

HEALTH CHECK GUIDE

A GUIDE FOR MULTI CAUSE LOTTERIES

Let's get started!

There are a number of things that need to be completed (mostly) annually to keep your lottery compliant and up to date with any changes in the industry. This handy guide provides you with a central list of items for you to complete which will keep your lottery healthy.

Please tick each box below once completed and send this form back to your account manager Cheryl Morris cheryl@gatherwell.co.uk

- 1. Good Cause Approval
- 2. Lotteries Council Membership
- 3: Gambling Commission
 - a. E- services
 - b. Sign up to Gambling Commission e- bulletin
 - c. Annual Lottery Returns
 - b. Licence holders x 2
 - c. Licence holder training
 - d. Sign up to Gambling Commission e- bulletin
 - e. Annual Lottery Operator Policies
 - f. Required Annual Security Audit
- 4. VAT reclaim
- 5. Members Area refresh
- 6. Dashboard refresh
- 7. Are contacts up to date

How To...

Below you will find a guide for each item from the Members Area which you can refer to.

1. Good Cause Approval Process

It is important to approve causes as soon as possible so they can start fundraising to help more local people. This should be done on a regular basis. [Good Cause Approval Guide](#)

2. Gambling Commission Annual Lottery Returns

It is stipulated by the Gambling Commission that returns are completed annually and so is important this is done [Lottery Returns Guide](#)

3. Lotteries Council Membership

As part of your Gambling Commission licence you must keep your lotteries council membership updated, and pay the annual fee. There is lots of support offered so check the website regularly. [Lotteries Council Membership Guide](#)

4. Gambling Commission E- Services

Ensure you are signed up for e- services and keep the admin contact updated. Here you can view your licence and complete annual returns. [E- Services Guide](#)
It is a good idea to sign up to the Gambling Commission e- bulletin also to keep up to date with lottery information and compliance. Sign up [HERE](#)

5. Gambling Commission Licence Holders x2

Having 2 licence holders ensures business continuity and keeps your lottery running compliantly. If a licence holder leaves your organisation it is imperative you replace them and also let Gatherwell know [Licence Holder Application](#)

6. Gambling Commission Licence Holder Training

Completing licence holder training annually will keep your knowledge up to date. Any new licence holders will need to complete this too. [Licence Holder Training](#)

7. VAT Reclaim

Completing your annual VAT reclaim will give you more allowance to use for marketing and promoting your lottery. [VAT Reclaim Guide](#)

8. Members Area Refresh

The Members Area is a treasure trove of guides and helpful tips which you can use to guide you through the lottery world. It is a good idea to refresh yourself with the guides in there as we are adding new exciting information all the time! [Members Area](#)

9. Dashboard Refresh

It is a good idea to regularly look over your dashboard as there is tons of information in there which is helpful to see how your lottery is performing. [Dashboard Guide](#)

10. Contacts

Check if your lottery contacts are up to date and supply current details to Gatherwell. This will ensure Gatherwell contact the right people. If any have changed please let us know.

Main Lottery contact is:

Licence holders contacts are:

Marketing contact is:

Community Engagement contact is:

11. Gambling Commission Annual Lottery Operator Policies

You will be pleased to hear we update these annually and upload them to the Members Area which you can find here: [Lottery Operator Policies](#)

12. Gambling Commission Required Annual Security Audit

We also complete these annually for you and upload to the Members Area which you can find here: [Annual Security Audit Letter](#) [Annual Security Summary](#) [Annual Security Certificate](#)

Thank you for taking the time to complete this. Please send the updated contact details to your account manager on the below details.

Your Customer Account Manager – Cheryl Goodall

E: cheryl@gatherwell.co.uk