

**CONDITIONS FOR A PAC/DPAC GRANT  
EFFECTIVE FEBRUARY 2018**

A parent advisory council (PAC), eligible independent school parent group or First Nations Band school parent organization or a District Parent Advisory Council (DPAC) that is a recipient of 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) All of the information contained in and submitted with the grant recipient's **Application for a PAC/DPAC Grant** ("application form") must be true and correct.
- 4) All payments of grant monies to the grant recipient are subject to an authorizing appropriation under the *Financial Administration Act*.

**Use of Grant Funds**

- 5) PACs may only use grant funds within BC for eligible disbursements that benefit students by enhancing the extracurricular opportunities as set out in section 3.4 of the Guidelines.
- 6) DPACs may only use grant funds within BC to benefit students by supporting activities that foster parental involvement in the schools and promote effective communication between schools, parents, students and the community as set out in section 3.4 of the Guidelines.
- 7) A receipt must be obtained for each disbursement of gaming funds and retained as part of the gaming records set out in condition 15(d).
- 8) PACs and DPACs cannot use grant funds for the following ineligible costs:
  - a) Curricular activities or purposes;
  - b) Disbursements outside of the province unless approved in advance in writing by the Branch;
  - c) Out-of-province travel, unless approved in advance by the Branch;
  - d) Out-of-province or out-of-country aid;
  - e) Past debt, loan or interest payments;
  - f) Sustaining or endowment funds; or
  - g) Professional development of staff.
- 9) PACs and DPACs must retain management and control of the grant funds received by them;
- 10) PACs and DPACs cannot 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.
- 11) 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; or
  - b) 36 months of receipt of the Community Gaming Grant for PACs.

- 12) In the case of a school closure or substantive downsizing, that school's PAC may, at its sole discretion, disburse funds from its Gaming Account to another eligible PAC to reflect the reassignment of students.
- 13) In all other circumstances, if the grant recipient is unable to fully disburse the grant funds within the time period specified in condition 11, all remaining funds must be returned to the Minister of Finance.

### Financial Control Requirements

- 14) **Gaming funds** include any funds generated through gaming including licensed gaming events, community gaming grants, gaming fund donations as well as any GST rebates, interest and revenues from the sale of assets purchased with gaming funds.
- 15) The grant recipient must:
  - a) Maintain a separate Gaming Account, specified in the organization's full name, for the exclusive purpose of receiving, holding and disbursing gaming funds.
  - 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) Retain all gaming records for a period of five years from the end of the fiscal year in which the revenue was disbursed. The gaming records include all financial records, cancelled cheques, bank statements, bank transaction receipts, invoices and sale receipts, and all receipts from the disbursement of gaming revenue;
  - 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 which must be an officer of the organization;
  - f) Only use electronic transfers and/or automated debits from the Gaming Account where two current board members have authorized the transactions in writing. This authorization must specify the purpose and maximum dollar amount permitted.
- 16) Cash transactions from the Gaming Account are not permitted.

### Audit and Financial Reporting Requirements

- 17) The grant recipient must file a Gaming Account summary report within 90 days after the end of the recipient's fiscal year.
- 18) The grant recipient shall provide audited statements and other information that the community gaming grants manager and/or general manager may request from time to time.
- 19) The grant recipient will be audited periodically 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

- 20) 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 suspend or revoke the grant. A fine or fines may also be imposed under section 98 of the *Gaming Control Act*.



## Community Gaming Grants Branch

### 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>