

STATEMENT OF INCOME & EXPENDITURE FOR A MAJOR LOTTERY

Approved Lottery Number _____

Name of Association: _____

Name of person submitting the statement: _____

Phone No. (w): _____ Fax No: _____

Mobile No: _____ E-mail address: _____

READ THE INSTRUCTIONS ON PAGE 2, BEFORE ATTEMPTING TO COMPLETE THIS STATEMENT. IF THERE ARE ANY QUESTIONS CONTACT THE GAMING DIVISION ON 8999 1800.

✓ CHECK LIST

THIS CHECK MUST BE COMPLETED TO ENSURE ALL PARTS OF THE STATEMENT ARE COMPLETED

	YES	N/A
▷ Has name of Association and lottery approval number been completed on the top of this form?	<input type="checkbox"/>	
▷ If income from ticket sales does not reflect monies received, is explanation attached to this statement?	<input type="checkbox"/>	<input type="checkbox"/>
▷ A list of all ticket numbers unsold, lost or stolen is attached to this Statement.	<input type="checkbox"/>	<input type="checkbox"/>
▷ All receipts for expenses have been attached and details of those receipts? (don't forget to include prizes which were purchased: see instructions on page 2 for more details if you are unsure this section has been completed correctly).	<input type="checkbox"/>	<input type="checkbox"/>
▷ A copy of the results published in the newspaper.	<input type="checkbox"/>	
▷ Confirmation from prize winners that they have received their prizes. (details to be included see instructions on page 2)	<input type="checkbox"/>	
▷ Have the correct persons signed the Statement? (see instructions on page 2 to confirm this)	<input type="checkbox"/>	
▷ The Association is aware that all tickets (sold or unsold) shall be retained by the Treasurer for a period of two (2) years	<input type="checkbox"/>	

SUBMIT APPLICATIONS TO:
Territory Business Centre
Development House, Ground Floor
76 The Esplanade, Darwin NT
GPO BOX 9800 Darwin NT 0801
Phone (08) 8982 1700 Fax (08) 8982 1725

ALICE SPRINGS
SUBMIT APPLICATIONS TO:
Racing, Gaming and Licensing Division
Peter Sitzler Building,
67 North Stuart Hwy Alice Springs NT 0870
PO Box 9800 Alice Springs NT 0871
Phone (08) 8951 8452 Fax (08) 8951 8591

KATHERINE
SUBMIT APPLICATIONS TO:
Territory Business Centre
1 Randazzo Building
18 Katherine Terrace Katherine NT 0850
PO Box 9800 Katherine NT 0851
Phone (08) 8973 8180 Fax (08) 8973 8188

FOR ENQUIRES OR ASSISTANCE CONTACT:
Racing, Gaming and Licensing
1st Floor Enterprise House
Cnr Knuckey & Woods Street, Darwin NT
Phone (08) 8999 1800 Fax (08) 8999 1888

TENNANT CREEK
SUBMIT APPLICATIONS TO:
Shop 2, Barkly House
Cnr Davidson and Paterson Streets
PO Box 9800 Tennant Creek 0861
Phone (08) 8962 4411 Fax (08) 8962 4413

INSTRUCTIONS ON HOW TO COMPLETE THE STATEMENT OF INCOME AND EXPENDITURE

1. **A = Income**

The number of tickets sold x value of tickets should = the amount received from ticket sellers.

A list of ticket numbers which were not included in the draw must accompany the statement. The list must indicate: unsold, lost or stolen tickets.

2. **B = Expenditure**

Total prize value is the **retail value**. This includes prizes which may have been donated or discounted; include discounted prize(s) by calculating as retail value, not what the Club paid for the prize(s).

All expenditure must be accounted for in this section which might include: Printing, Advertising, Postage etc.

Receipts must be submitted to support the expenditure appearing on the statement. This includes receipts for any prizes which have been purchased. Receipts need not be attached if submitted with the lottery application. Similarly if the prize was donated a receipt is not necessary.

3. **C = Gross Profit**

Surplus will show the Club how much profit they would have made if there were no donated or discounted prizes.

4. **D = DONATED/DISCOUNTED PRIZES**

This section is to confirm the amount that was either donated or discounted.

5. **NETT PROFIT**

This section should balance with the Club's account after all expenditure has been paid.

6. **RESULTS**

The results published in the paper should include: Club name, lottery approval number, 1st Prize and ticket number, 2nd Prize and ticket number etc. If the winner has already been contacted then their name does not need to be published. If there were any stolen or lost tickets, the numbers must be published advising the public that they were not included in the draw.

Patrons who have purchased a ticket which has been lost or stolen are to be given a refund.

Attach to the back of this application, confirmation from the prize winners that they have received their prize, including the following details: Which prize they won and the value, the winners name, address, phone no. and signature, or, if the prize is **CASH**, then a photocopy of the cheque, and a copy of the statement showing the cheque has been presented.

7. **ACQUITTAL OF STATEMENT**

The Statement of Income & Expenditure is to be countersigned by the Club/Association's Nominated Officer and either the Treasurer, President or Secretary.

A = INCOME

No of tickets sold _____ X _____ @ \$ _____ each = \$ _____ total ticket sales

*Give reason if the income from tickets sold do not reflect total ticket sales. Attach to the back of this Statement.

B = EXPENDITURE

Total prize value (retail) \$ _____ (include donated or discounted prizes)

Total value of expenses: \$ _____ + (eg: ticket printing, postage, advertising, hire costs etc)

= (B)\$ _____ **Attach Receipts detailing expenses.**

C = PROFIT

A - B = \$ _____ (C)

D = DONATED/DISCOUNTED PRIZES

Value of Donated Prizes \$ _____ + Discount on Prizes \$ _____ = \$ _____ (D)

NET PROFIT

C + D = \$ _____

RESULTS

Results have been published in _____ (newspaper) on ____/____/20____ Attach Notice.

Attach to the back of this application confirmation from prize winners. (more details see instructions page 2)

METHOD OF DRAW. (A drawing device eg: numbered balls or all sold ticket butts placed in a container)

The name and office held, of committee members present at the drawing of the lottery.

Name in full	Name in Full
Office Held with the Association	Office Held with the Association

In submitting this Statement on behalf of the _____ Association / Club, I hereby agree that all details contained in this Statement are true and correct.

_____/_____/20____ Signature Nominated Officer Date

_____/_____/20____ Signature Treasurer/President/Secretary Date

Print Name Nominated Officer

Print Name Treasurer/President/Secretary

***THESE TWO SIGNATURES MUST NOT BE THE SAME PERSON.**

This statement shall be submitted within 14 days after the drawing of the lottery. Failure to do so could result in the Approved Association's status being revoked.

FUTURE LOTTERIES WILL NOT BE APPROVED UNTIL THE CURRENT LOTTERY HAS BEEN ACQUITTED BY COMPLETION AND LODGEMENT OF THIS STATEMENT WITH THE GAMING DIVISION.

Please complete this Statement and forward it to Territory Business Centre, the address is on page 1

OFFICE USE ONLY

- CALCULATIONS ARE CORRECT YES NO
- CHECKED ORIGINAL APPLICATION FOR DONATED/DISCOUNTED PRIZES YES NO
- HAS THE CORRECT PERSON SIGNED THE STATEMENT YES NO
- TOTAL PRIZE VALUE BALANCES AGAINST ORIGINAL APPLICATION YES NO
- ALL RECEIPTS FOR EXPENSES ATTACHED YES NO
- CERTIFICATION OF PRIZE WINNERS YES NO
- LIST OF UNSOLD & STOLEN TICKETS Nos. YES NO
- STATEMENT HAS BEEN ENTERED INTO ACCESS/TRIM YES NO

CHECKED BY: _____ CONFIRMED BY _____

DATE: _____ / _____ / 20_____

DATE: _____ / _____ / 20_____

GAMING CONTROL ACT

NOTICE IN ACCORDANCE WITH THE INFORMATION ACT (INFORMATION PRIVACY PRINCIPLE 1)

Racing, Gaming and Licensing (RGL – a division of NT Treasury) is seeking information from you for the purposes of your application.

Information Privacy Principle 1 (IPP 1) requires that a public sector organisation must not collect personal information unless the information is necessary for one or more of its functions or activities. If personal information about an individual is collected from the individual, the organisation must take reasonable steps to ensure that the individual is aware of certain matters. For the purposes of IPP 1, the following advice is provided.

- You are able to access your personal information that you have provided by making a written request to the Director of Licensing.
- The information is required pursuant to the Gaming Control Act. The Act requires that certain matters must be considered when deciding whether or not to approve an application.
- The information will be kept confidential except as follows:
 - (a) Information may be sought from Police, government agencies, interstate licensing authorities, or referees or other persons nominated by you. Information may be released to those sources to the extent necessary to obtain information about you and your application.
 - (b) If a hearing is involved, information will be released to the parties, Commission or the Court, as required.
 - (c) Registers of licences and permits will be maintained and may be made available to the public on request.
- You do not have to provide information if you do not wish to do so. However, an application may not be approved if there is insufficient information to properly determine the matter in accordance with the Act.

Website: www.nt.gov.au/nt/licensing