

Office use only

DATE STAMP

Application Number _____

Responsible Officer _____

Licence Number _____

Privacy Act 1993: The particulars in this form which relate to individuals are personal information under the Privacy Act. This information is required so that the Department of Internal Affairs can consider the society's application under the Gambling Act 2003.

The information will be held by the Department of Internal Affairs and may also be disclosed to the Police and other agencies, subject to the Criminal Records (Clean Slate) Act 2004. Any person about whom information is collected has the right of access to, and correction of, that information.

Please complete this form, enclose your fee and all require documentation, then return the application to the Department of Internal Affairs. You will receive a receipt once your application has been processed.

Keep a copy of your completed application for your records. If this application is incomplete it will be returned to you without being processed.

Please also ensure that you complete and return the Declaration on page 10 of this form.

PLEASE PRINT CLEARLY.

****This form is for single venue clubs only. Multi venue clubs and Class 4 Operator Licence holders that are not clubs must complete the standard Gaming Machine Account Summary form.****

NOTES

A. The contact people are people who will answer any questions we might have during the renewal process. Please ensure that these people can be contacted at the phone numbers provided during working hours. It is assumed that one of the contact persons for clubs will be the person responsible for the day-to-day operation of the gaming machines.

You can find your Corporation Number on your Certificate of Incorporation or from the Companies Office. For further information go to the Companies Office website www.companies.govt.nz

A. Society Details

ONLY a corporate society may hold a Class 4 Operator's Licence and Class 4 Venue Licence.

Please provide the corporate society's details. The licence will be sent to the postal address entered in this section.

Corporation number *as on your certificate of incorporation* _____ Current operator's licence number **NZGM** _____

Name of society _____

Physical address _____

Suburb _____ *Town/city* _____

Postal address *if different from above* _____

Suburb _____ *Town/city* _____

Contact person's name _____ All first names _____

Role _____

Daytime phone () _____ Evening phone () _____

Fax () _____ Mobile () _____

Email _____ Web address _____

Preferred contact method *please tick* Daytime phone Fax Mobile Email

IMPORTANT – PLEASE READ**GUIDANCE NOTES – Income and Costs**

The descriptions on this page are intended to provide guidance for the preparation of the Gaming Machine Account Summary form. The guidance notes should not be treated as definitions and they do not replace any definitions in the Gambling Act 2003 ("the Act").

The purpose of this form is to gauge the real return to the club and/or community from the operation of gaming machines by the club. The form lists the major income and cost categories that usually result from the operation of gaming machines. We expect that most clubs will have income and costs that match those listed below, and accordingly we expect them to be included on page 5 of this form. Where items of income or costs do not match those listed below, but are directly or indirectly connected to the operation of the gaming machines, they can be included in the "Other Costs" boxes.

INCOME

An amount received by the club as a direct result of the presence or operation of gaming machines is Gaming Income.

Gross Proceeds (excluding interest):	Turnover minus total prizes.
Interest on Gaming Machine Funds:	Interest income received on the gaming machine turnover that was banked into the dedicated gaming machine bank account.
Proceeds from the sale of Gaming Assets:	The total sale price received by the club for the sale of gaming assets.
Other Income from Gaming Machine Operations:	Any other income earned by the club that is directly attributable to the presence or operation of gaming machines that is not included above.

COSTS

An amount paid or incurred by the club as a direct or indirect result of the presence of gaming machines is a Cost.

Apportionment: Where a cost has been paid or incurred that contains both gaming and non-gaming components the **gaming portion only** should be separated out and included on page 5. You must be able to positively identify a cost as something that has occurred due solely to the presence of the gaming machines.

Accounting Fees:	Money paid by the club to external accountants for the provision of advice or for the preparation of financial reports relating to the gaming operation only. Refer to Apportionment note above.
Audit Fees:	Money paid by the club to an auditor for the completion of an audit of the financial statements for the gaming operations. Refer to Apportionment note above.
Depreciation – gaming equipment:	The reduction in value of an asset over its useful life. It is also a means of estimating how much cash needs to be set aside for the future replacement of those machines directly.
Electronic Monitoring System costs (EMS):	Ongoing costs associated with operating an Electronic Monitoring System. This category does not include the cost of purchasing or installing the system.
Gaming Machine Duty:	A duty paid based on the level of proceeds. This fee is paid to the Inland Revenue Department.
Interest on loans – bank:	Includes interest incurred on bank loans used to finance gaming operations.
Interest on loans – finance company:	Includes interest incurred on finance company loans used to finance gaming operations.
Licence Fees:	
Operator's Licence - Renewal of Licence <i>Category A Applications:</i>	A fee to renew a licence for a club to operate gaming machines.
Operators Licence - Amendment of Licence Fee:	A fee to amend an operator's licence to reflect a change in the way gaming is being conducted. For example, there may be a change in key persons or a change in the authorised purpose statement.
Venue Licence - Renewal of Licence <i>Category A Applications:</i>	A fee to renew a licence for a club venue to operate gaming machines.
Venue Licence - Amendment of Licence Fee:	A club must apply to the Secretary and pay a fee to amend its class 4 venue licence if the corporate society proposes to: <ul style="list-style-type: none"> – change any gambling equipment at the venue, or – increase the number of gaming machines that it may operate at the venue, or – change any condition of the licence or any procedure that is a condition of the licence.
Venue Annual Fees - Annual Fee per Gaming Machine:	The venue annual fee is an annual amount per gaming machine payable to the Department of Internal Affairs. Where gaming machines are added to, or removed from, a venue licence, a pro-rata amount may be charged or refunded. The fee will fund education, enforcement and monitoring of compliance with the Gambling Act 2003.
Loss on sale of gaming assets:	Proceeds from the sale of assets minus any costs incurred in selling those assets, minus the book value of the assets.
Problem gambling levy:	A levy paid by gaming societies based on the level of proceeds. The levy is made to help fund harm minimisation initiatives. This is paid to Inland Revenue directly.

Salaries and wages:	The total amount incurred for salaries, wages, bonuses, PAYE, sick and holiday pay for staff that work on the gaming operation. Refer to the Apportionment note above.
Service and Repair:	Costs incurred in the maintenance and repair of gaming machines, electronic monitoring system and ancillary equipment.
Training Costs:	The costs incurred associated with increasing the knowledge of staff in the processes related to gaming.
Other Costs:	<p>This includes any other costs incurred that do not fall into the categories above. Other than the two categories specifically mentioned below any item that you wish to include, for example rent, must be noted down and apportioned if required. Costs that must be incurred by the club regardless of the presence of gaming machines are not other costs and should not be apportioned or claimed.</p> <p>Electricity – Specific provision has been made for electricity under this category. The Department recognises that gaming machines and related paraphernalia generally use more electricity than activities that would otherwise occupy the current gaming area of a club. However while we expect an apportioned amount of electricity to be included as a cost of gaming we also expect that the apportioned amount will be minimal.</p> <p>Insurance – Specific provision has been made for insurance under this category. The Department recognises that gaming machines and related paraphernalia will incur an extra insurance cost over and above what the cost of insurance to the club would normally be. The extra insurance cost that is directly related to the gaming operations should be claimed as a gaming cost.</p>

Contact Details for questions about completing the Gaming Machine Account Summary

Please have your chartered accountant call one of the Department's Investigating Accountants on 0800 257 887.

Please read the Guidance Notes for Income and Costs before completing this section		
	Current Year	Forecast Year
Number of gaming machines held by the society at balance date		
ALL AMOUNTS ARE GST EXCLUSIVE	Current Year \$	Forecast Year \$
Gaming Income		
Proceeds (excluding interest) <i>turnover, minus total prizes (including jackpots)</i>		
Interest on Gaming Machine Funds		
Proceeds from the Sale of Gaming Assets		
Other Income from Gaming Machine Operations		
Total Gross Proceeds from Gaming Operations		
Gaming Costs		
Accounting Fees <i>gaming operations only</i>		
Audit Fees <i>gaming operations only</i>		
Depreciation - Gaming Equipment		
Electronic Monitoring System Costs <i>non capital</i>		
Gaming Machine Duty		
Interest on Loans - Bank		
Interest on Loans - Finance Company		
Gaming Licence Fees		
Category A Operator's Licence Renewal Fees		
Operators Licence - Amendment of Licence Fees		
Category A Venue Licence Renewal Fees		
Venue Licence - Amendment of Licence Fees		
Venue Annual Fees		
Loss on Sale of Gaming Assets <i>include write-offs</i>		
Problem Gambling Levy		
Salaries and Wages <i>relating to gaming operation</i>		
Service and Repair <i>Gaming Machines</i>		
Training Costs		
Other Costs		
Electricity		
Insurance		
Total Costs of Gaming Operation		
Net Proceeds From Gaming Operations		
Undistributed Funds carried forward from last year		
Funds available to be distributed or applied for authorised purposes this year		

A

B

C=A-B

D

E=C+D

Please read the Guidance Notes for Calculating Authorised Purpose Payments before completing this section		
	Current Year \$	Forecast Year \$
Authorised Purpose Payments		
Percentage of Gross Proceeds Distributed or Applied		
Undistributed funds available to carry forward to next year		

F

F/Ax100

G=E-F

IMPORTANT – PLEASE READ**GUIDANCE NOTES – How to Calculate your Authorised Purposes Payment**

A Club's Class 4 Operator's Licence includes the licence condition requiring that the minimum amount of net proceeds a licence holder must apply and/or distribute for authorised purpose(s) is the proportion equivalent to 37.12% of its GST exclusive gross proceeds for each financial year.

An authorised purpose is:

- A charitable purpose
- A non-commercial purpose that is beneficial to the whole or a section of the community
- Promoting, controlling and conducting race meetings under the Racing Act 2003, including the payment of stakes

In any financial year a club will calculate its funds available to be distributed or applied for authorised purposes as follows:

Total gross proceeds plus interest from gaming operations this year

Less

Total cost of gaming operations this year

Equals

Net Proceeds from Gaming Operations this year

Plus

Undistributed Funds carried forward from last year

Equals

Funds available to be distributed or applied for authorised purposes this year

What does this really mean for clubs?

A club can do one or both of the following with its funds available to be distributed or applied.

- Make grants to charitable or non-commercial organisations that benefit the whole or a section of the community in accordance with the club's authorised purpose statement and / or
- Use the money to meet general club costs, subject to the following restrictions

General Club Costs (Non Gaming Related)

A club can use gaming machine funds available to be distributed or applied for authorised purposes this year for any general club costs that do not come within the restrictions noted below. It should be noted that a general club cost is something that has to be paid relating to this financial year, such as electricity, and where a club wants to accumulate money (in lieu of distributing or applying the funds to authorised purposes) for future capital purposes they must first get written dispensation to do so from the Secretary. The Department's interpretation of items that do not fit within the definition of authorised purpose are:

- Expenditure related to the gambling operation, including but not limited to the cost of any gambling equipment, training, attendance at conferences, affiliation with gambling related organisations, and advertising.
- The purchase of liquor and anything intended to be sold.
- The purchase of buildings or property for commercial or investment purposes.
- Any other commercial enterprises.
- Expenditure associated with operating the bar, including construction, refurbishment and maintenance of the bar and bar equipment, and wages and salaries of bar staff.
- The use of a club vehicle as a courtesy coach.

Example

A club's general manager who is paid \$10,000 a year spends 20% of their time on gaming operations including attending to patrons queries and refilling hoppers, 30% of their time on bar activities including ordering and serving alcohol, and 50% of their time on general club activities including administration activities. The cost of the general managers activities can be split up as follows:

1. \$2,000 (20% of their total salary) can be claimed as a direct cost of the gaming operations and included in the salary and wage cost category when calculating Net Proceeds from Gaming operations. This portion can be paid for out of the gross proceeds from gaming operations.
2. \$3,000 (30% of their total salary) must be paid for out of the clubs non-gaming income. This amount cannot be included as a payment for authorised purposes nor can it be included in the calculation of the percentage of gross proceeds distributed for authorised purposes in the current year.
3. \$5,000 (50% of their total salary) can be paid for out of the funds available to be distributed or applied for authorised purposes this year. This amount can be included in the percentage of gross proceeds distributed for authorised purposes in the current year.

How to calculate your authorised purpose payment

A club's authorised purpose payments will be made up of all grants made to charitable or non-commercial organisations (allowed by the club's authorised purpose statement) and all general club costs paid out of funds available to be distributed or applied to authorised purposes this year subject to the restrictions outlined above.

A club should list all grants and all general club costs paid during a financial year that meet the requirements listed above and include the total of that list as its authorised purpose payments in the GMAS form. The list of grants and costs paid should also be provided to the Department as part of the licence renewal process.

Important points of note

1. Clubs are required to maximise their return to the community, minimise costs and comply with any licence conditions including conditions stipulating a minimum return to authorised purposes. In most cases clubs must apply or distribute at least 37.12% (GST exclusive) of gross proceeds to authorised purposes (including interest) each financial year. This percentage is a minimum requirement. The Department expects clubs to maximise the return to authorised purposes, and accordingly, where net proceeds exceed the monetary amount required to meet the minimum distribution percentage, we expect the surplus funds to be distributed unless there is a good reason to not do so. An example of a good reason would be anticipated gaming or authorised purpose related expenditure.
2. Where a club accumulates funds from undistributed net proceeds or depreciation reserves, these funds can only be paid out of the gaming bank account for the purposes of meeting gaming related expenditure or authorised purpose payments. The money cannot be used for any other purposes.

What to do now

- Consider reviewing your authorised purpose statement to ensure it allows you to pay the costs and make the grants you wish to this year.
- Start preparing your list of general club costs and grants paid this financial year to ensure you will meet the minimum distribution percentage discussed above. You must meet this minimum distribution percentage out of gross proceeds. If you think you will not meet the required distribution percentage due to abnormal circumstances contact the Department immediately, do not leave it until it may be too late.

C. Forecast Financial Information Sign-off

Responsibilities of Governing Body

The management personnel of _____

("the club") are responsible for the preparation of the forecast financial information contained in this form.

The forecast financial information has been prepared based on assumptions made by the aforementioned management personnel about the future financial performance and position of the club. The assumptions that underlie the forecast financial information are based on the best available information and estimates at the time of completing this form. The assumptions have been made available to me as part of my review of the forecast financial information.

Basis of Opinion

I have examined the forecast financial information contained on page 5 of this form in accordance with the relevant professional standards, including the International Standard of Auditing ISAE 3400.

The form has been prepared for use by the Department of Internal Affairs ("DIA") only and may not be relied upon by any other party without the express written permission of the signatory.

Actual results are likely to be different from the forecast financial information since the anticipated events frequently do not occur as expected and the variation may be material.

I confirm that I am not a member of the club's executive or net proceeds committee.

Opinion

Based on my examination of the evidence supporting the assumptions, nothing has come to my attention that causes me to believe that the assumptions do not provide a reasonable basis for the forecast financial information.

In my opinion the forecast financial information has been properly prepared on the basis of the assumptions.

I acknowledge that:

- As a prerequisite of DIA issuing a licence the club must submit to the DIA the forecast financial information contained within this form and the forecast financial information must be signed off by a chartered accountant
- The DIA will rely on this report in issuing a licence to the club

Signed: _____

Position: *Chartered Accountant/Retired Chartered Accountant* _____

Date: _____

Print Name: _____

Name of Accounting Firm _____

Address of Accounting Firm _____

D. Renewal of Previous Approval to Accumulate Funds

A corporate society that does not mainly distribute proceeds from class 4 gambling to the community, and had approval to accumulate funds last year for a specific project, may apply to have that approval renewed for a further year.

Note: This is solely for renewal of a previous approval. If you wish to accumulate funds for a specific project and did not receive approval to do so during the last licensing year, then you cannot apply here. You must complete the relevant section in the application to amend class 4 operator's licence and pay the relevant application fee.

D. Renewal of Previous Approval to Accumulate Funds

Please answer all of the following questions concerning the requested renewal of your approval:

- 1. **Date of letter giving original approval**

- 2. **Details of what the project involves**

- 3. **Cost of project** _____
- 4. **Amount accumulated to date** _____
- 5. **Details of what stage the project is currently at**

- 6. **Date by which accumulation of funds is expected to be complete** _____
- 7. **Any further information you wish to provide on your accumulation or project (optional)**

DECLARATION

To be completed by the Chair of Trustees/ President *and* Chief Executive Officer or General Manager

I, _____ of _____
full name place of abode and occupation

solemnly and sincerely declare that:

- All the details entered in, or provided with, this Class 4 Operator's Licence Renewal Application are true and correct to the best of my knowledge.
- I understand that if I have provided information that is materially false or misleading, the society may have its licence cancelled or not renewed.
- I have read and understood the relevant regulatory requirements. If needed, I have obtained/will obtain legal advice to ensure compliance with these requirements.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

Declared at _____ this _____ day of _____
place date month year

Signature _____

Before me _____
full name

Signature _____
Solicitor, Justice of the Peace or other person authorised to take a statutory declaration

I, _____ of _____
full name place of abode and occupation

solemnly and sincerely declare that:

- All the details entered in, or provided with, this Class 4 Operator's Licence Renewal Application are true and correct to the best of my knowledge.
- I understand that if I have provided information that is materially false or misleading, the society may have its licence cancelled or not renewed.
- I have read and understood the relevant regulatory requirements. If needed, I have obtained/will obtain legal advice to ensure compliance with these requirements.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.


Declared at _____ this _____ day of _____
place date month year

Signature _____

Before me _____
full name

Signature _____
Solicitor, Justice of the Peace or other person authorised to take a statutory declaration

Stop



In completing this form you must itemise income and expenses if provision has been made on the form for a specific income or expense item.

Checklist - all items on this checklist MUST be provided

If you are applying to renew your Class 4 Operator's & Venue Licence(s) you need to send the following to the Department of Internal Affairs:

- completed Gaming Machine Account Summary (page 5)
- financial statements for the most recent financial year, (i.e. annual report), audited by a chartered accountant
- forecast financial statements sign-off (page 8)
- a copy of your published list of grants or authorised purposes payments
- an explanation for any qualified audit reports completed by your auditor
- the society's cheque for payment of licence renewal fee (page 12)
- statement on how the club is minimising expenses and maximising returns to authorised purposes
- completed remittance advice (page 12)
- management letter from your auditor (letter that the auditor sends to the club's governing body describing any findings that come out of the audit)

You may be required to provide further information to assist the Department in assessing your application.

If your application is incomplete or missing supporting documentation, it will be returned to you without being processed. Please also check the accuracy of the application and supporting information as inaccuracies/inconsistencies will cause significant delays.

Please go to page 12 and complete your remittance advice.

E. Class 4 Operator's and Venue (Renewal) Fees

CATEGORY A :

A club that intends to operate gambling equipment at a non-commercial class 4 venue that the club owns or leases and is mainly for the use of club members;

Application fee for Operator's Licence

Renewal (Category A)	\$1,299.24	\$	<input type="text" value="1,299.24"/>
----------------------	------------	----	---------------------------------------

Application fee for Venue Licence

Renewal (Category A)

<input type="text"/>	Venues at	\$129.82	per venue	=	\$	<input type="text"/>
----------------------	-----------	----------	-----------	---	----	----------------------

Annual Gaming Machine Fee

<input type="text"/>	Machines at	\$434.44	per machine	=	\$	<input type="text"/>
----------------------	-------------	----------	-------------	---	----	----------------------

			TOTAL CHEQUE	\$	<input type="text"/>
--	--	--	---------------------	----	----------------------

! Please go to page 13 and complete your return address details on the Receipt of application slip.

Return Address

Please return your completed application form to: **Licensing Unit
Gambling Compliance Group
Department of Internal Affairs
PO Box 10-095
Wellington 6143**

To find out more about gaming machine licensing, visit our website www.dia.govt.nz or call us toll free on 0800 257 887.

Receipt of application

The Department of Internal Affairs Gambling Licensing Unit received your application to renew your licence on

It will be processed as soon as possible.

Please complete your return address details. *(Please include your postcode)*

Attention _____

Society _____

Postal Address _____

Suburb _____

Town/City _____

Date Stamp

This receipt of application does NOT indicate approval of the application.