

Groups must use gaming proceeds within 36 months of receipt, unless the proceeds are contributed to an endowment fund in accordance with the Charitable Gaming Policies Handbook (CGPH) 4.4.14 – 17.

A group that requires longer than 36 months to use gaming proceeds must submit a Retention of Gaming Funds (Form 5642) to AGLC for prior approval that includes the following information:

- amount of proceeds
- reason for the retention
- other sources of revenue (i.e., non-gaming) associated with the planned project or event
- timelines for the retention

The following conditions apply to retained proceeds:

- groups are not required to request approval to retain balances of \$10,000 or less
- groups may retain a maximum of \$100,000 for non-facility-related purposes
- groups may request to retain proceeds for a maximum of 24 additional months
- retained proceeds must be used in accordance with the group's currently approved use of proceeds
- fundraising groups, i.e., those found eligible for licensing within CGPH 3.10, must request approval to retain an amount greater than \$100,000, but must not retain proceeds longer than an additional 24 months
- approval to retain proceeds does not constitute approval for the specific project or event for which the proceeds were retained. A group must submit a separate request with details regarding the project or event to AGLC for approval prior to using retained proceeds for the project or event.

Retention for Facility (CGPH 5.15):

A group may request AGLC approval to retain a maximum \$500,000 in gaming proceeds for a future purchase, renovation, or construction of a facility. Once the maximum amount is reached, the group must use the funds within 24 months.

To submit a facility retention request:

- Complete a Retention of Gaming Funds (Form 5642) signed by two current executive members
- For the future construction or purchase of a facility, provide a detailed business plan, at least 60 days prior to possession date, that includes:
 - A copy of the membership/executive meeting minutes where a motion of the facility purchase/construction was voted on
 - A detailed description of all charitable program activity and any commercial use in the facility
 - Estimated size and cost of facility
 - Proposed location of facility
 - Proposed sources of funding to purchase or construct the facility (gaming, grants, donations, etc.)
 - Estimated date of the purchase or construction of the facility

- For future renovations, provide a plan to AGLC at least 30 days before the start of the renovation, that includes:
 - A copy of meeting minutes from the membership or executive that shows approval to renovate the facility
 - Reason for the renovation
 - Change in the use of the facility (if any)
 - Amount of any new debt and implied interest rate
 - A breakdown of gaming and non-gaming funds used to renovate the facility

Renovations exceeding \$50,000 require prior AGLC approval.

Compliance

A group that does not comply with retention policies, or fails to meet the terms of the approved retention, may be subject to sanctions including, but not limited to:

- a temporary suspension of gaming licences, resulting in a delay in conducting further charitable gaming events
- permanent revocation of gaming licences
- directives to donate a portion or all gaming proceeds to other eligible groups approved by AGLC

NON-FACILITY: A group may request to retain funds beyond the 36 months, to a maximum of \$100,000 for non-facility purposes to a maximum of an additional 24 months, with written approval from AGLC. CGPH 4.4

To submit a non-facility retention request:

- Complete a Retention of Gaming Funds form, signed by 2 currently elected Executive
- Amount of proceeds currently exceeding 36 months
- Identify what purpose the funds are being retained
 - Items currently approved on the groups' use of proceeds list or,
 - An upcoming special project or event, not yet approved
- Identify to what date the funds are to be extended, up to a maximum of 24 months from the date of the request form

Fundraising groups may request approval to retain more than \$100,000, but may not retain the proceeds longer than an additional 24 months.