



2021

FESTIVAL LOTTERY



INFORMATION PACK



Promoter:
The Provincial Grand Charity Steward
W.Bro. John T. J. Davies, PAGSwdB

Festival Lottery Administrator:
W.Bro. Mahmood Poptani

This is a **2021 Festival Events Committee** initiative

2021 Festival Lottery Information

Introduction

The 2021 Festival Lottery is registered by Cardiff Council under the *Small Society Lotteries* (schedule 11 of the Gambling Act 2005). A certificate was issued to **Masonic Province of South Wales** on 19th March 2015 by Cardiff Council. The registration number is 0523.

The Lottery will run and be administered by the Festival Lottery Administrator under the supervision of the Provincial Grand Charity Steward.

Each Lottery ticket will sell for £1 with 50% of the proceeds going into the prize fund and 50% to the 2021 Festival after taking modest expenses for printing into account. Each Lodge can sell the Lottery tickets to their members, visitors and also non-masons. The contribution (i.e. the 50%) of the Lottery ticket sales will be counted towards the Lodge's festival donation.

It will be a monthly draw and if there is no winner, the prize money will rollover.

The Lottery will be launched with the prize of £1,000 and the maximum pay-out will be £20,000.

The information in respect of playing the Lottery is contained in the information hereafter.

Information for the player

1. Select 4 numbers out of 24 by crossing the number or circling it, clearly.
2. Fill in your name and telephone number.
3. Fill in the Date of Purchase, your ticket will be entered into the following month's draw unless otherwise stated on the ticket. (Note that the draw will take place by the end of the following month).
4. Retain the top copy for yourself, handing the remaining two copies to the Lottery Steward.
5. Use a ball-point pen or a pencil to ensure that the self-carbonated copies are also clearly marked.
6. Ensure that you have read the Lottery rules on the ticket. These rules will also be published on the Provincial Website:
www.southwalesmason.com/festival-lottery
7. Check your numbers. The draw numbers will be published on the Provincial website and will be displayed at each Masonic Centre. If you have four matching numbers contact the Festival Lottery Administrator:
festivallotto@southwalesmason.com
8. If there is more than one winning ticket, the jackpot will be shared equally.
9. Please note the maximum pay-out is £20,000. If the prize fund is in excess of £20,000 it will be carried forward into the next draw.

Information for the Lottery Steward

1. Collate all the tickets and ensure that your Lodge number together with your name is on the ticket. **It is advisable to pre-fill these details before selling the Lottery ticket.** (see example fig 1)
2. Once the ticket is sold and the top (white) copy has been given to the player, retain the second (yellow) copy to enable you to check the draw numbers when published.
3. Place the third (pink) copy in the envelope provided. **Please do not put the money in the envelope.**
4. When you have completed the month's ticket sales and placed the third (pink) copy of each ticket sold in the envelope, seal the envelope. Complete the information on the label and place on the back, over the envelope seal. (see example fig 2)
5. Place the envelope in the 'Lottery Box' provided at the masonic centre. This must be done by the 7th of the following month. If the sealed envelope is not placed in the 'Lottery Box' before the draw, the tickets will not be eligible for the draw.
6. If you have sold tickets for months in advance, use a separate envelope. **Do not mix tickets for different draws.**
7. When banking the monies you **MUST** use the following reference number: Lodge Number / Month of Draw / Year, using numbers only
i.e. Doric Lodge for October 2015 will be **5968/10/15**.

The lottery money may be banked in the following ways and MUST be banked before the 7th of the following month:

Cheque made payable to **SEC** and sent to:

2021 Festival Lottery Administrator

Masonic Temple, St Helens Road, Swansea SA1 4DF.

Reference number (see details above) **MUST** be written on the rear of the cheque. This may be done through your lodge treasurer

Bank transfer using the reference number (see details above)

Account Name: SEC

Account No. 81024934

Sort Code: 09 - 01 - 28

The cheque or the bank transfer **MUST** be received by the Lottery Administrator by the 7th of the following month.

8. If the monies are not banked or transfer / cheque not received before the draw, the tickets will not be eligible for the draw.
9. You must check your copies of the Lottery tickets for a winner. You must inform the Festival Lottery Administrator that you have checked the tickets by email to ***festivallotto@southwalesmason.com***

fig 1

2021
FESTIVAL LOTTERY
No 0601

SELECT JUST 4 NUMBERS FROM 1 - 24

1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	18
19	20	21	22	23	24

Name: _____ Tel: _____

Selling Lodge: 5968 Lottery Steward: A. N. Other

Date of Purchase: _____ Draw Month: _____

The aim for the MONTHLY DRAW is to predict 4 numbers that will be drawn out of a monthly draw at a convenient Lodge Meeting. Entry is £1 per ticket. The correct guess can win up to 50% of the total proceeds of the 2021 Festival Lottery. If there is no winner in any one month, this month's prize will be added to the prize for the following month. All money and entry tickets must be in by the fourth working day of the month. This ticket will be cut off into the draw following the month of purchase, unless otherwise stated. Please use a separate ticket for each draw. The promoter will not be responsible for the lottery stewards failing to meet the deadline. All proceeds above and beyond expenses and prizes will be donated to 2021 Festival. 2021 Festival Lottery is licensed by Cardiff Council. Patron: The Provincial Grand Charity Steward, Masonic Province of South Wales, Cardiff. CF24 4 66. Tel: +44 (0)29 2043 4086. Printed by East Side Printers

fig 2

2021
FESTIVAL LOTTERY

Month: <u>September</u>	Year: <u>2015</u>	
Lodge: <u>Doric</u>	Lodge No: <u>5968</u>	
No. of Tickets: <u>124</u>	Amount: £ <u>124</u>	
Amount Banked: £ <u>124</u>	Date Banked: <u>04/10/15</u>	
Date Sealed: <u>04/10/15</u>	Sealed by: <u>A. N. Other</u>	
Date Opened: _____	Opened by: _____	
Purpose of Opening: _____	Audit Check: _____	Winner's Check: _____

Information for Masonic Centre Lottery Co-ordinator

1. Extract the following information from the envelopes placed in the 'Lottery Box':
 - a. Lodge
 - b. Lodge number
 - c. Officer responsible
 - d. Number of tickets sold
 - e. Amount of monies to be received

Please do not open the envelopes.

2. Email the above information to the Festival Lottery Administrator:
festivallotto@southwalesmason.com

3. Forward the envelopes to:
**2021 Festival Lottery Administrator
Masonic Temple
St Helens Road
Swansea SA1 4DF**

If this is not possible, please store at the Masonic Centre for collection or ***Audit and Inspection.***

4. Write the winning draw numbers on to the whiteboard provided within the Masonic Centre and also the date and Lodge at which the next draw will take place.

Audit and Inspection

The purpose of Audit and Inspection is to ensure that the number of tickets in the envelope and the monies banked match up.

A team of a minimum of two Brethren appointed by the Province / 2021 Festival Committee must conduct an audit and inspection of a sample sealed envelopes on a quarterly basis. When opening each envelope:

1. Indicate the purpose of opening the envelope, i.e. Audit and Inspection or checking the winning ticket.
2. Ensure you have dated when the envelope has been opened.
3. Mark full names of the persons opening the envelope and initial the same.
4. Report to the Provincial Grand Charity Steward / Festival Committee of your findings.

Procedures for the Draw

1. The draw must take place by the end of the following month.
2. The draw must take place with at least seven persons present. It is expected that the draw will mainly take place at a festive board of a nominated Lodge.
3. A manual system will be used to make the draw; if this is not available a *'Random Number Generator App'* may be used to generate the numbers.
4. The numbers will be written in duplicate on the monthly draw sheet and signed by two persons, preferably the Worshipful Master and a member of the Festival Lottery Committee. A copy is to be held by the Lodge and a copy for the Festival Lottery Administrator. An email with the numbers is to be emailed to ***festivallotto@southwalesmason.com***
5. The winning numbers will be published on the Provincial website within forty eight hours of the draw.

Claim and payment to the winner

1. Claim must be made within twenty eight days of the draw. If no claim is made the jackpot will rollover.
2. The winning ticket must be examined and compared with the copy held in the envelope.
3. The winner will be paid within seven days of the claim.

Festival Lottery Administrator

1. Ensure each Masonic Centre Lottery Co-ordinator has sent the monthly return.
2. Contact Lodges where no Lottery tickets have been sold.
3. Check the monies banked with the monthly returns and contact Lodges where there are discrepancies.
4. Arrange the venue for the monthly draw.
5. Contact Lodge Lottery Stewards that have not checked their Lottery tickets for a winner.
6. Liaise with the persons carrying out audit and inspection.
7. Assist the Provincial Grand Charity Steward to ensure annual returns to Cardiff Council have been completed and filed.
8. Assist the Provincial Grand Charity Steward to ensure annual license fee have been paid to Cardiff Council.

Festival Lottery Committee:

The Festival Lottery Committee has been set up to assist the Festival Lottery Administrator in his duties. The committee members are:

- WBro Paul Bunyan
- WBro Simon Francis
- WBro Mahmood Poptani
- WBro Phil Osbourne
- WBro David Matthews
- WBro Matthew I Simms
- Bro Derryl Rees

Attached:

- Copy of the Lottery License and Rules
- Copy of a sample Lottery Ticket
- Copy of Monthly Draw Sheet
- Copy of a Label
- Copy of a Monthly Summary

CARDIFF COUNCIL

LICENSING & STRATEGIC SERVICES

SMALL SOCIETY LOTTERIES



A small society lottery is legal if it is promoted wholly on behalf of a non-commercial society ("the promoting society"), and the following conditions apply;

- Its proceeds may not exceed £20,000.
The aggregate of the promoting society's proceeds from society lotteries promoted wholly or partly during any calendar year does not exceed £250,000.
- A lottery may only be promoted for any of the purposes for which the promoting society is conducted.
- At least 20% of the proceeds of the lottery must be applied to a purpose for which the society is conducted.
It must not be possible for the purchaser of a ticket in a small society lottery to win by virtue of that ticket (whether in money, money's worth, or partly the one and partly the other) more than £25,000.
- The arrangements for a small society lottery may include a rollover only if each other lottery which may be affected by the rollover is a small society lottery promoted by or on behalf of the same society and that the value does not exceed £25,000.

Tickets

Where a person purchases a lottery ticket in a small society lottery he must receive a document which-

- (a) identifies the promoting society,
- (b) states the price of the ticket,
- (c) states the name and an address of-
 - (i) a member of the society who is designated, by persons acting on behalf of the society, as having responsibility within the society for the promotion of the lottery, or
 - (ii) If there is one, the external lottery manager, and
- (d) either-
 - (i) states the date of the draw (or each draw) in the lottery, or
 - (ii) enables the date of the draw (or each draw) in the lottery to be determined.

A reference to a person receiving a document includes, in particular, a reference to a message being sent or displayed to him electronically in a manner which enables him to retain the message electronically or print it.

Price

The price payable for each ticket in a small society lottery-

- (a) must be the same, and
- (b) must be paid to the promoter of the lottery before any person is given the ticket or any right in respect of membership of the class among whom prizes are to be allocated.

Membership of the class among whom prizes in a small society lottery are allocated may not be dependent on making any payment (apart from payment of the price of a ticket).

Registration

The promoting society of a small society lottery must, throughout the period during which the lottery is promoted, be registered with a local authority in accordance with Part 5 of Schedule 11 of the Gambling Act 2005.

Filing of records

The promoting society of a small society lottery must send to the local authority with which the society is registered under Part 5 of this Schedule a statement of the following matters:

- (a) the arrangements for the lottery (including the dates on which tickets were available for sale or supply, the dates of any draw and the arrangements for prizes (including any rollover),
- (b) the proceeds of the lottery,
- (c) the amounts deducted by the promoters of the lottery in respect of the provision of prizes (including the provision of prizes in accordance with any rollover),
- (d) the amounts deducted by the promoters of the lottery in respect of other costs incurred in organising the lottery,
- (e) any amount applied to a purpose for which the promoting society is conducted, and
- (f) whether any expenses in connection with the lottery were defrayed otherwise than by deduction from proceeds, and, if they were-
 - (i) the amount of the expenses, and
 - (ii) the sources from which they were defrayed.

The statement must be sent to the local authority during the period of three months beginning with the day on which the draw (or the last draw) in the lottery takes place and must be-

- (a) signed by two adult members of the society who are appointed for the purpose in writing by the society or, if it has one, its governing body, and
- (b) accompanied by a copy of the appointment under paragraph (a).

If after receiving a statement under paragraph 39 the licensing authority of Cardiff Council think that the lottery to which the statement relates was a large lottery, we shall notify the Commission in writing together with a copy of:

- (a) the statement relating to the lottery, and
- (b) the statement relating to any other lottery as a result of which the lottery mentioned in paragraph (a) is a large lottery.

Customer feedback on the service you have received is welcomed.
Comments can be made by email to app.feedback@cardiff.gov.uk

My Ref / Cyf LSS/SSL/0523
Direct Line / Llein Uniongyrchol 029 20 871654
Date / Dyddiad: 19 March 2015



County Hall
Cardiff,
CF10 4UW
Tel: (029) 2087 2087

Neuadd y Sir
Caerdydd,
CF10 4UW
Ffôn: (029) 2087 2088

Mr. John T.J. Davies
Masonic Province of South Wales
'Overbridge'
46 Manselfield Road
Murton
Swansea, SA3 3AR

Dear Sir/Madam

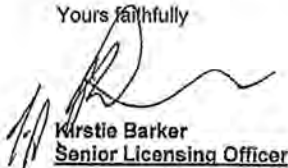
RE: Lottery Registration
Society: Masonic Province of South Wales
Registration Number - 0523

I acknowledge receipt of the application form and fee in relation to the grant of registration under the Gambling Act 2005.

I would confirm that your application has been registered with Cardiff Council with effect from 19 March 2015 in accordance with Part 5 of Schedule 11 of the Gambling Act 2005.

Your attention is drawn to paragraph 39 of Schedule 11 of the Act which requires you to submit a return providing information on the total proceeds of a lottery together with details of expenses and prizes etc. I enclose herewith a copy of the lottery return for your information which must be completed and returned to this office within 3 months of each lottery.

Yours faithfully



Kirstie Barker
Senior Licensing Officer

PLEASE REPLY TO: Licensing Section, Cardiff County Council, City Hall, Cathays Park, Cardiff, CF10 3ND. Tel (029) 2087 1651 Fax (029) 2087 1816 e-mail licensing@cardiff.gov.uk

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Cardiff Council
Licensing Section,
City Hall, Cardiff. CF10 3ND
Tel: 02920871651 Fax: 02920871816
email: licensing@cardiff.gov.uk



REGISTRATION NUMBER: 523

CERTIFICATE OF REGISTRATION
of Small Society for the purpose of Part 5
of Schedule 11 of the Gambling Act 2005

This is to certify that the Society known as:

Masonic Province of South Wales

whose (head) office is situated at:

128 Newport Road
Cardiff
CF24 1DH

has been registered by Cardiff Council for the purpose of Schedule 11 of the
Gambling Act 2005 on

19 March 2015

Receipt of the fee of Forty pounds is acknowledged.

A handwritten signature in black ink, appearing to read 'Dave Holland'.

Dave Holland
Regulatory & Supporting Services

A handwritten signature in black ink, appearing to be a stylized name.

Dated: 19 March 2015

NOTE

1. A further fee of £20.00 will be payable to Cardiff County Council each year while this registration remains in force.



2021

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No 0601

SELECT JUST 4 NUMBERS FROM 1 – 24

1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	18
19	20	21	22	23	24

Name	Tel:
Selling Lodge	Lottery Steward
Date of Purchase	Draw Month

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Monthly Draw Sheet:



2021 Festival Lottery Draw



Lodge _____

Draw Date _____

Draw Numbers

--	--	--	--

Draw Numbers in ascending order

--	--	--	--

Signed _____ Date _____ Signed _____ Date _____

Label:

		<h1>2021</h1> <h2>FESTIVAL LOTTERY</h2>			
Month:		Year:			
Lodge:		Lodge No:			
No. of Tickets:		Amount: £			
Amount Banked: £		Date Banked:			
Date Sealed:		Sealed by:			
Date Opened:		Opened by:			
Purpose of Opening:		Audit Check:		Winner's Check:	



2021

FESTIVAL LOTTERY



Promoter:

The Provincial Grand Charity Steward
W.Bro. John T. J. Davies, PAGSwdB

Provincial Grand Lodge of South Wales
128 Newport Road,
Cardiff, CF24 1DH