

## **POLICIES AND PROCEDURES: RAFFLES AND OTHER FUNDRAISING**

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1. A raffle and fund raising committee must be established and is responsible for overseeing and administering the activities, setting up controls to handle finances and preparing necessary financial and government reports. It's officer and at least one of its member must have undergone a training for administering of raffle on record. Fund raising committee and its members must be trained by Department of Revenue and Taxation (DRT) and approved by the Archdiocese of Agana (AOA).
2. A separate checking account or general ledger account shall be set up, at the pastor's/principals discretion to handle the raffle and other fund raising transactions to support the production of statement of activities at the end of the event.
3. All applicable government and insurance regulations must be observed in operating a parish/school raffles and or fund raising.
  - a) Obtain appropriate licenses/ permits for the festival (food license, etc.)
  - b) Verify with Archdiocese of Agana – Chancery whether other additional insurance is required and obtain as necessary.
4. The raffle and fund raising committee must designate at least three unrelated persons that is Cash Handling Subcommittee (CHS) to jointly oversee the entire cash handling, counting, reconciling and turning over the deposits of raffle and other fund raising funds.
5. The raffle ticket subcommittee if at all is separated must oversee raffle ticket sales and ensure Government of Guam gaming commission and business filing requirements are met.
  - a) Raffle tickets must be pre-numbered.
  - b) A log for the distribution of raffle tickets to be sold must be created by the raffle ticket subcommittee, listing the seller/recipient's name and the ticket numbers given them. A copy of this log will be given to the raffle and fund raising committee to be used to facilitate counting ticket returns.
  - c) Raffle tickets are not permitted to be mailed within the United States Postal Service, based on federal law (Title 18 United States Code, Section 1302).
  - d) The CHS will be responsible in preparing collection summary report and endorsement to the bookkeeper or pastors/principals designee to deposit and keep track of the raffle and other fund raising funds. The deposit shall be immediately take the deposit to the bank and deposit receipt must be attached to the collection summary report.
  - e) The Raffle Accountability Log is then give to the Raffle Ticket Subcommittee to update the original/master log and redistribute the unsold tickets.
  - f) The Raffle Ticket Subcommittee must document the winning raffle ticket number, winner name and winner contract information for all raffle ticket prizes. If a raffle prizes is refused by a winner or if the winner cannot be contacted, a new price winner must be selected (all prizes must be awarded). If a raffle winner returns the raffle prize stating that they are "donating" it back to the parish/school, this is not a valid donation unless the winner receives a Form W-2G and pays appropriate income taxes on the winnings. If the winner does not receive a Form W-2G and pay the applicable income tax, the prizes is considered forfeited and a new winner must be drawn.

- g) All qualifying raffle ticket winnings must be reported on Form W-2G and the appropriate federal income tax withholding must be withheld or collected prior to awarding the raffle prize. If a winner does not supply their social security number or tax id, back-up withholding must be withheld or paid by the winner regardless of the amount of the prize, at a higher tax rate.
6. Volunteers for raffle ticket sales during the festival must be limited to a small number of designated volunteers, determined prior to the start of the fundraising activities and pre-approved by the raffle and other fund raising committee and /or Pastor or Principal or his designee.
  7. A Volunteer Log must be created by the Raffle Ticket Subcommittee indicating volunteer's name, starting cash if any, unsold ticket numbers, volunteers and CHS members initials upon issuance, ticket stubs, ticket numbers of sold tickets, ending cash, date and time of pick up and volunteer's and CHS initials (at end of shift).
  8. The Raffle Ticket Subcommittee will place the sold tickets stubs in the raffle ticket drawing tumbler. If unsold tickets are given to another volunteer, they must be added to the volunteers log and identified and accounted at the Raffle Ticket Log.
  9. Be aware that each non-profit organization choosing to operate a gaming activity shall be open to an auditing of funds by the Office of Public Accountability to ensure that funding is being spent in the spirit of the non-profit's charter and the public benefit.

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