

**R.C. Archdiocese of Indianapolis**  
**Roncalli High School**  
**June 17, 2015**

Charity gaming currently has 3,256 organizations qualified to conduct gaming in the State of Indiana

In **2014**: 3,158 applications were processed and issued  
1,611 Exempt Event Notifications

So far **2015**: 1,734 applications have been processed and issued  
696 Exempt Event Notifications

In- house staff consist of six (6) Program Coordinators, two (2) Administrative Assistants and three (3) Clerical Personnel. These are the individuals that take your telephone calls, process all submitted applications and examine all financial reports.

**Qualification**

Qualification is a one-time process and is only required again if the organization becomes inactive for a period of three years.

- **Church**

- Completed Form CG-QA, Qualification Application signed by presiding officer (Father, Pastor, Priest, Rev) and church secretary
- Page of the Catholic Directory showing the organization's listing
- Mission statement or by-laws
- IRS 501 C determination letter

- **School**

- If controlled by the Church they will fall under the church qualification and must abide by all of the rules as one entity including parents must be members of the church in order to conduct or assist in conducting gaming activities.

If not under the control of the church, the school must submit their own qualification which must be signed by the principal and school

secretary. Submit with the QA a copy of the page of the Catholic Directory, mission statement or by-laws, 501 C determination letter, grade levels, number of faculty, students and staff.

### When is a license required?

- **License** - Form depends on what gaming activities will be conducted  
An Annual License is valid for twelve (12) months. Processing for certain first time annual licenses (bingo, charity game night) may take up to 120 business days. Processing for an annual renewal is approximately 15 - 20 days.  
Single Event License is valid for one day, specific time and location except for a festival license which could be valid for up to five (5) consecutive days. Processing may take up to 45 business days (9) weeks.
- **Exempt Events** - Form CG-EN, Exempt Event Notification  
Allow 21 business days to process

### Financial Reports when are they due?

- **Annual License** - Forms CG-8, Annual License Financial Report and CG-21, Annual License Gross Receipts Report  
Postmarked by the 10th day of the month in which the license expires

The accounting period is not the same as your license period

Example: License is valid 06/01/2014 thru 05/31/2015

Accounting period is 05/01/2014 thru 04/30/2015

- **Single License** - CG-9, Single Event License Financial Report and CG-22, Single Event Annual Gross Receipts Report  
CG-9 due ten (10) days after the end of your event

CG-22 is due August 15<sup>th</sup> each year and covers the period of July 1 thru June 30. All single license events held during this period must be reported on the CG-22.

**If**, the organization holds an annual license and conducts single events during the period of their license the CG-9 must be submitted however, information from the single events (Form CG-9) are reported on Form CG-21. A CG-22 is not required to be filed.

There are no financial reporting requirements for Exempt Events. However, the organization is required to retain all records (number of tickets sold, payouts, pull tab winners of \$250 or more, etc).

All gaming records must be retained for a period of three (3) years. We suggest current year plus the previous three.

#### **Things to remember when conducting a festival**

- The organization must list on their application only those members who will be conducting or assisting in conducting the gaming activities. This would be those selling bingo packs, calling bingo numbers, selling tickets (raffle or door prize), selling pull tabs, punchboard or tip boards, conducting your card games, wheel games or dice games. Those individuals selling food, parking cars or working the kid's games are not required to be on the license. Utilizing anyone that is not listed as an operator or worker on the application is a violation.
- The age limit of charity gaming is eighteen (18). Children under that age and are members of the church may sell raffle tickets. They cannot purchase tickets, pull winning tickets/chances or play/call bingo unless there are games conducted specifically for children with no cost to participate.
- Kids (under eighteen) cannot win. So, the parents or grandparents cannot purchase a raffle/chance and put "Little Johnny's" name on it. The organization would be in violation if they awarded a prize to "Little Johnny"
- No tipping - operators and workers cannot accept tips from patrons participating in the gaming activities.

- If the church provides tickets to all their members to sell, they must list all of these individuals on their gaming license application with the required information.

### **Church Merger Issues**

- Existing licenses
- Grandfathered equipment
- Charity Gaming Bank Accounts
- Call the Charity Gaming Division 317-232-4646
- Process will depend on instructions of the Decree issued by the Archdiocese

### **SEA 327 changes**

Please check our website [www.in.gov/gaming](http://www.in.gov/gaming), click on charity gaming at the left of the page. It is the first document listed.