



# Raffle Licence

## 643179

### CANADIAN MENTAL HEALTH ASSOCIATION-CALGARY REGION (59422)

(Licensee)

105-1040 7 AVENUE SW  
CALGARY, ALBERTA  
T2P 3G9

(Address)

IS LICENSED TO OPERATE A RAFFLE EVENT, IN ACCORDANCE WITH THE PROVISIONS OF THE *GAMING AND LIQUOR ACT*, THE *GAMING AND LIQUOR REGULATION*, AGLC POLICIES AND ALL TERMS AND CONDITIONS PRESCRIBED BY THE BOARD.

#### TERM OF LICENCE:

WEDNESDAY MAY 17, 2023 TO SATURDAY MAY 27, 2023

Raffle Format: 50/50 Draw

#### DATE OF DRAW(S)

MAY 27, 2023

#### DRAW LOCATION

CENTURY DOWNS RACETRACK AND CASINO,  
260 CENTURY DOWNS DR, ROCKY VIEW, AB  
T4A 0V5, ROCKY VIEW

#### TICKET DISTRIBUTION

100 @ 1 FOR \$5.00  
1,550 @ 10 FOR \$20.00  
1,500 @ 25 FOR \$40.00

#### TICKET VALUE

\$500.00  
\$3,100.00  
\$2,400.00  

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\$6,000.00

#### PRIZES

Percentage of Ticket Sales (1)

#### RETAIL VALUE

\$3,000.00  

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\$3,000.00

#### COST TO LICENSEE

\$3,000.00  

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\$3,000.00

#### DRAW DATE

MAY 27, 2023

#### EXPENSE

Other Expenses

#### AMOUNT

\$600.00  

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\$600.00

#### USE OF PROCEEDS

Supporting CMHA Calgary services and resources

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**DATE ISSUED:** May 17, 2023

**ISSUED BY:** Canadian Mental Health Association-Calgary Region



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# Raffle Licence Financial Form

Licence: 643179

Period: 2023/05/17 to 2023/05/27

Organization: Canadian Mental Health Association-Calgary Region (59422)

## Actual Tickets Sold

Colour	----- Price -----		----- Printed -----		----- Actual -----	
	Units	Unit Price	Quantity	Value	Units Sold	Value
Black	1	For \$5.00	100	\$500.00		
White	10	For \$20.00	1550	\$3,100.00		
Blue	25	For \$40.00	1500	\$2,400.00		

**Total Ticket Sales:**

Gross Revenue = Total Ticket Sales +/- any money shortages or overages.

**Gross Revenue:**

## Prize Expenses

Prize (quantity)	Estimated Org. Cost	Actual Org. Cost
Percentage of Ticket Sales (1)	\$3,000.00	<input type="text"/>

**Total Prize Cost:**

----->  
(minus)

## Other Expenses

Expense	Estimated Amount	Actual Amount
Other Expenses	\$600.00	<input type="text"/>
		<input type="text"/>
		<input type="text"/>

Organization: **Canadian Mental Health Association-Calgary Region (59422)**

**Other Expenses**

Expense	Estimated Amount	Actual Amount
<b>Total Expenses:</b>		-----> (minus)
		<b>= Gaming Proceeds:</b>

The Raffle Licence Financial Form must be completed and received by Alberta Gaming and Liquor Commission within 60 days following the final draw date. The required financial information may be submitted either by completing this form and returning to AGLC by mail or fax; or through your organizations AGLC Internet Account at: [https://www2.aglc.ca/aglc\\_secure](https://www2.aglc.ca/aglc_secure)

For information on obtaining an AGLC Internet Account, please see: <http://aglc.ca/policies/generalpolicies.asp>

Questions regarding the completion of this form may be directed to Financial Review. Questions regarding the Terms and Conditions of the licence, may be directed to Raffle Licensing.	Alberta Gaming and Liquor Commission 50 Corriveau Avenue St. Albert, Alberta T8N 3T5	Telephone: (780) 447-8600 or Toll Free: 1-800-272-8876 Fax: (780) 447-7502 <a href="http://www.aglc.ca">www.aglc.ca</a>
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This raffle shall be operated according to the licence and the Terms and Conditions.

I certify that: All information supplied is correct.  
 Any Alberta Gaming and Liquor Commission Inspector may examine and make copies of all records relating to the licence.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

An individual must be appointed who will oversee all matters relating to the physical control and monitoring of raffle tickets issued and returned and cash related thereto. It is strongly recommended that this individual be separate from the Treasurer to ensure segregation of duties exist amongst the charity. This person referred to hereinafter as the Raffle Chairperson will make and maintain a record to show:

- a) Raffle Ticket Inventory Control Worksheet (Sample #1):
  - i. The date, the seller name and the serial numbers of tickets issued to each seller. The seller will initial the control sheet to acknowledge receipt of such tickets.
  - ii. Upon return of tickets and cash by the seller, the Raffle Chairperson will record the serial numbers of any unsold tickets returned and the cash received from the tickets sold. The seller will sign the control sheet to acknowledge that the unsold tickets and cash amounts recorded are accurate.
  - iii. The Raffle Chairperson will sign and date the control sheet to verify the amount of cash, unsold tickets and ticket envelopes/stubs received.
  - iv. The resulting cash amounts will be handed over to the treasurer for deposit to the raffle account with the treasurer signing and dating the record sheet to evidence receipt of the ticket monies recorded.
- b) From the information on the Raffle Ticket Inventory Control Worksheet as noted above the organization will be able to determine the numbers of tickets sold, the cash received and amounts to be deposited to the raffle account. If deposits are made on a regular basis the date the funds were deposited must be noted on the worksheet with the treasurer's initials acknowledging they received the funds.
- c) The Raffle Chairperson will make every effort to account for any tickets not returned immediately prior to the draw or event at which a winner will be decided. This will include contacting ticket sellers with as yet unreturned tickets to determine the status of such tickets and to ensure that all sold tickets are included in the draw or winning process. At this time all unsold tickets will be returned and all sales amounts due collected.
- d) Prizes Paid Out:
  - i. The Raffle Chairperson will record the name of the winner(s), winning ticket number(s) and the cheque number, if applicable. If multiple winners exist then a Prizes Paid Out Control Sheet (Sample #2) must be utilized. The winning tickets must also be retained by the organization.
- e) Each month the treasurer will perform a bank statement reconciliation to verify all the deposits and prizes paid out according to the Raffle Ticket Sign-Out Sheet and Prizes Paid-Out Control Sheet. Any discrepancies must be reported to both the President and Raffle Chairperson immediately.





Questions regarding the Terms and Conditions of the licence, may be directed to the:

Alberta Gaming, Liquor & Cannabis (AGLC)  
50 Corriveau Avenue  
St. Albert, Alberta T8N 3T5  
Telephone: (780) 447-8600  
or Toll Free: 1-800-272-8876  
Fax: (780) 447-8912

Additional information, Raffle Terms and Conditions and Raffle Ticket Inventory Control forms may also be obtained from the AGLC website at [aglc.ca](https://aglc.ca).

For information on obtaining an AGLC internet account see,  
<https://aglc.ca/online-services>