

cGaming Policies and Standards for Charities - Revisions

September 1, 2020

The following are changes to the Policies and Standards for cGaming (previous version April 2020). This document outlines the specific areas of change. These are now reflected in the updated Policies and Standards document.

B.13. BANKING REQUIREMENTS

Reason for change: There are numerous methods of payment and the previous specific list is too limiting. Provide complete flexibility for charities on methods of payment. No changes to reporting requirements regarding receipts / substantiation and monthly bank statements when required.

~~e) Credit / Debit Cards~~

- ~~a. The Permittee may use credit cards (personal or in the name of the organization), personal debit cards, or PayPal to pay for approved expenses subject to the following conditions:
 - ~~i. Supporting detailed receipts/invoices must be submitted with the monthly Report to Municipality; Payment confirmations will not suffice.~~
 - ~~ii. Payment to the account or reimbursement to an individual must be paid separately from the designated business account using online banking or by a cheque and match the total amount of the eligible receipts during the period. Fees or interest charges may not be paid from this account.~~~~

- ~~d) Organizations can use VISA Debit cards which can be 'loaded' with smaller amounts, which act similar to cash, as an option to reduce liability and risk Online Banking~~

- ~~a. The Permittee may use online banking with their designated business account to pay for approved expenses subject to the following conditions:~~
- ~~i. Charities must submit a printout 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;~~
 - ~~ii. 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.)~~
 - ~~iii. All transactions must be approved by two designated signing authorities on the account.~~

NEW

c) Methods of payment

- I. The Permittee may use any method of payment for approved expenses including, but not limited to: Cash, Cheques, Credit Cards and Debit Cards (personal or in the name of the organization), PayPal, Interac E-Transfer, Direct Deposit (EFT). Supporting detailed receipts/invoices must be submitted with the monthly Report to Municipality.
- II. If using any method requiring reimbursement to an individual (e.g. Personal Debit/Credit Card) the Permittee must:
 - Provide any documentation required or requested by the municipality.
 - Ensure fees or interest charges are not included in the reimbursement
 - Ensure all transactions be approved by two designated signing authorities on the account.
- III. Organizations can use VISA Debit cards which can be 'loaded' with smaller amounts, which act similar to cash, as an option to reduce liability and risk

B.14. REPORTING

Reason for addition: Add existing reporting requirements (noted on monthly report and 'Participation Requirements' on Permit) for clarity.

- b) The monthly use of proceeds report (Appendix C) must include a copy of the monthly bank statement and any receipts or documentation requested by the municipality on expenses paid from the account as per the permit requirements.

C.4. CHARITY COORDINATOR

Reason for change: Further wording to ensure Charity Coordinator participation in meetings and resources.

- ~~u) The Charity Coordinators are expected to work with the OCGA to exchange information and share lessons learned and best practices and are expected to attend all scheduled provincial coordinator meetings.~~
- u) The Charity Coordinators are expected to work with the OCGA to exchange information and share lessons learned and best practices and are required to attend the majority of all scheduled provincial coordinator meetings, training, and workshops.

C.11. DISTRIBUTION OF FUNDS

Reason for addition: To include daily checklist (completed by operator staff) to facilitate a fair and equitable approach to monitoring charity / volunteer basic compliance, understanding the Charity Coordinator is not able to be present during all operational hours and Operator support is needed.

- e) The CGCA must ensure a fair and transparent oversight process in determining compliance issues which shall include a daily compliance checklist completed by the Charitable Gaming Centre operator. This report shall be used by the CGCA as a tool to provide some basic information into the process for determining breaches of attendance, policy, and roles and responsibilities. The responsibility for decisions regarding breaches rests with the CGCA Board and the Charity Coordinator.

Reason for addition: Building a small financial reserve to CGCA administration account to ensure they remain financially stable during unforeseen closure or loss of cGaming revenue.

- g) The CGCA must not retain any portion of the CGCA charities' disbursement for its own purposes other than what is permitted under the administration allowance or noted below.
- The CGCA may retain up to a maximum of three months of estimated administrative costs in their designated account to provide cashflow and funds to pay expenses, within existing policies and standards, due to unforeseen circumstances (e.g. temporary closure of cGaming Centre).