

How to run a small society lottery

The Christie charity is registered with Manchester City Council to run Society Lotteries. A small society lottery is where tickets are to be sold over a period of time (not one event as with the incidental lottery). The tickets must be professionally printed and must contain certain information. There are detailed statutory regulations about the conduct of lotteries covering accounts, age restrictions, the maximum price of tickets and the amounts, which may be paid out in prizes and deducted for expenses. The organisers of the lottery must not put on sale tickets valued at more than £20,000.

All Fundraisers who wish to hold a lottery must contact the Fundraising Team for advice.

Failure to comply with the rules set out by the Manchester City Council jeopardises the charities licence.

Every ticket must specify:-

- (a) its price (the price of every ticket must be the same i.e. cannot sell 5 tickets for the price of 4)
- (b) the name of The Christie (e.g. "*in aid of The Christie*")
- (c) the **date** and **venue** for the lottery draw
- (d) the fact that The Christie is registered with Manchester City Council.
- (e) the name and address of the Promoter:
Toni Leden, Appeals Director, The Christie.
- (f) The Charity Registration Number 1049751
- (g) The unique serial number of the lottery (obtained from the Fundraising Team)

THE FUNDRAISING TEAM MUST APPROVE THE DETAILS ON ALL TICKETS - please post, email or fax a draft of the ticket before printing.

Sale of tickets:-

- No ticket may be sold by or to a person under the age of 16.
- Tickets must not be sold in any street, which is defined as including any bridge, lane, footpath, subway, court, alley or passage, whether a thoroughfare or not, which at the time is open to the public without payment.
- Tickets must not be sold by means of a machine.
- The door-to-door selling of tickets is permitted, except by a person visiting a house in an official, professional or commercial capacity not connected with lotteries.

Proceeds Limits, Expenses and Prizes and the draw

- The winner should to be contacted within 7 days.
- The total value of the tickets sold in a single lottery may not exceed £20,000
- A minimum of 20% of all sales should be donated to The Christie
- Up to 80% of sales may be used to meet expenses and prizes
- Manchester City Council has guidelines about the value of prizes in relation to the number of tickets sold. Please contact the Fundraising Team for Guidance.
- If alcoholic drink is to be a prize the local police need to be contacted for guidance on any liquor licensing law implications.

If due to unforeseen circumstances it is not possible to draw the Lottery on the date printed on the ticket contact the Fundraising Team immediately.

Lottery returns

Fundraiser must complete and return to the Fundraising Team the Lottery Proceeds Form below and Lottery witness form **within 4 weeks of the draw date**. This enables The Christie to comply with Manchester City Council's guidance.

In order for this to be carried out the fundraiser needs to maintain the following records:

1. Details of all income received from the sale of tickets.
2. Details of all expenses, together with relevant invoices.
3. Details of the major prizes together with relevant invoices, if prizes are bought.

Lottery proceeds form

The Christie is required to send detailed information to Manchester City Council relating to the raffle which you have organised. We would, therefore, be grateful if you would complete and sign the enclosed form within 2 weeks of the draw date. If you need help completing this form please contact your Fundraising Officer for assistance.

The date of the Draw was	
Dates between which tickets were soldto
Serial number of lottery	
Proceeds of the lottery (gross ticket sales)	

No. of tickets printed	
No. of tickets sold	
Price per ticket	
Cost of tickets	
Amount taken for expenses	
Amount taken for provision of prizes	

Cost / Value Major Prize Source if donated	
Cost / Value other prizes Source if donated	
Cost / Value other prizes Source if donated	
Means of notifying winners	

After all deductions the following amount is enclosed: £.....

Please complete this form and enclose the following;

Witness form	
All counterfoils	
All unsold tickets	
Cheque for proceeds (made payable to The Christie)	

Signed _____

Name (please print) _____

Name of fundraising group (if applicable) _____

Date _____

Lottery witness form

Date of draw _____

Winning ticket numbers

1. _____
2. _____
3. _____
4. _____
5. _____

Signature of authorised fundraiser _____

PRINT NAME _____

DATE _____

Signature of witness _____

PRINT NAME _____

DATE _____