

Policy Changes

February 2017

C.3 Conflict of Interest

Added a policy to ensure there is no perceived conflict of interest with relation to the CGCA Coordinator playing in the centre where they represent the CGCA.

NEW POLICY

C.3.c) Charity Coordinators and staff / contract resources of the CGCA are not permitted to participate in any gaming activity in the centre for which they have responsibilities under the Policies and Standards for Charities.

NOTE: This policy was previously communicated and is in effect as of 08-04-2016

Appendix A (Administrative Allowance)

Increased the administration allowance slightly to adapt to increased costs / inflation

OLD POLICY

CGCA's with up to 40 member charitable organizations

- Administrative allowance includes all expenses related to the CGCA (office supplies, charity awareness, professional fees, charity coordinator expense, bank charges, etc.)
- Maximum: \$50,000.
- Due to the lower number of charities to support it is generally recommended that the Charity Coordinator position be part-time.

CGCA's with more than 40 member charitable organizations

- Administrative allowance includes all expenses related to the CGCA (office supplies, charity awareness, professional fees, charity coordinator expense, bank charges, etc.)
- Maximum: Base of \$65,000 + (number of member charities X \$300) to a maximum of \$95,000
- With a higher number of charities to support there likely will be a need for a full-time Charity Coordinator.

It is the CGCA Board's responsibility in consultation with OCGA, to determine the level of staffing resources they require.

Administrative allowance caps have been determined based on experience from the sites in operation. The cap will be reviewed annually for adjustment as required.

NEW POLICY

CGCA's with up to 40 member charitable organizations

- Administrative allowance includes all expenses related to the CGCA (office supplies, charity awareness, professional fees, charity coordinator expense, bank charges, etc.)
- Maximum: \$51,000

CGCA's with more than 40 member charitable organizations

- Administrative allowance includes all expenses related to the CGCA (office supplies, charity awareness, professional fees, charity coordinator expense, bank charges, etc.)
- Maximum: Base of \$66,300 + (number of member charities X \$300) to a maximum of \$96,900
- With a higher number of charities to support there likely will be a need for a full-time Charity Coordinator.

CGCA's in remote locations (as determined by OCGA)

- Additional \$2,500 travel allowance

NOTE: This policy was previously communicated and is in effect as of 06-28-2016

B.11 Receiving of Shares

Adjusted the wording slightly to provide additional clarity and to broaden the policy to address the entire assignment timeframe.

OLD POLICY

B.11.f) If a charitable organization fulfills the assignment of another charitable organization that is either late or fails to provide the required number of volunteers, they shall receive the funds withheld from the charitable organization that is in non-compliance.

NEW POLICY

B.11.f) If a charitable organization fulfills the assignment (full or in part) of another charitable organization that fails to provide the required number of volunteers for the entire assignment, they will receive the portion for funds relative to the amount of time their volunteers fulfilled the roles and responsibilities.

Added wording for late volunteers to cover volunteers leaving early and slight change to policy.

OLD POLICY

B.11.c) Financial repercussions for non-compliance include:

- Trained volunteer arriving late – ¼ share per volunteer

NEW POLICY

B.11.c) Financial repercussions for non-compliance include:

- Trained volunteer arriving late or leaving early – up to ¼ share per occurrence

Any penalty less than ¼ share for volunteer arriving late or leaving early must be approved in advance by OCGA.

Added a policy to define a timeframe in which member groups can claim and discrepancy in their distribution

NEW POLICY

B.11.h) Charitable Organizations must notify the CGCA of any discrepancy with their distribution within 60 days of receiving the transfer to their designated business account otherwise distributions will remain as deposited.

Appendix F (Roles and Responsibilities of Volunteers)

Added additional wording to provide clarity and repercussions for non-compliance

OLD POLICY

Register their attendance (Sign-in) for their assignment utilizing the process established by the CGCA. Signing in for other volunteers is not permitted unless specifically approved by the Charity Coordinator (e.g. accessibility)

NEW POLICY

Register their attendance (Sign-in) for their assignment utilizing the process established by the CGCA. Signing in for other volunteers is not permitted unless specifically approved by the Charity Coordinator to address accessibility issues. Providing false information is not permitted and may be subject to additional repercussions based on existing policies (lateness, trained volunteer, etc.)

POLICY UPDATE – (added items listed in B.3 Conflict of Interest to Appendix F – Roles to ensure they are encompassed with the financial repercussions) – Updates are highlighted in green, minor addition in red

While on assignment a volunteer must not:

- Be under the age of 18 years of age
- Purchase gaming product or participate in any gaming activity
- Handle any gaming product (e.g. bingo cards) (except when doing a call back) or gaming cash (e.g. prizes)
- Play bingo cards or games for customers
- Purchase any alcoholic beverages (where licenced)
- Participate in an in-centre promotion or draw
- **engage in any other fundraising (e.g., soliciting donations or selling their raffle tickets) in the Charitable Gaming Centre at any time unless it has been approved by the CGCA, the CGCSP, and OLG**
- **accept tips during their charity assignment**
- Participate in assignments while under the influence of alcohol or recreational drugs
- Sit down unless specifically designated by the Charity Coordinator. If volunteers are permitted to sit down, it must be done in an area designated by the Charity Coordinator, must be during a timeframe, established by the Charity Coordinator when customer service needs and roles and responsibilities are minimal and must not exceed a combined total of 10 minutes for all volunteers during an assignment.
- Use personal electronics (phone, tablet, etc.) **or anything that is distracting to their role**
- Eat food
- Act in a way that is disruptive or detrimental to the success of gaming centre and its member charitable organizations

B.4 Charity Assignments

Adjusted the policy to capture the exception when volunteers are asked to cover another assignment from a late or non-attending volunteer / group.

OLD POLICY

B.4.b) An individual bona fide member volunteer may not volunteer for more than two consecutive assignments on any given day.

NEW POLICY

B.4.b) An individual bona fide volunteer may not execute roles and responsibilities for more than two assignments in one day except under B.11.f.

Banking Process For the Permittee

Added a new section in the Policies and Standards for Charities that encompasses all of the banking and financial requirements. Previously this information was in various places including Permit Requirements, contracts, OLG communications, and AGCO requirements. Adding this into the policies so that all the information is consolidated and clear for participating groups.

Please note that there are not new policies however some wording may have been updated, including transition to reflect cGaming terminology (e.g. Licence to Permit)

POLICY

Each charitable organization shall open and maintain a separate bank account to accept cGaming funds. The funds must remain separate from other funds including general funds, funds from other licenced events, etc. and shall only be used for approved use of proceeds based on municipal Permit requirements.

BANK ACCOUNT REQUIREMENTS

- A designated business account shall be maintained in the name of the Permittee, and shall have the following features:
 - chequing account in Canadian Funds
 - a minimum of two (2) signing officers, who must be bona fide members of the Permittee, to administer the account and make payments/withdrawals on behalf of the Permittee
 - payment/withdrawal privileges and monthly statements issued
 - Printed online banking statements are permitted for monthly reporting, providing they are statements. A printout of the account transaction history page is not acceptable.
 - cash withdrawals are not permitted
 - all cheques returned with monthly statement or available for printing online
 - two signatures required on cheques
- Deposit into the account all monies derived from cGaming with Ontario Lottery and Gaming (no other funds may be deposited into this account)
- Assignment shares from OLG will be transferred by the CGCA via electronic funds transfer so the Permittee must ensure that its financial institution's EFT system has the capability of supporting electronic dual authorization, as the transfer of funds must be authorized by two (2) members that have been designated to administer EFT
- All monies derived from OLG's charitable gaming program must be deposited into the designated account

PAYMENTS

- Payments/withdrawals may only be made for the payment of the expenses incurred and the donation of net proceeds for the charitable purposes approved on the Permit.

- There must be sufficient funds in the account to cover all payments. Overdrafts are not permitted.

CREDIT CARDS

- The Permittee may use credit cards issued in the name of the organization to pay for approved expenses subject to the following conditions:
 - Credit cards used for payment must be issued in the name of the organization only to the authorized signing authorities on the designated business account. No personal credit card purchases will be permitted.
 - The credit card may be used for approved use of proceeds expenses.
 - No cash advances are allowed.
 - Charities must submit their most recent credit card statement and/or a current print-out itemizing the purchases relevant to the approved use of proceeds and submit as a part of their report to the municipality.
 - Supporting receipts/invoices must be kept for review should the municipality request them; Payment confirmations will not suffice.
 - Payment of the expenses related to the approved use of proceeds must be paid separately from the designated business account using online banking or by a cheque. Fees or interest charges may not be paid from this account.
 - The credit card account that has a rewards program, rewards must be used to benefit the organization and not an individual.
 - The use of Debit cards is not permitted

ON-LINE BANKING

- The Permittee may use online banking with their designated business account to pay for approved expenses subject to the following conditions:
 - Charities must submit a print out of the transaction from the source (bank website) as a part of their report to the municipality and keep supporting receipts/invoices for review should the municipality request them;
 - Online banking can be used for approved use of proceeds expenses only and only to the bank's preauthorized payees (e.g. Hydro One, Bell, VISA, etc.)
 - No transfers to individuals are allowed.
 - All transactions must be approved by two designated signing authorities on the account.

INVESTMENTS

- The Permittee may make temporary investments in instruments insured by the Canada Deposit Insurance Corporation (CDIC) if it receives prior approval from the permitting authority. These investments cannot exceed the maximum insured by the CDIC.
- The Permittee shall not deposit monies received from any source other than OLG's charitable gaming centres - into the designated business account except;
 - Funds earned or credited directly from the charitable gaming proceeds through Interest income or HST rebate on permitted expenditures.

ACCOUNT CLOSURE

- If it is necessary to close the account due to the Permittee no longer participating in cGaming the Permittee must seek approval from the municipality on the disposition of the funds. Funds must be used for the approved purposes or donated to an approved organization for charitable purposes. A final report must be submitted to the Municipality.

REPORTING

- The Permittee must provide the permitting authority with a use of proceeds report (Appendix C) signed and verified by the designated signing authorities on all expenses paid from the proceeds derived from charitable gaming. The report must be filed within 30 days of the end of the previous month (e.g. March bank statement and use of proceeds report must be submitted by end of April 30th) in order for the municipality sufficient time to meet their 60-day reporting deadline to OLG.
- Reports must be submitted by Permittees regardless of activity in the account. If the organization no longer holds a permit, reporting is required until all funds are depleted and the account is closed.