

CONDITIONS FOR A PAC/DPAC GRANT EFFECTIVE FEBRUARY 2023

All Parent Advisory Councils (PAC) or equivalent groups and District Parent Advisory Councils (DPAC) that receive a Community Gaming Grant must comply with the following conditions:

General Requirements

- 1) The grant recipient shall at all times fully comply with all provisions of the *Gaming Control Act*, all regulations and rules under the *Gaming Control Act*, all policies published by the Community Gaming Grants Branch, and all directives issued by the community gaming grants manager and/or general manager, whether enacted, published or issued before or after the date the grant was approved, and as amended from time to time.
- 2) The grant recipient shall fully comply with all other applicable enactments of the Province, all applicable federal laws and applicable municipal bylaws.
- 3) The grant recipient shall notify the General Manager, Gaming Policy and Enforcement Branch (GPEB), without delay, about any conduct, activity or incident that may be considered contrary to the Criminal Code of Canada, the Gaming Control Act or Gaming Control Regulations, or that may affect the integrity of gaming.
- 4) All of the information contained in and submitted with the grant recipient's application for a Community Gaming Grant PAC/DPAC Grant must be true and correct. The Community Gaming Grants Branch may review publicly available materials and information concerning the Applicant's organization or program(s) to assist with application assessment.
- 5) All payments of grant monies to the grant recipient are subject to an authorizing appropriation under the *Financial Administration Act*.

Use of Grant Funds

- 6) PACs must only use grant funds to cover eligible costs as set out in Section 4.1 of the Community Gaming Grants – Parent Advisory Council (PAC) and District Parent Advisory Council (DPAC): Program Guidelines.
- 7) DPACs must only use grant funds to cover eligible costs as set out in Section 4.2 of the Community Gaming Grants – Parent Advisory Council (PAC) and District Parent Advisory Council (DPAC): Program Guidelines
- 8) PACs must not use grant funds for ineligible costs as set out in Section 4.1 of the Community Gaming Grants – Parent Advisory Council (PAC) and District Parent Advisory Council (DPAC): Program Guidelines.
- 9) DPACs must not use grant funds for ineligible costs as set out in Section 4.2 of the Community Gaming Grants – Parent Advisory Council (PAC) and District Parent Advisory Council (DPAC): Program Guidelines.

- 10) A receipt must be obtained for each disbursement of gaming funds and retained as part of the gaming records set out in condition 17.
- 11) PACs and DPACs must retain management and control of the grant funds awarded to them.
- 12) PACs and DPACs must not transfer any gaming funds to schools or school districts unless it is to reimburse a school or school district for a purchase made on behalf of the PAC/DPAC and at the PAC/DPAC's request.
- 13) Unless otherwise approved in writing by the Branch, grant funds must be fully disbursed within:
 - a) 12 months of receipt of the Community Gaming Grant for DPACs.
 - b) 24 months of receipt of the Community Gaming Grant for PACs.
- 14) In the case of a school closure or substantive downsizing, that school's PAC is encouraged to disburse funds from its Gaming Account to another eligible PAC proportionate to the reassignment of students. In the case of a new school, the previous school's PAC is encouraged to disburse funds from its Gaming Account to the newly formed PAC proportionate to the reassignment of students. Note that the newly formed PAC must have a Gaming Account in order to receive this funding and must comply with the PAC/DPAC Conditions.
- 15) In all other circumstances, if the grant recipient is unable to fully disburse the grant funds within the time period specified in Condition 13, all remaining funds must be returned to the Minister of Finance.

Financial Control Requirements

- 16) Gaming funds include any funds generated through gaming including licensed gaming events, Community Gaming Grants, gaming fund donations from service clubs, as well as any GST rebates, interest and/or revenues from the sale of assets purchased with gaming funds.
- 17) The grant recipient must:
 - a) Maintain a separate Gaming Account, held in British Columbia, specified in the organization's full name, for the exclusive purpose of receiving, holding and disbursing gaming funds, including any gaming funds received through licensed gaming, Community Gaming Grants or gaming fund donations from service clubs.
 - b) Obtain cheques for the Gaming Account that have the organization's full name and the words "Gaming Account" printed on them.
 - c) Maintain Gaming Account records that clearly show the amount and purpose of each transaction.
 - d) As part of the gaming records, secure and retain all account/transaction records and receipts for all disbursements, including cancelled cheques, bank statements, bank transaction receipts, invoices and sale receipts for a period of five years from the end of the fiscal year in which the revenue was disbursed.

Records can be stored physically or digitally; appropriate safeguarding measures should be in place to protect gaming records.

- e) Ensure the cheques issued against the Gaming Account are signed by at least two of the organization's signing officials, at least one of whom must be an executive member of the organization unless a formal exception has been approved by the Executive Director, Community Gaming Grants Branch. These signing officials must be unrelated. Cheques issued against the Gaming Account must not be pre-signed.
 - f) Use electronic transfers and/or automated debits from the Gaming Account only where two current executive members have authorized the transactions in writing; these executive members must be unrelated. The authorization document must identify the specific purpose and maximum dollar amount permitted for each electronic transfer and/or automated debit and must be retained with the Gaming Account records.
- 18) Cash transactions from the Gaming Account are not permitted (i.e. cheques cannot be paid out to "cash").

Audit and Financial Reporting Requirements

- 19) The grant recipient must file a Gaming Account Summary Report within 90 days after the end of the recipient's fiscal year.
- 20) The Gaming Account Summary Report must be signed by two executive members, one of which must be the treasurer (or equivalent).
- 21) Occasionally, the grant recipient may be required to provide audited statements and other information that the Community Gaming Grants manager and/or general manager may request.
- 22) Occasionally, the grant recipient may be audited, as required by the Community Gaming Grants manager and/or general manager. Any reports resulting from those audits may be disclosed publicly, in compliance with the *Freedom of Information and Protection of Privacy Act*.

Suspension, Revocation and Repayment of Grant Funds

- 23) If, in the opinion of the Community Gaming Grants manager and/or general manager, any of these conditions are not satisfactorily met by the grant recipient, its agents or employees, the grant recipient may be required to repay all or a portion of the grant funds, and/or the manager and/or general manager may suspend or revoke the grant. A fine or fines may also be imposed under section 98 of the *Gaming Control Act*.

Contact Information

Related information and documents as well as general contact information are available on the Community Gaming Grants Branch website at:

<https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-in-bc/contact-us>