

Strathmore Lacrosse Club Financial Controls for Raffle Operations

1. Introduction This document outlines how the Strathmore Lacrosse Club will ensure financial controls for the handling of raffle funds, ticket sales, and distribution in accordance with the Alberta Gaming, Liquor, and Cannabis Commission (AGLC) "Raffle Terms and Conditions" document. These controls will ensure financial integrity, security, and compliance with AGLC regulations.

2. Secure Storage and Distribution of Tickets

- The Strathmore Lacrosse Club will store all ticket inventory in a secure location with access restricted to authorized personnel.
- Tickets will be distributed to sellers with a signature required as confirmation of receipt.
- Unsold and sold ticket stubs must be returned and reconciled with sales records to ensure accuracy and accountability.

3. Handling of Cash Receipts

- All cash collected from ticket sales will be securely stored and promptly deposited into the designated raffle bank account.
- A detailed record of cash transactions, including the amount received and seller information, will be maintained to track all funds accurately.
- The frequency of cash deposits will be determined to minimize the risk of loss or theft, with deposits made at least once per week or when amounts exceed \$1,000.
- The individual responsible for collecting and depositing cash will be designated and documented in advance to ensure accountability.

4. Raffle Revenue Bank Account

- For raffles with a Total Ticket Value (TTV) exceeding \$20,000, the Strathmore Lacrosse Club will establish a separate raffle bank account.
- All revenue from ticket sales must be deposited into this account, and all raffle-related expenses must be paid from it.
- Payments from the raffle account will adhere to the approved payment methods outlined in Section 4.4 of the Charitable Gaming Policies Handbook.

5. Ticket Sales and Revenue Collection

- The Strathmore Lacrosse Club will maintain a control system for tracking ticket sales, listing ticket allocations, seller names, and the person responsible for distributing tickets.
- The reconciliation of cash returned by sellers with ticket sales records will be conducted before bank deposits to ensure accuracy.
- Any discrepancies in ticket sales and revenue collection will be documented and reported immediately.

6. Monitoring and Reporting

- The Strathmore Lacrosse Club will submit financial reports to AGLC as required, with detailed revenue, expense, and reconciliation records.
- For raffles with a TTV over \$20,000, additional reporting, including copies of bank statements and deposit records, will be provided to AGLC.
- Records of all transactions, ticket sales, and cash receipts will be maintained for at least two years after the raffle concludes to ensure compliance.

7. Suspected Fraud or Irregularities

- Any suspected fraud, missing funds, or financial irregularities will be reported immediately to AGLC at 1-800-742-7818.
- No civil action or repayment agreement will be initiated with suspected individuals without prior approval from AGLC.

8. Compliance with AGLC Regulations

- All financial control measures will align with the AGLC "Raffle Terms and Conditions" to ensure legal and ethical conduct in managing raffle funds.
- This document will be reviewed and updated periodically to remain compliant with any changes in AGLC regulations.

9. Financial Oversight The person who has overall financial control of the raffle is the Raffle Chairperson of the Strathmore Lacrosse Club, Jessica Harder