

LOTTERY RETURN*(to be used only where total annual proceeds do not exceed £250,000)*

It is a legal requirement for this return to be completed and submitted to the Board within 3 months of the date of the lottery. Before completing it, you should carefully read the notes which follow the declaration on page 4

Name of Society:

Lotteries Registration Number:

Date of Lottery (note 1):

Dates between which tickets were sold:

Serial number of lottery, if applicable (note 2)

Date of previous lottery

Date of next lottery, if known:

Total Number of tickets printed:		Price of individual tickets	£
Total number of tickets placed on sale:		Proceeds of lottery (total ticket sales)	£
Number of tickets sold:		Date when transfer of proceeds to prizewinners was completed:	
Number of tickets unsold:			
Date when balance of proceeds transferred to society:		Means of notifying/publicising winners:	

Total gross ticket sales in all lotteries held in the same calendar year (note 3)

APPLICATION OF PROCEEDS

Expenses (notes 4 and 5)

	Met from proceeds, or by society, or by any beneficiary of the lottery	Met from another source (details of the source must be given in the next column)	Name and address of the person or organisation which met expenses declared in column 2	Official use only
	<i>Column 1</i> £	<i>Column 2</i> <i>Nature of expense met and cost, if known i.e. donated expenses</i>	<i>Column 3</i>	
Cost of Tickets				
Commission and other payments to agents & ticket sellers (note 6)				
Wages and salaries				
Office/accommodation costs				
Advertising				
Distribution Costs				
Lotteries Registration Fee, if applicable (note 7)				
Any other expenses (please specify)				
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Total Expenses				

APPLICATION OF PROCEEDS

Prizes (notes 4, 8 and 9)

PRIZES (NOTES 4 & 8)	£	Official Use Only	BALANCE (note 9)		Official Use Only
Major Prize (please specify) Other major prizes Please list below the nature and value of all donated prizes			Please list below the amount(s) of the balance attributed to the purpose of the society and any other beneficiary of the lottery Please note that the balance is what is left after all prizes and expenses have been deducted from the proceeds of the lottery		
Total Value of All Prizes (excluding donated prizes)			Total Balance		

Any other remarks or comments

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The declaration overleaf should now be completed.

DECLARATION

You are reminded that it is an offence under the Gambling Act 2005 for any person knowingly or recklessly to give the Board any information Which is false in a material particular

We hereby certify that to the best of our knowledge and belief
The information given in this return is correct.

Signature:	Signature:
Date	Date
Name(Block Capitals)	Name(Block Capitals)
Position held	Position held
Daytime telephone no.	Daytime telephone no.
E-mail Address (where applicable)	E-mail Address (where applicable)

- Returns submitted by societies MUST be signed by two persons who have been authorised by the society in writing for the purposes of completing and submitting lottery returns on behalf of the society.
- Style letters of authorisation are attached to this return for use by the society. Copies of the completed authorisations must be submitted to the Board along with the completed lottery return

When completed this form should be sent to:-

**The Depute Clerk to the Board
Aberdeenshire Council
Viewmount
Arduthie Road
Stonehaven
AB39 2DQ**

For Official Use Only

Notes

Note 1 In the case of an "instant lottery" where there is no draw, the date of the lottery should be regarded as the last date on which the tickets were to be on sale.

Note 2 Where two lotteries have the same date, they must be distinguished by having different serial number on the tickets.

Note 3 The total value of tickets or chances sold in all lotteries held in any one calendar year on behalf of the same society may not exceed £250,000. The figure which should be entered here is the sum total of all completed lotteries, up to and including the lottery reported on this return, which have a date falling within the same calendar year as the lottery reported on this return. The figure should include any lottery promoted by a society within this period under registration with the Gambling Commission (i.e. prior to the society's registration with the Licensing Board).

Note 4 Where VAT is payable on an individual item of expenditure or on a prize, it should be included in the amount shown unless reclaimable. Where VAT is reclaimable, the amount should be shown in brackets beside the item in question **and not** included in the total expenses or prizes.

Note 5 The law requires that the amount of any expenses that are met

(a) by the society on whose behalf the lottery is promoted, or

(b) by any beneficiary of the lottery

must be treated as having been taken for expenses from the proceeds of the lottery. Any such expenses should therefore be included in column 1. It is the Board's view that if any activity is undertaken on behalf of the lottery, or an office, equipment or material provided, at the expense of the society promoting the lottery or the beneficiary, an appropriate amount should be reckoned as having been taken from the lottery proceeds and declared as such in column 1. There is, however, no need to declare the cost of a facility or service where the donor itself has incurred no cost in providing it. Thus, the Board would regard it as reasonable for a society not to include the cost of the office space in its reckonable expenses where it, or the beneficiary of the lottery, already owns, rather than rents, its premises and has use of the office space free of charge. Where, however, staff are working partly on the lottery and partly on other duties or a rented office is shared, the Board would expect the proportion of costs to be allocated to lottery expenses and declared as such in column 1. To give a very simple example, if one third of the time of two staff, whose total wages are £90, is devoted to lottery work and they work in an office which costs the society £60 to rent during this period, the Board would expect £50 (i.e. £30 + £20) to be declared as a reckonable lottery expense.

/Where

Where any expenses have been donated by a genuine third party, they should be entered on the return in column 2, but **not** included in the calculation of the total expenses which have been taken from the lottery proceeds.

Note 6 Any inducement offered by societies to persons or associate clubs or branches to sell tickets on their behalf is a commission and any such payments are part of the expenses of the lottery.

Note 7 This item relates only to the fee paid to the Board for initial registration with it or, thereafter, for any later fee paid in order to maintain that registration. Any such fee should be included in the first return submitted to the Board following its payment.

Note 8 Where any prizes are donated in the lottery, they should be included in the return with the letter "D" against the items in question but they should not be included in the calculation of the total value of all prizes. A brief explanation of the source of the donation should be given.

Note 9 The total balance of the lottery is the sum remaining after the total reckonable expenses and total value of all prizes (excluding donated items) have been deducted from the total proceeds.

The combined total of prizes and expenses (excluding donated prizes or expenses) must not exceed 80% of the total proceeds of the lottery.

A minimum of 20% of the total proceeds of the lottery must be applied to the purposes of the society.

Lottery Return – authorisation for Person No 1

FIRST CLASS

**The Depute Clerk to the Board
Aberdeenshire Council
Viewmount
Arduthie Road
Stonehaven
AB39 2DQ**

Date:

Dear Sir/Madam,

Gambling Act 2005

Small Society Lotteries (Registration of Non-Commercial Societies) Regulations 2007

Name of Society:

Registration Number:

The above-named society has authorised the undernoted person to complete and submit lottery returns on behalf of the Society.

Yours faithfully,

<u>NAME:</u>	<u>NAME:</u>
<u>SIGNATURE:</u>	<u>SIGNATURE:</u>
<u>POSITION:</u>	<u>POSITION:</u>

This letter must be signed by two persons on the governing body or Committee of the Society – Not the Person named below.

NOTE REFERRED TO:

NAME OF PERSON AUTHORISED:

ADDRESS OF PERSON AUTHORISED:

CONTACT NUMBER OF PERSON AUTHORISED:

Lottery Return – authorisation for Person No 2

FIRST CLASS

**The Depute Clerk to the Board
Aberdeenshire Council
Viewmount
Arduthie Road
Stonehaven
AB39 2DQ**

Date:

Dear Sir/Madam,

Gambling Act 2005

Small Society Lotteries (Registration of Non-Commercial Societies) Regulations 2007

Name of Society:

Registration Number: _____

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Yours faithfully,

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<u>SIGNATURE:</u>	<u>SIGNATURE:</u>
<u>POSITION:</u>	<u>POSITION:</u>

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