



Lottery Return

This form should be completed and submitted to the City Council **within three months of the date of the lottery**. Before completing, you should read carefully the notes on page 4. When completed this form should be sent to:

- Licensing, Legal Services Department, Winchester City Council, City Offices, Colebrook Street, Winchester, SO23 9LJ.**

Name of Society:	
Registration Number:	
Date of Lottery (see note 1)	
Dates between which tickets were sold:	
Serial number of lottery, if applicable (see note 2)	
Date of previous lottery, if known:	
Date of next lottery:	
Total number of tickets printed:	Price of individual tickets: £
Total number of tickets placed on sale:	Proceeds of lottery (gross ticket sales): £
Number of tickets sold:	Date when transfer of proceeds to beneficiary was complete:
Means of notifying/publicising winners:	
Total gross ticket sales in all lotteries held in same calendar year (see note 3):	

Application of Proceeds

Expenses (see notes 4 and 5)

Expenses may not exceed 35% of the proceeds of the lottery	Met from proceeds, or by society, or by any beneficiary of the lottery	Met from another source (details of the source must be given in the next column)	Name and address of person or organisation which met expense declared in column 2
	(1)	(2)	(3)
	£	Nature or expense met, and cost, if known	
Cost of tickets			
Commission and other payments to agents and ticket sellers (see note 6)			
Wages and salaries			
Accommodation/office costs			
Advertising			
Distribution Costs			
Registration fee, if applicable (see note 7)			
Any other expenses (please specify)			
Total expenses			

Prizes (see note 4 & 8)	Balance (see note 9)
Major prize £ (please specify) Other major prizes £ Total of other prizes £	Please specify below the beneficiaries of the lottery and show the amount each received:
Total value of all prizes £	Total balance £
Any other remarks or comments:	

Declaration*

You are reminded that it is an offence under the Gambling Act 2005 for any persons knowingly or recklessly to give Winchester City Council any information which is false in any material particular.

We hereby certify that to the best of our knowledge and belief the information given in this return is correct.

Promoter:

Signed*: Date: Phone:

Name in block capitals:

Other Members:

1. Signed*: Date: Phone:.....

Name in block capitals:

Position held:

2. Signed*: Date: Phone:

Name in block capitals:

Position held:

***Returns submitted by societies MUST be signed by the promoter and two other members of the society appointed for that purpose.**

Notes

- Note 1** In the case of an “instant” lottery where there is no draw, the date of the lottery should be regarded as the last date on which tickets were to be on sale.
- Note 2** Where two lotteries have the same date, they must be distinguished by having different serial numbers.
- Note 3** The total value of tickets or chances sold in all lotteries held in any one calendar year on behalf of the same society must not exceed £250,000. The figure which should be entered here is the sum total of all completed lotteries, up to and including the lottery reported in the return, which have a date falling within the same calendar year as the lottery reported in the return.
- Note 4** Where VAT is payable on an individual item of expenditure or on a prize it should be included in the amount shown, unless it is reclaimable. Where VAT is reclaimable, the amount should be shown in brackets beside the item in question and not included in the total expenses or prizes.
- Note 5** The law requires that the amount of any expenses which are met:
- (a) by the society on whose behalf the lottery is promoted, or
 - (b) by any beneficiary of the lottery
- must be treated as having been taken as expenses from the proceeds of the lottery. Any such expenses should therefore be included in column 1. If any activity is undertaken on behalf of the lottery, of any office, equipment or material provided, at the expense of either the society promoting the lottery or the beneficiary, an appropriate amount should be reckoned as having been taken from the lottery proceeds, and declared as such in column 1.
- Note 6** Any inducement offered by societies to persons or associated clubs or branches to sell tickets on their behalf is a commission, and such payments are part of the expenses of a lottery.
- Note 7** This item relates only to the fee paid to the City Council for initial registration with it, or renewal of that registration. Any such fee should be included in the first return submitted following its payment.
- Note 8** Where any such prizes are donated to the lottery, they should be included in the return with the letter “D” against the items in question, but they should not be included in the calculation of the total value of the prizes. A brief explanation should be given of the source of the donations.
- Note 9** The total balance of the lottery is the sum remaining after the reckonable expenses and total value of all prizes (excluding donated items) has been deducted from the total proceeds.