

Filing your Small Society Lottery returns

Summary

It is a condition of your Small Society Lottery (SSL) Licence that you provide the data of the weekly draws to the Local Authority that governs your licence within three months of a draw taking place.

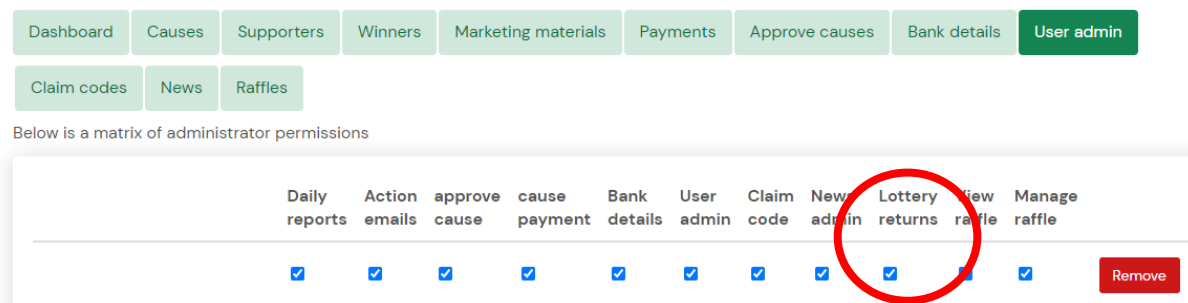
We have made this process as easy as possible for you, so you just need to print, sign and send the lottery returns from the monthly emails we send you. This guide is intended to help answer any questions you have about this process.

IMPORTANT: IT IS YOUR RESPONSIBILITY TO ENSURE THAT THE SUBMISSION OF THE SSL RETURNS IS NOT LATE. THE DEADLINE IS THREE MONTHS FROM THE DATE OF THE DRAW.

Permissions – who gets the emails?

IMPORTANT: YOU MUST ENSURE THAT YOUR BANK DETAILS HAVE BEEN ENTERED INTO YOUR LOTTERY OPERATOR DASHBOARD TO GET THE LOTTERY RETURN EMAILS

Emails will only be sent to those users on your dashboard who are ticked to receive “lottery returns.” Please see the screenshot below:



The monthly process:

- Your nominated contact receives an email with two attachments, headed: “Your lottery returns are ready to be submitted.”
- The data attached is drawn directly from the lottery database so there is no margin for error. The attachments are:
 - o “Lottery Return” which will be a form pre-filled with figures and information in each box
 - o “Lottery Return Detail” which will have a table of figures, one line per weekly draw. The figures pre-populated in the first form are pulled from the second attachment
- Print BOTH of the attachments. Two unrelated people from your organization must sign the ‘Lottery Return’ and then **BOTH of the documents must be posted** to the license issuer (The address can be found on the ‘Lottery Return’ form).

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Example of "Lottery Return" form:

Return relating to a Small Society Lottery
Gambling Act 2005 – Schedule 11, Part 4

The following information is required by Schedule 11, Part 4, Paragraph 39(2) of the Gambling Act 2005. This statement must be submitted no later than three months beginning on the day on which the draw (or last draw) in the lottery took place. It must be signed by two members of the Society appointed in writing for that purpose by the Society, or its governing body if applicable, and accompanied by a copy of that appointment. All signatories must be over the age of 18 years.

We, being duly appointed members of the Society in compliance with the requirements of Schedule 11, Part 4, Paragraph 39(4), hereby submit the following statutory return:

Name of Society:	[REDACTED]
Address of Society	[REDACTED]
Licensing Authority issued Registration number of Society:	KE-SSL-211
Arrangements for the lottery, including: (a) Dates on which tickets were available for sale or supply; (b) Dates of any draw; (c) Arrangements for prizes, including any rollover; and (d) Details of any donated prizes:	(a) } (b) } See attached file for details (c) } (d) }
Proceeds of the Lottery:	£1,924.00
Amounts deducted by the promoters of the lottery in respect of the provision of prizes (including the provision of any prizes in accordance with any rollover):	£175.20
Amounts deducted by the promoters of the lottery in respect of other costs incurred in organising the lottery:	£500.24
Any amount applied to a purpose for which the promoting Society is conducted:	£1,154.40
Whether any expenses in connection with the lottery were paid otherwise than by deduction from proceeds, and, if they were – (i) the amount of the expenses, and (ii) the sources from which they were paid	£24.40 Donations from Gatherwell Ltd to increase local prizes.

✓ Declaration and Signatures overleaf

<p>Declaration and Signatures</p> <p>We the undersigned, being two members of the Society who are appointed in writing by the Society, or its governing body, submit this return to the Licensing Authority in accordance with the provisions of Schedule 11, Part 4, Paragraph 39 of the Gambling Act 2005.</p> <p>Signed: Print Name: Capacity: Dated:</p> <p>Signed: Print Name: Capacity: Dated:</p> <p>PLEASE NOTE THAT IT IS AN OFFENCE UNDER SECTION 342 OF THE GAMBLING ACT 2005, TO GIVE ANY FALSE OR MISLEADING INFORMATION WITHIN THIS RETURN.</p> <p>For Office Use Only: Return form checked by the following Officer and found to be satisfactory / unsatisfactory.</p>
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Table of definitions:

Proceeds of the lottery	Ticket sales	
Amounts deducted by the promoters of the lottery in respect of the provision of prizes	Actual prizes given out	
Amounts deducted by the promoters of the lottery in respect of other costs incurred in organising the lottery	ELM costs	26% of ticket proceeds (Admin 20% + jackpot insurance 6%)
Any amount applied to a purpose for which the promoting society is conducted	Society funds- the amount that the operator and every cause have received combined	60%
Whether any expenses in connection with the lottery were paid otherwise than by deduction from proceeds, and, if they were - i) the amount of the expenses ii) the sources from which they were paid	Donations from Gatherwell Ltd to increase local prizes and transfer of any prize insured winnings	Subsidy or Jackpot will show in this cell

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Example of 'Lottery Return Detail':

Draw Occurred	Tickets Available From	Tickets Available To	Price Per Ticket	Ticket Count	Proceeds	Subsidies	Uninsured Prizes	Insured Prizes	ELM Costs*	Society Funds	Rollover amount	Rollover prizes
19/03/2022	12/03/2022	19/03/2022	£1.00	109	£109.00	£1.60	£1.20	£0.00	£28.34	£65.40	£14.06	£0.00
26/03/2022	19/03/2022	26/03/2022	£1.00	113	£113.00	£1.20	£1.80	£0.00	£29.38	£67.80	£14.02	£0.00
02/04/2022	26/03/2022	02/04/2022	£1.00	113	£113.00	£1.80	£1.20	£0.00	£29.38	£67.80	£14.62	£0.00
09/04/2022	02/04/2022	09/04/2022	£1.00	125	£125.00	£1.20	£3.00	£0.00	£32.50	£75.00	£14.50	£0.00
16/04/2022	09/04/2022	16/04/2022	£1.00	126	£126.00	£3.00	£25.60	£0.00	£32.76	£75.60	£0.00	£7.96
23/04/2022	16/04/2022	23/04/2022	£1.00	108	£108.00	£0.60	£0.60	£0.00	£28.08	£64.80	£14.52	£0.00

Table header	Definition
Draw Occured	Date of the draw
Ticket count	No. of paid tickets entered into the draw
Proceeds	The monetary amount of total tickets entered into the draw
Subsidies	The amount Gatherwell contributes to free tickets won as prizes
Uninsured Prizes	All other prizes
Insured Prizes	This is Jackpot only
ELM Costs	ELM Costs include: Banking charges, insurance, age verification, administration and VAT.
Society Funds	The amount that the operator and every cause have received combined
Rollover Amount	<p>The rollover amount is how much is left over of uninsured prizes (20% prizes: 6% jackpot and 14% uninsured/rest of the prizes)</p> <p>'Uninsured amount' minus 'actual prize' = rollover amount</p> <p>For example, if the ticket proceeds are £407, then the total uninsured amount available for prizes is £56.98.</p> <p>If the lottery only gives away some of this prize, then this is subtracted from the amount available. Anything left over is the rollover.</p>
Rollover Prizes	The rollover prizes column represents any prizes that were covered by the prize amount rolled over from the previous draws.