

# Record keeping guidelines (general) for conduct of games under the *Charitable and Non-Profit Gaming Act 1999*

These guidelines are primarily designed to assist associations conducting Category 1 and/or Category 2 Games. The record keeping recommended in these guidelines is the least that should be maintained.

Associations conducting Category 3 Games should seek the advice of their own auditors as to the most appropriate records for their particular situation.

Associations may also need to refer to their own constitution when determining what records need to be kept. Good record keeping and a practical system of internal controls are the best methods by which members of associations can protect both themselves and the association.

## Definitions

A '**Category 1 game**' is a game in which:

- for bingo—the gross proceeds of all games in the session are not more than \$2,000, or
- for other games—the gross proceeds of which are not more than \$2,000.

A '**Category 2 game**' is a game in which:

- for bingo—the gross proceeds of all games in the bingo session are more than \$2,000 but not more than \$20,000, or
- for lucky envelopes—the gross proceeds of which are not more than \$5,000, or
- for other games—the gross proceeds of which are more than \$2,000 but not more than \$50,000.

A '**Category 3 game**' is a game, other than bingo, of which the gross proceeds are more than \$50,000.

## Purpose of these guidelines

Section 78 of the *Charitable and Non-Profit Gaming Act 1999* (the Act) provides as follows:

- (1) A person conducting a **Category 2 or 3 game** must:
  - (a) keep accounting records correctly recording and explaining the financial transactions for the game, and
  - (b) keep the accounting records in a way that allows:
    - i. true and fair financial statements and accounts to be prepared when necessary, and
    - ii. the financial statements and accounts to be conveniently and properly audited.
- (2) A person conducting a **category 1 game** must keep accounting records correctly recording and explaining the transactions for the game. The purpose of these guidelines is to:
  - assist you to meet the requirements of the Act in respect to record keeping
  - properly account for monies and the conduct of the game, and
  - maintain and protect the integrity of general gaming, and
  - maintain public confidence and trust in buying general gaming tickets as a worthwhile way of supporting fundraising activities.



## **Minimum records that should be kept**

The records outlined below are regarded as the minimum that should be kept. You may require more information to be recorded. If this is the case, use records that are more beneficial or relevant to your situation. The records can be maintained in either a manual or an electronic (computerised) format.

### **Master register of games conducted (refer to attachment A)**

It will be beneficial to record summary details of all individual raffles/art unions conducted. It will assist you to keep track of how many raffles/art unions were conducted and will also provide the members of the association with information about the total proceeds raised from this form of fundraising activity.

### **Ticket register (refer to attachment B) or ticket sheet**

This record will assist you to keep track of the tickets for each raffle/art union. It will help you to ensure that you are collecting the correct money from your ticket sellers. For example, if you intend to sell 100 tickets in total for \$1/ticket, and your register shows that 60 tickets have been sold, you should have \$60 (unless you are bundling e.g. one ticket for \$1 or three for \$2).

If you have no record of the tickets that have been issued/returned, you will not know if you have received all the money that the association is entitled to. Ticket sellers should be requested to return all unsold tickets prior to the draw. Specific notations should also be made in relation to any lost/destroyed tickets and action taken with respect to any monies received for tickets sold where the butts were subsequently lost/ destroyed. It is advisable to keep all unsold tickets if they have been pre-printed. The winning ticket/entry should also be retained for at least 12 months.

However, for smaller in-house type raffles it may be sufficient for your association's purposes to use a ticket sheet which simply records each ticket number and the person who purchased that particular number.

## **Cashbook (refer to Attachment C)**

A cashbook is used to record the movement of funds (cash and cheques)—both in and out. It is used to categorise receipts and payments and to allow you to monitor the actual amount of funds you have at your disposal at a given point in time.

Separate columns are set up that reflect frequent receipts and payments made. Usually receipts from infrequent sources and payments of non-recurring expenditure are listed in a column called "Other". A separate column called 'Art Unions' or 'Raffles' should be included in your cashbook. Your cashbook may be maintained in an electronic format, and/or may be known to you by another name such as a transaction journal.

### **Bank statement and deposit records (refer to Attachment D)**

These records help to prove that money actually received is banked and show if there are any withdrawals that need to be accounted for or explained. It is strongly recommended that a bank reconciliation is performed at the end of each month.

### **Receipt books (refer to Attachment E)**

A receipt (in duplicate) should be written as soon possible for any monies received. The original should be presented to the person who is paying the money with the copy being kept for your association's records and the benefit of your Auditor.

Receipts prove:

- the ticket seller paid a particular amount of money to the association; and
- the collection officer received a particular monetary amount from the ticket seller

The receipt should include the person's name, date, tickets sold, and the money received. It should also indicate whether the monies were cash or cheque, or a combination of the two.

This information should correspond with the ticket register i.e. number of tickets issued to a particular person less any returns.

**Note:** Tickets can be sold as a bundle (e.g. one ticket for \$1 or three for \$2). If your association decides to sell bundles, you must be prepared for variations in the money received from the ticket sales (i.e. ticket money received will not equal tickets sold x ticket price).

### **Statement of raffle/art union receipts and payments (refer to attachment F)**

This record calculates the net profit from raffles/art unions conducted. It collates the association's income and expenditure from raffles/art unions over a period of time.

### **Expense records**

Payments can be made electronically or by cheque and should be supported by

- appropriate documentation. It is prudent to keep copies of the documentation (invoices) as proof that the payment has been made. It is also advisable to obtain a receipt where practical and keep that with the record of payment.

### **Copies of advertisements and notices**

Copies of any advertisements, including electronic advertising and telemarketing scripts, promoting the art union should be retained. In addition, depending upon what participants in the game were advised, you might be required to keep copies of advertisements to prove that the results of the raffle/art union have been made available in the way indicated.

### **Maintaining appropriate records won't take long**

A common sense approach to maintaining accounts/records is preferable. The time required could be minimal, depending on your situation. You do not need extensive accounting knowledge or require expensive computer software or specialised books to keep adequate records. The format used for account keeping can at times depend on other legal and accounting requirements.

The key to maintaining proper accounts/records is to 'keep it simple'.

However, it is important that the accounts/records you do maintain accurately document the movement of monies, and are able to be understood by others for audit purposes.

### **Retention of records**

General gaming records shall be kept for a period of five years unless a shorter period is approved by the Chief Executive

### **Consequences**

Penalties for failing to comply with the requirements of the Act are in penalty units, which change on 1 July each year. Call OLGR for the most up-to-date amount.

### **Category 1 games**

(S78 (2) of the Act)—Failure to keep accounting records correctly recording and explaining the transactions for the game (Maximum penalty—20 penalty units).

OLGR may, by written notice to an association or individual, request a return to be lodged concerning the conduct of any Category 1 game and require an association or individual to have the financial records of Category 1 games audited at their expense.

**Failure to comply will incur a penalty under S86 of the Act. Maximum penalty—40 penalty units.**

### **Category 2 games**

(S78 (1) of the Act)—Failure to keep accounting records correctly recording and explaining the financial transactions for the game and failure to keep the accounting records in a way that allows:

- true and fair financial statements and accounts to be prepared when necessary; and
- the financial statements and accounts to be conveniently and properly audited.

- **Maximum penalty—100 penalty units**  
Associations conducting Category 2 games **may**:

- be requested to provide OLGR a return for any Category 2 game
- if an association conducts a Category 2 game where the gross proceeds exceed \$10,000 the association must have their financial accounts, records and statements for the game audited by an accountant as soon as practicable after the end of the financial year. The association must give the finished audit to OLGR immediately. The association must pay for the cost of the audit.
- provide a return on each art union conducted and have an audit carried out within 3 months of the end of the financial year
- forward the audit report to OLGR immediately.

**Failure to comply will incur a penalty under S87 of the Act. Maximum penalty—40 penalty units.**

### **Category 3 Games**

(S78 (1), S79 and S80 of the Act) —as for Category 2 but also includes the preparation of the following:

- trading accounts, if applicable
- profit and loss accounts
- a balance sheet as at the end of the financial year
- other information prescribed under a regulation. The association/ individual must also keep a financial institution account for use for banking or similar transactions for the association's general gaming operations.

**Maximum penalty—40 penalty units**

Associations conducting Category 3 games **must:**

**Failure to comply will incur a penalty under S87 of the Act.  
Maximum penalty—40 penalty units**

In addition to the usual prosecution action (through the courts), OLGR has the option in respect of some offences to issue Penalty Infringement Notices (PINs). These are effectively on-the-spot fines.

### **Complaints**

There is not only a financial incentive to maintain proper accounting records. You may find it necessary to supply information should the Office of Liquor and Gaming Regulation receive a complaint in relation to the conduct of a game or games by your association.

The better the records you keep, the easier it will be for you to respond to any request.

OLGR is required to investigate **all** complaints received and views complaints of misconduct seriously.

## Attachment A

### Master register of games conducted for "XYZ association"

Description	Drawing date	No. of tickets	Price per ticket	Retain prize value* \$	Gross proceeds \$	Date banked \$	Total expenses \$	Actual cost of prize \$	Net proceeds \$
Christmas raffle – commenced 1/12/19	23/12/19	500	\$1	250.00	200.00	18/12/19	20.00	200.00	
					300.00	22/12/19			280.00
Easter raffle commenced 1/04/20	12/4/20	100	\$1 or 3 for \$2	300.00	200.00	10/04/20			
							70.00	100.00	
					300.00	11/04/20			
					360.00	12/04/20			690.00

\*Must be at least 20% of the estimated gross proceeds of the art union

## Attachment B

### Ticket register for "XYZ Association"

Date	Series/type	Tickets nos	No	Balance	Returned	Issued to - signature
	Blue 1 -150			150		
7/6/19	Blue	1-15	15	135		Jane Doe's signature
9/6/19	Blue	16-40	25	110		John Doe's signature
9/6/19	Blue	41-90	50	60		John Brown
11/6/19	Blue	91-125	35	25		Olive Green
11/6/19	Blue	126-135	10	15		Cedric White
12/6/19	Blue	136-150	15	0		John Young
15/6/19	Blue	81-90	(10)	10	10	John Brown
16/6/19	Blue	81-90	10	0		Dulcie Smith

## Attachment C

### Cashbook for "XYZ Association"

#### Receipts

Date	Receipt no	Received from	Amount \$	Canteen sales \$	Donations \$	Raffles \$	Banked \$	Date banked
25/7/19	0123	Joe Casey	50.00			50.00		
27/7/19	0124	Nancy Smith	75.00		25.00	50.00		
27/7/19	0125	Jim Adams	175.00	125.00		50.00		
31/7/19	0126	Sue Lee	100.00			100.00	400.00	31/7/11
			<b>400.00</b>		<b>25.00</b>	<b>250.00</b>		

#### Payments

Date	Cheque no	Amount \$	Particulars	Canteen expenses \$	Raffle expenses \$	Function expenses \$	Other expenses \$
1/7/19	007	167.35	Electricity				167.35
3/7/19	008	67.85	Canteen supplies	67.85			
4/7/19	009	55.00	Cricket set (prize)		55		
7/7/19	010	90.00	Hire of tables/chairs			90	
9/7/19	011	44.90	Carton of beer			44.9	
		425.10		67.85			167.35

## Attachment D

Cash Book Balance 1/7/19	\$500.00
Plus receipts for the month	\$700.00
	\$1200.00
Less payments for the month	\$1135.00
Cash Book balance as at 31/7/19	\$65.00

\* These are monies received, receipted and entered into the Cashbook prior to the end of the month but not banked until (early) the next month.

## Bank reconciliation for "XYZ Association as at 31/7/19

	\$	\$
Balance as per bank statement		100
Add outstanding deposits*		40
		140
Less unpresented cheques Chq no. 7	25	
Chq no. 15	50	75
Balance (should agree to cash book balance)		65

\* These are monies received, receipted and entered into the Cashbook prior to the end of the month but not banked until (early) the next month.

## Attachment E

001
(Date)
Received from:
Being for:
Amount of: (amount in words)
\$(amount in figures) (cash/cheque)
Signature: (person receiving money)
XYZ Association Inc.

## Attachment F

Statement of receipts and payments for period / /

2018		2019
\$		\$
1500	Raffles	1750
1500	Total revenue	1750
	Payments	
340	Prizes	380
60	Expenses	70
400	Total expenses	450
1100	Net profit	1300

**Notes for completion of the master register of games**

<b>Description</b>	Type of art union/raffle conducted (example meat tray, seafood tray, Easter hamper, etc)
<b>Drawing date</b>	Date the art union/raffle was drawn and winners determined
<b>Number of tickets sold</b>	Self explanatory
<b>Price per ticket</b>	\$1 each, 3 for \$2 etc
<b>Retail prize value</b>	The value of the prize (e.g. value of prize if offered for sale.) The value of any donated prize must also be included under this heading.
<b>Gross proceeds</b>	Total amount of money received from the sale of ticket
<b>Date banked</b>	Date on which the proceeds from the art unions/raffles were banked
<b>Total expenses</b> (excluding cost of prizes)	Total amount of expenses (e.g. cost of tickets, printing, commission to ticket sellers, etc.) Note the cost of prizes <b>must not</b> be included under this heading.
<b>Actual cost of prize</b>	Cost incurred by the association in purchasing this prize.
<b>Net proceeds</b>	The profit made by the association from the raffle/art union after deducting the allowable expenses and actual cost of prizes from the gross proceeds.

**Master register of games conducted by \_\_\_\_\_ (name of association or club)**

Description	Drawing date	Number of tickets sold	Price per ticket \$	*Retail prize value \$	Gross proceeds \$	Date banked	Total expenses \$	Actual cost of prize \$	Net proceeds \$

\* Must be at least 20% of the estimated gross proceeds of the art union