



## WHAT IS NEEDED TO DETERMINE ELIGIBILITY?

Each year an organization that holds lottery licences must provide the following to the Municipality of Hastings Highlands to determine ongoing eligibility. Failure to provide these documents will result in suspending licensing privileges.

- Incorporation papers (letters patent)
- Constitution and Bylaws
- Notification of Charitable Registration Canada Customs and Revenue Agency (if applicable)
- The most recent Registered Charity Information Return & Public Information Return, as submitted to Canada Customs and Revenue Agency (if applicable)
- Financial Statements for previous fiscal year (audited, where applicable)
- Detailed outline of all program/services provided in the previous year and specific costs incurred in the delivery
- Detailed outline of all program/services currently provided and specific costs incurred in the delivery
- The current operating budget
- Current listing of the Board of Directors signed by each Member of the Board and should include their full name, title and contact information, including
- Copy of *Business Account Service Request* document from the bank demonstrating the names of at least two signing authorities for all lottery trust accounts
- Any other information that will assist in determining the charitable nature of the objects and purposes. This could include an annual report, correspondence relating to its charitable number for income tax purposes, and confirmation that it meets the reporting requirements of the Charities Accounting Act.
- The proposed use of proceeds, which must be consistent with the primary objects and purposes of the organization set out in the bylaws and are of a charitable nature consistent with at least one of the four classifications of charitable purposes.