

LICENSING, REGULATION AND ALCOHOL STRATEGY

Statement of Income for a Major Lottery

Notes to Application

Please read the following instructions carefully, before attempting to complete this statement. If there are any questions, please contact, Licensing, Regulation and Alcohol Strategy (LRAS) on (08) 8999 1800.

The checklist attached to this statement must be completed to ensure all parts of the statement are completed.

This statement shall be submitted within 2 months 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 LRAS.

This statement should be lodged at a Territory Business Centre.

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.

LICENSING, REGULATION AND ALCOHOL STRATEGY

Darwin

Level 1, Enterprise House
28-30 Knuckey Street, Darwin
GPO Box 1154, Darwin, NT 0801
Ph: 08 8999 1800
Fax: 08 8999 1888

Katherine

18 Katherine Terrace, Katherine
GPO Box 2138, Katherine NT 0850
Ph: 08 8972 8906
Fax: 08 8972 8910

Alice Springs

1st Floor Belvedere Hse
Cnr Parsons & Bath Sts
GPO Box 8470, Alice Springs NT 0871
Ph: 08 8951 5195
Fax: 08 8951 8591

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.

Checklist

This checklist must be completed to ensure all parts of the statement are completed.

- Has name of Association and lottery approval number been completed on page 3?
- If income from ticket sales does not reflect monies received, is explanation attached to this statement?
- A list of all ticket numbers unsold, lost or stolen is attached to this Statement.
- 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 1 for more details if you are unsure this section has been completed correctly).
- A copy of the results published in the newspaper.
- Confirmation from prize winners that they have received their prizes. (details to be included see instructions on page 1)
- Have the correct persons signed the Statement? (see instructions on page 1 to confirm this)
- The Association is aware that all tickets (sold or unsold) shall be retained by the Treasurer for a period of two (2) years

Details

Approved Lottery Number

Name of Association

Name of person submitting the statement

Telephone

Fax

Mobile

Email

Statement

A = Income

No of tickets sold	@	\$	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 :	
\$	(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 :	
\$	(ticket printing, postage, advertising, hire costs etc)
= (D) \$	

E = Nett Profit

C + D = \$	(E)
------------	-----

Results

Results have been published in	(newspaper)
on / / 20	Attach notice
Attach to the back of this application confirmation from prize winners. (more details on instructions on page 1)	

Method of draw (A drawing device e.g. numbered balls or all sold ticket butts placed in a container)

Name and office held of committee members present at drawing of the lottery	
Name in full	
Office held with the Association	
Name in full	
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.

*Signature Nominated Officer

Date

Name of Nominated Officer

*Signature Treasurer/President/Secretary

Date

Name of Treasurer/President/Secretary

*These two signatures must not be from the same person.

Office Use Only

Calculations are correct	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Checked original application for donated/discounted prizes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the correct person signed the statement	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Total prize value balances against original application	<input type="checkbox"/> Yes	<input type="checkbox"/> No
All receipts for expenses attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Certification of prize winners	<input type="checkbox"/> Yes	<input type="checkbox"/> No
List of unsold and stolen tickets numbers	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Statement has been entered into Access/Trim	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Checked by

Date

 / /

Confirmed by

Date

 / /

Gaming Machine Act

Notice In Accordance with the Information Act (Information Privacy Principle 1)

Licensing, Regulation and Alcohol Strategy (LRAS – a division of NT Department of Justice) 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.

- a) You are able to access your personal information that you have provided by making a written request to the Director of Licensing.
- b) 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.
- c) The information will be kept confidential except as follows:
 - i. 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 verify information about you and your application.
 - ii. If a hearing is involved, information will be released to the parties, Commission or the Court, as required by the Act.
 - iii. Registers of licences and permits will be maintained and may be made available to the public on request.
- d) 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/justice/licenreg

TERRITORY BUSINESS CENTRES

TOLL FREE LINE: 1800 193 111 (Australia Wide)

Darwin	Katherine	Tennant Creek	Alice Springs	Postal Address
Development Hse 76 The Esplanade Darwin NT 0800 Phone: (08) 8982 1700	1 Randazzo Bldg 18 Katherine Tce Katherine NT 0850 Phone: (08) 8972 8906	Shop 2, Barkly Hse Cnr Paterson & Davidson Sts Tennant Creek NT 0860 Phone: (08) 8962 4411	Peter Sitzler Bldg 67 Nth Stuart Hwy Alice Springs NT 0870 Phone: (08) 8951 8524	GPO Box 9800 Darwin NT 0801 territory.businesscentre@nt.gov.au

General Disclaimer: The material contained in this publication is intended for use as a guide and for general information only. It is not intended to be a substitute for independent professional advice. The Northern Territory Department of Justice accepts no responsibility or liability for the correctness, accuracy and completeness of any of the material contained in this publication and recommends that users of this publication exercise their own skill, care and judgment in the application of the information contained in the publication.