purposes.**
4. Large scale lottery schemes often generate large amounts of cash. Cash management is an important element of a successful lottery scheme and aims to maximize both public safety and the safety of those directly involved with the lottery scheme. Furthermore, consideration should be given to having a security/police presence at larger lottery schemes to further mitigate risks inherent to such large scale lottery scheme and to maximize overall safety. Winning ticket holder should be awarded a prize payout in the form of a cheque, it is not recommended to pay by cash.
5. Electronic payments/E-Transfers are not permitted in Newfoundland. Ticket sales are Same Day Sales ONLY.
6. Consideration should be given to safe storage and transportation of all monies collected.

Draw Process:

In an attempt to maximize the integrity of Chase the Ace Style lottery draws, the Consumer Affairs Division (lottery licencing) advises the following to be done during any such draw:

1. Video tape the ticket draw and selection of the card; this can be done on a mobile phone or other electronic means and should be retained for duration of six years from date of draw for Audit purposes.
2. Immediately prior to the draw, an announcement is to be made identifying the ticket sales for the day, the consolation prize, the amount added to the jackpot and the new jackpot total.
3. Winning ticket holder is guaranteed a certain percentage of the nightly sales regardless of what card is chosen. **Example of prize structure: 20%/30%/50% or 25%/25%/50% or 30%/20%/50%.**
4. The jackpot card **must** be shown to be in the deck prior to the card placement and again after the card selection if not chosen.
5. Show empty hands prior to drawing the ticket, before and after handling cards.
6. Roll up sleeves or wear short sleeves when handling cards.
7. Minimize the handling of cards or other approved draw items.
8. In the event that cards are used, **CARDS MUST NOT BE CUT.** Cards are to be spread out on the table and mixed sufficiently. When it's time for card selection by the ticket winner, the winner points with ONE finger to the selected card. The coordinator from the organization will then remove all surrounding cards while the ticket winner holds keeps pointing their finger to the card. The coordinator must ensure that only one card remains. If in a rare occasion when there is more than one card, the coordinator will have the ticket winner select one of the remaining cards and the unselected card(s) will be removed prior to revealing the selected card. Once all surrounding cards have been removed, the selected card will be turned over by the coordinator. Please note: when using cards, the table must be large enough to ensure that all cards can be spread out in a manner whereby ALL CARDS are visible and available to be selected.

9. In the event that the correct predetermined jackpot card is not drawn, the incorrect card will be defaced immediately. A log must be maintained that records the defacing of all cards. This must include the draw date, complete card details and who defaced it.
10. Once the Ace of Spades is revealed the game and the Licence is concluded. The licence number cannot be used for a second event. A new application, new sample ticket and completed financial report must be submitted before another Chase the Ace event can be licenced.

Jackpots over \$50,000.00:

If the Chase the Ace (CTA) style Lottery jackpot reaches \$50,000.00, Consumer and Financial Services Division requires all organizations to do the following, including the submission of a Lottery Operational Plan or an Exit Plan.

1. Contact Consumer and Financial Services Division. All Chase the Ace style lotteries with Jackpots over \$50k or more must be immediately reported to Consumer and Financial Services Division for proper tracking and coaching.
2. Create and submit a **Lottery Operational Plan** inclusive of the following items:
 - a. **Site Security Plan** – Buildings with large crowds often present public safety risks and concerns. Having a security plan with security personnel will assist you in mitigating these risks and adhering to respective fire regulations, codes, occupancy loads and perhaps even the need for medical services, etc. Please advise how you are going to ensure the safety of those involved in your CTA Lottery.
 - b. **Traffic & Parking Management** – With an increased volume of traffic travelling to your venue(s), please advise how you are going to ensure that public safety is maximized for those travelling to your lottery and how you are minimizing incidences once they arrive.
 - c. **Security/Policing Services** – Given the nature of CTA lotteries, as they grow, there are inherent increased risks. Having a security/police presence largely reduces many of these safety risks. Please advise of any security/police presence and their function with your CTA lottery.

- d. **Cash Management** – CTA lotteries generate large amounts of cash and, as such, may need to consider such solutions such as armed car service, determine temporary holdings and storage locations for cash, etc. Please advise how your organization is going to manage such a volume of cash and payment of prizes. Safe storage and transportation of all monies.
- e. **Request for Additional Selling Locations** – As CTA lotteries grow, there is often a requirement for additional capacity. Given venues are often pre-booked well in advance, please advise how your organization is addressing overall capacity and acquiring additional selling locations and seek approval from Consumer Affairs Division (lottery licencing). Event draws must be held at a public location.
- f. **Ticket and Draw Details** – Now that your CTA lottery has grown, the following items should be addressed; increase capacity of the draw drum, transporting of tickets from additional selling locations, increased time to determine a ticket winner and time for transporting of the winner to the draw venue, etc. Please advise how your organization is managing this change.
- g. **Communication Strategy** – Communication is a key success factor in any lottery scheme. With multiple selling locations, communications between venues with the main draw location is essential. Please advise how your organizations is going to ensure maximum communication between venues, with ticket purchasers, etc.
- h. **Exit/Saturation Plan** - Often when lotteries grow significantly, they may reach a point of saturation whereby there no longer exists the capacity to continue with the draw as planned. An organization may develop to determine upon approval by Consumer and Financial Services Division an exit plan to force a draw at any given time and ultimately terminate the lottery. Please advise of your organization's exit plan should this situation occur.
- i. **Revised House Rules** – Now that your CTA lottery has exceeded \$50K, some of the requirements have changed and may require you to submit an updated set of house rules. Please liaise with your licensing officer to have this completed and submitted for review and approval.

- j. **Other Details** – In an attempt to ensure the success of your CTA lottery, the Consumer and Financial Services Division , at its discretion, can request additional details to ensure completeness of your individualized Lottery Operational Plan.

Contact Information for Consumer and Financial Services Division:

Consumer and Financial Services Division

Motor Registration Building

149 Smallwood Drive

Mount Pearl, NL

P.O. Box 8700 A1B 4J6

Toll Free Number: 1-877-968-2600 Fax: (709) 729-6998

Email: appsconsumeraffairs@gov.nl.ca

SAMPLE TICKET GUIDELINE

ABC COMMITTEE	ABC COMMITTEE
NAME _____	TICKET LOTTERY
ADDRESS _____	
TELEPHONE NO. _____	Draw Date: January 1, 2002
Ticket No. #####	Location of Draw: Town Hall
Lottery Licence No. #####	Prize Description: TV/DVD
	Retail Value: \$800.00
	Ticket Price: \$2.00
	No. of Tickets Printed: 1,000
	Ticket No. #####
	Lottery Licence No. #####
	Printer: Smith's Printing

SAMPLE DISCOUNTED TICKET


ABC COMMITTEE	ABC COMMITTEE
NAME _____	TICKET LOTTERY
ADDRESS _____	
TELEPHONE NO. _____	Draw Date: January 1, 2002
Ticket No. #####	Location of Draw: Town Hall
Lottery Licence No. #####	Prize Description: TV/DVD
Ticket Price: <input type="checkbox"/> \$1.00 ea.	Retail Value: \$800.00
<input type="checkbox"/> 3 for \$2.00	Ticket Price: \$1.00 ea. or 3 for \$2.00
	Ticket No. #####
	Lottery Licence No. #####
	No. of Tickets Printed: 2,000
	Printer: Smith's Printing

SAMPLE COPY OF TICKET (EARLY BIRD DRAW)

ABC COMMITTEE	ABC COMMITTEE
NAME _____	TICKET LOTTERY
ADDRESS _____	
TELEPHONE NO. _____	Draw Date: January 1, 2002
Ticket No. #####	Early Bird Draw Date: April 1, 2002
Lottery Licence No. #####	Cut-off Date for Early Bird Draw Sales: March 15, 2002
	Early Bird Prize: \$1,000 Cash
	Location of Draw: Town Hall
	Grand Prize: \$20,000 Cash
	Ticket Price: \$5.00
	No. of Tickets Printed: 10,000
	Ticket No. #####
	Lottery Licence No. #####
	Printer: Smith's Printing

SAMPLE COPY OF "Chase the Ace" TICKET

	ABC COMMITTEE
Ticket #	Ticket Price:
	Lottery Licence #
	Printer:
	Ticket #

CHASE THE ACE WEEKLY TRACKING SHEET								
GROUP:			<div></div> <div>THIS FORM TO BE COMPLETED, AND SUBMITTED TO SNL FROM EVENT 5 AND EVERY 5 EVENTS UNTIL ACE IS DRAWN. IF NOT SUBMITTED WHEN REQUIRED LICENCE WILL BE SUSPENDED UNTIL SHEET IS RECONCILLED</div>					
START DATE:								
Ending DATE:								
Event	TOTAL SALES	20% OF SALES TO WINNER	30% OF SALES TO THE POOL	50% OF SALES TO CHARITY	CURRENT JACKPOT	WINNING NUMBER	NAME OF WINNER	CARD DRAWN
1								
2								
3								
4								
5								
Sub Total 5 Events								
6								
7								
8								
9								
10								
Sub Total 10 Events								
11								
12								
13								
14								
15								
Sub Total 15 Events								

Event	TOTAL SALES	20% OF SALES TO WINNER	30% OF SALES TO THE POOL	50% OF SALES TO CHARITY	CURRENT JACKPOT	WINNING NUMBER	NAME OF WINNER	CARD DRAWN
16								
17								
18								
19								
20								
Sub Total 20 Events								
21								
22								
23								
24								
25								
Sub Total 25 Events								
26								
27								
28								
29								
30								
Sub Total 30 Events								
31								
32								
33								
34								
35								
Sub Total 35 Events								

Event	TOTAL SALES	20% OF SALES TO WINNER	30% OF SALES TO THE POOL	50% OF SALES TO CHARITY	CURRENT JACKPOT	WINNING NUMBER	NAME OF WINNER	CARD DRAWN
36								
37								
38								
39								
40								
Sub Total 40 Events								
41								
42								
43								
44								
45								
Sub Total 45 Events								
46								
47								
48								
49								
50								
51								
52								
END OF LICENCE ACE OF SPADES DRAWN								
TOTALS								

Prize Structure: 50% of the ticket sales for that day will go to the Charitable Organization; the remaining 50% will be awarded to the ticket holder and the prize pool. Organization will determine the 50% split and must put the split percentage in their rules. (Minimum jackpot amount will escalate by % of each evening's ticket sales determined by the organization at startup of the licence). Once the percentage is determined, the prize structure cannot be changed. Example: 20% will be awarded to the winning ticket holder 30% will be added to the Prize Pool 50% of the ticket sales for that day will go to the Charitable Organization.

Report can be dropped off at any Service Centre, Faxed, Emailed or Mailed to: PO Box 8700, St. John's, NL A1B 4J6


Phone: (709) 729-2660 or 1-877-968-2600

Fax: (709) 729-6998 or (709) 466-4070

Email: appsconsumeraffairs@gov.nl.ca

DGSNL January 2021

Personal Information contained on this form is collected by the Government of Newfoundland and Labrador and is Protected under the Access to Information and Protection of Privacy Act, 2015

CHASE THE ACE WEEKLY TRACKING SHEET								
GROUP: <i>ABC School</i>			<div style="text-align: center;">  <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> THIS FORM TO BE COMPLETED, AND SUBMITTED TO SNL FROM EVENT 5 AND EVERY 5 EVENTS UNTIL ACE IS DRAWN. IF NOT SUBMITTED WHEN REQUIRED LICENCE WILL BE SUSPENDED UNTIL SHEET IS RECONCILLED </div> </div>					
START DATE: <i>September 1, 2016</i>								
Ending DATE: <i>November 10, 2016</i>								
Form can be made available electronically If requested								
Event	TOTAL SALES	20% OF SALES TO WINNER	30% OF SALES TO THE POOL	50% OF SALES TO CHARITY	CURRENT JACKPOT	WINNING NUMBER	NAME OF WINNER	CARD DRAWN
1	\$ 1,000.00	\$ 200.00	\$ 300.00	\$ 500.00	\$ 300.00	123456	Barb Dwyer	2H
2	\$ 2,500.00	\$ 500.00	\$ 750.00	\$ 1,250.00	\$ 1,050.00	234567	Jim Nasium	4S
3	\$ 5,000.00	\$ 1,000.00	\$ 1,500.00	\$ 2,500.00	\$ 2,550.00	345678	Ellie Fant	8C
4	\$ 11,000.00	\$ 2,200.00	\$ 3,300.00	\$ 5,500.00	\$ 5,850.00	456789	Lilly Smith	AS
5	\$14,000.00	\$2,800.00	\$4,200.00	\$7,000.00	\$ 10,050.00	567900	James Robert	6D
Sub Total 5 Events	\$33,500.00	\$6,700.00	\$10,050.00	\$16,750.00	\$ 10,050.00			
6	\$17,000.00	\$3,400.00	\$5,100.00	\$8,500.00	\$ 15,150.00	679011	Don Johnston	AH
7	\$21,000.00	\$4,200.00	\$6,300.00	\$10,500.00	\$ 21,450.00	790122	Dr. Suess	7S
8	\$23,000.00	\$4,600.00	\$6,900.00	\$11,500.00	\$ 28,350.00	901233	Larry Stone	9H
9	\$26,000.00	\$5,200.00	\$7,800.00	\$13,000.00	\$ 36,150.00	1012344	Collin Smith	10H
10	\$30,000.00	\$6,000.00	\$9,000.00	\$15,000.00	\$ 45,150.00	1123455	Kevin Kirk	4C
Sub Total 10 Events	\$150,500.00	\$30,100.00	\$45,150.00	\$75,250.00	\$ 45,150.00			
11	\$35,000.00	\$7,000.00	\$10,500.00	\$17,500.00	\$ 55,650.00	1234566	Jerry Lee	AS
END OF LICENCE ACE OF SPADES DRAWN								
TOTALS	\$ 185,500.00	\$ 37,100.00	\$ 55,650.00	\$ 92,750.00				
Prize Structure: 50% of the ticket sales for that day will go to the Charitable Organization; the remaining 50% will be awarded to the ticket holder and the prize pool. Organization will determine the 50% split and must put the split percentage in their rules. (Minimum jackpot amount will escalate by % of each evening's ticket sales determined by the organization at startup of the licence). Once the percentage is determined, the prize structure cannot be changed. Example: 20% will be awarded to the winning ticket holder 30% will be added to the Prize Pool 50% of the ticket sales for that day will go to the Charitable Organization.								

Personal Information contained on this form is collected by the Government of Newfoundland and Labrador and is Protected under the Access to Information and Protection of Privacy Act, 2015

Chase The Ace

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: _____	Name: _____
Position: _____	Position: _____
Phone (W) _____ Phone (H): _____	Phone (W): _____ Phone (H): _____
Signature: _____	Signature: _____
Email: _____	Email: _____
Date: _____	Date: _____

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 once The Ace of Spades is revealed..
 Failure to file a Financial Report may affect your organization's ability to obtain future licences..

Financial Report can be dropped off at any Government Service Centre; mailed to Consumer and Financial Services Division Motor Registration Building, 149 Smallwood Drive, Mount Pearl, NL P.O. Box 8700 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

Chase The Ace Lottery Financial Report

Event Information

Total Number of Events _____
Total Number of Tickets Printed (Include Discounted Tickets) _____
Total Number of Discounted Tickets Printed _____
Total Number of Tickets Sold (Include Discounted Tickets) _____
Total Number of Discounted Tickets Sold _____
Total Number of Tickets Unsold (Include Discounted Tickets) _____
Total Number of Discounted Tickets Unsold _____
Have all Prizes Been Paid out? _____

Attach the following: List of winners and true copy of ticket

Yes No

Gross Proceeds (Total Sales)

Non Discounted Ticket Sales \$ _____
Discounted Ticket Sales _____
Value of Donated Prizes (Retail Value Less Purchase Price) _____

Total Gross Proceeds \$ _____ (A)

Prize Payouts

Grand Prize(s) \$ _____
Consolation Prize(s) _____
Other _____

Total Prize Payout \$ _____ (B)

Expenses

Licencing Fees (See reminder section on front page) \$ _____
Printing _____
Advertising _____
Rent _____
Salaries/Commissions _____
Utilities _____
Professional Fees _____
Equipment Lease/Rent _____
Administration _____
Other _____

Total Expenses \$ _____ (C)

Net Proceeds For Charity \$ _____ (D)

(Total Gross Proceeds less Total Prize Payout and Total Expenses: A - B - C = D)