

Check List for Lottery Returns

Please use this checklist to ensure the 'Return' has been completed correctly

- ☐ All boxes on the form have been completed
- ☐ The draw(s) took place **AFTER** the tickets/chances were sold
- ☐ The expenses and prizes (not including donated prizes) do not amount to more than 80% of the total proceeds
- ☐ At least 20 % of the total proceeds are allocated for the purpose(s) of the society. The purpose(s) are those given on the registration application form e.g. to raise money for the roof of St Peter's church
- ☐ The amount given in the total proceeds box, minus the amounts in the expenses and prizes boxes is allocated to the purposes of the society (whether actually spent at the time of submission of the 'Return')
- ☐ The arithmetic is correct – Box A minus Boxes B and C equals Box(es) D
- ☐ All donated prizes (if any) have been declared. You can for example list as 6 bottles of red wine; 9 bottles of white wine; 12 boxes of chocolates. Only if an individual prize is worth £100 or more does the value have to be declared e.g. a balloon ride worth £120. Several small amounts of cash can be amalgamated; however, it is recommended that the society keep a record of each amount from each donor
- ☐ If no prizes have been donated, please write 'No prizes donated' in the table
- ☐ It has been returned to the **Community Wellbeing Team, Gloucester City Council, Eastgate Management Suite, Eastgate Street, Gloucester GL1 1PA** within 3 months of the last draw in the lottery taking place. **Please note this is a legal requirement; not to do so is an offence**
- ☐ It has been signed by the promoter (the individual who has responsibility for the draw(s)) who is 18 years or over
- ☐ The society has notified the Community Wellbeing Team of any changes of promoter
- ☐ It has been signed by the **two** persons 18 years or over who were appointed in writing by the society to certify lottery returns
- ☐ copy of those appointments are enclosed with the lottery return. **Please note that this is a legal requirement**
- ☐ I understand that if the above information is not provided, the 'Return' will be sent back to me
- ☐ I understand that an email address should be provided to enable communication

4. No single prize may be worth more than £25,000.
5. The total value of tickets per single lottery must not exceed £20,000 and the total aggregate value per calendar year must not exceed £250,000.
6. It is an offence under Section 342 of the Gambling Act 2005 to give false or misleading information

Statement of Return relating to a Small Society Lottery Gambling Act 2005

The following information is required by Schedule 11, Part 4, Paragraph 39(2) of the Gambling Act 2005. This statement must be submitted no later than three months beginning on the day on which the draw (or last draw) in the lottery took place. It must be signed by the promoter, and two members of the Society appointed in writing for that purpose by the Society, or its governing body if applicable, and accompanied by a copy of that appointment. All signatories must be over the age of 18 years.

We, being duly appointed members of the Society in compliance with the requirements of Schedule 11, Part 4, Paragraph 39(4), hereby submit the following statutory return:

Registration No:		Reference No:	
Society Name:			
Name of Promoter:			
Address:			
Date(s) of draws:			

Tickets or chances in the said lottery were sold between:	ddmmyyyy	and	ddmmyyy
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(A)	The total proceeds of the lottery amounted to	£	
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Out of the proceeds of the lottery:-

(B)	£		Was appropriated on account of expenses, and
(C)	£		Was appropriated on account of the provision of prizes, not including donated prizes (please detail donated prizes overleaf)

After deduction of the sums appropriated for expenses and for prizes, the following amounts were applied for the following purposes (at least 20% of the lottery proceeds must be applied to the purpose of the Society):-

(D)	£		For the purpose of:	
(D)	£		For the purpose of:	
(D)	£		For the purpose of :	

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PROVISION OF DONATED PRIZES (if any)

[illegible]

I HEREBY CERTIFY that I have been duly authorised in writing by the governing body of the society to act as promoter of the lottery to which this return relates.

Signed by Promoter

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Dated

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WE, the undersigned, being adult members of the Society HERBY CERTIFY that we have checked that the information contained in this Statement of Return is correct.

Signed

--

Dated

--

Name
In capitals

--

Signed

--

Dated

Name
(In capitals)

--

Email address of contact

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For Office Use Only:

Return form checked by the following Officer and found to be satisfactory/unsatisfactory

Signed		Print Name	
Capacity		Dated	

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