

WEST HILL SOFTBALL ASSOCIATION (1213236)

(Licensee)

27 WEXFORD WAY SW
 CALGARY, ALBERTA
 T3H 0H1

(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 MAY 29, 2025 TO SUNDAY JUNE 15, 2025

Raffle Format: Cash

DATE OF DRAW(S)

JUNE 15, 2025

DRAW LOCATION

ONLINE RAFFLEBOX; OPTIMIST ATHLETIC PARK, CALGARY

TICKET DISTRIBUTION

1,000 @ 1 FOR \$2.00
 3,500 @ 7 FOR \$10.00
 10,000 @ 20 FOR \$20.00

TICKET VALUE

\$2,000.00
 \$5,000.00
 \$10,000.00
 \$17,000.00

PRIZES

50% of Ticket Sales (1)

RETAIL VALUE

\$8,500.00
 \$8,500.00

COST TO LICENSEE

\$8,500.00
 \$8,500.00

DRAW DATE

JUN 15, 2025

EXPENSE

Other Expenses

AMOUNT

\$1,800.00
 \$1,800.00

USE OF PROCEEDS

Proceeds used to cover tournament costs for medals, umpire fees, game balls, team/player swag, and diamond rentals. Any remaining funds would be used to go towards season registration fees with Calgary Minor Softball.

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DATE ISSUED: May 29, 2025

ISSUED BY: West Hill Softball Association

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Licence: 739042

Period: 2025/05/29 to 2025/06/15

Organization: **West Hill Softball Association (1213236)****Actual Tickets Sold**

| Colour | ----- Price ----- | | ----- Printed ----- | | ----- Actual ----- | |
|----------|-------------------|-----|---------------------|----------|--------------------|------------|
| | Units | | Unit Price | Quantity | Value | Units Sold |
| Series A | 1 | For | \$2.00 | 1000 | \$2,000.00 | |
| Series B | 7 | For | \$10.00 | 3500 | \$5,000.00 | |
| Series C | 20 | For | \$20.00 | 10000 | \$10,000.00 | |

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 |
|-------------------------|---------------------|------------------|
| 50% of Ticket Sales (1) | \$8,500.00 | |

Total Prize Cost:----->
(minus)**Other Expenses**

| Expense | Estimated Amount | Actual Amount |
|----------------|------------------|---------------|
| Other Expenses | \$1,800.00 | |
| | | |
| | | |

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.



Sample #1

RAFFLE TICKET INVENTORY CONTROL WORKSHEET

[illegible][illegible]

Signature of Raffle Chairperson

Date _____

Signature of Treasurer

Date _____

PRIZES PAID-OUT CONTROL SHEET

Location:

Licence #:

[illegible]

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.

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