



# Raffle Licence

## 684364

### FRIENDS OF ST. MICHAEL'S SOCIETY OF EDMONTON (389503)

(Licensee)

7404 139 AVENUE NW  
EDMONTON, ALBERTA  
T5C 3H7

(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:

THURSDAY MARCH 14, 2024 TO FRIDAY MAY 10, 2024

Raffle Format: 50/50 Draw

DATE OF DRAW(S)

MAY 10, 2024

DRAW LOCATION

HERITAGE HALL, EDMONTON

TICKET DISTRIBUTION

50 @ 1 FOR \$5.00  
210 @ 3 FOR \$10.00  
624 @ 8 FOR \$20.00

TICKET VALUE

\$250.00  
\$700.00  
\$1,560.00  

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\$2,510.00

PRIZES

Percentage of Ticket Sales (1)

RETAIL VALUE

\$1,255.00  

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\$1,255.00

COST TO LICENSEE

\$1,255.00  

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\$1,255.00

DRAW DATE

MAY 10, 2024

EXPENSE

Advertising/promotion

AMOUNT

\$50.00  

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\$50.00

USE OF PROCEEDS

To support the purchase of 'Suzy Q' carts for long term care, carts which ensure meals are provided warm.

SPECIAL TERMS AND CONDITIONS:

RAFFLE REVENUE - ALL REVENUE MUST BE HELD IN TRUST UNTIL THERE ARE SUFFICIENT FUNDS TO COVER THE COST OF THE PRIZES.

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**DATE ISSUED:** March 14, 2024

**ISSUED BY:** Friends of St. Michael's Society of Edmonton



**Continued**  
**684364**

SPECIAL TERMS AND CONDITIONS:

USE OF PROCEEDS - DISBURSEMENTS OF GAMING PROCEEDS SHALL BE MADE WITHIN 36 MONTHS OF RECEIPT OF THE FUNDS.

**DATE ISSUED:** March 14, 2024

**ISSUED BY:** Friends of St. Michael's Society of Edmonton



# Raffle Licence Financial Form

Licence: 684364

Period: 2024/03/14 to 2024/05/10

Organization: Friends of St. Michael's Society of Edmonton (389503)

## Actual Tickets Sold

Colour	----- Price -----		----- Printed -----		----- Actual -----	
	Units	Unit Price	Quantity	Value	Units Sold	Value
White	1	For \$5.00	50	\$250.00		
Blue	3	For \$10.00	210	\$700.00		
Red	8	For \$20.00	624	\$1,560.00		

**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)	\$1,255.00	<input type="text"/>

**Total Prize Cost:**

----->  
(minus)

## Other Expenses

Expense	Estimated Amount	Actual Amount
Advertising/promotion	\$50.00	<input type="text"/>
		<input type="text"/>
		<input type="text"/>

Organization: **Friends of St. Michael's Society of Edmonton (389503)**

**Other Expenses**

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

The Raffle Licence Financial Form must be completed and received by AGLC within 60 days following the final draw date. The required financial information may be submitted by any one of the following methods:

- \* Scan and e-mail the completed form to [financial.review@aglc.ca](mailto:financial.review@aglc.ca)
- \* Mail the completed form to AGLC, 50 Corriveau Avenue, St Albert, AB T8N 3T5
- \* Fax the completed form to 780-447-7502
- \* Complete the form online using the following steps:
  - Log on to the AGLC web site: [www.aglc.ca](http://www.aglc.ca)
  - On the home page, upper right corner, go to the link Online Services
  - Scroll down to the boxed link: Log in to AGLC's Online Services for Charities, Registries, Liquor Licensees
  - Enter User ID# and Password to LOG IN
  - Go to Gaming Licence List
  - Select the Licence Number link for the raffle
  - Find Actions section in the column on the left. Under the Financial Review heading is the Form link which will display the fillable form.
  - Enter the actual raffle results and press SUBMIT FORM.
  - Reporting is now complete. Please do not send in a paper copy of the report.

Questions regarding the completion of this form may be directed to Financial Review at 1-877-447-7575 or e-mail [financial.review@aglc.ca](mailto:financial.review@aglc.ca)

This raffle shall be operated according to the licence and the Terms and Conditions.

I certify that: All information supplied is correct.  
Any AGLC 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.



**RAFFLE TICKET INVENTORY CONTROL WORKSHEET**

Date Out	Seller's Name	Selling Price	Ticket # Beginning	Ticket # Ending	Total # of Tickets Issued	Seller's Initials

Date In	Unsold Ticket Numbers	Total Sold	Expected Deposit	Cash	Cheques	Credit Card	Actual Deposit	Variance Over/Short	Explanation of Variance	Seller's Signature	Deposit Date	Treasurer's Initials

\_\_\_\_\_  
Signature of Raffle Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Treasurer

\_\_\_\_\_  
Date



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>