

Administrative Expenses

Groups may use a maximum cumulative total of 30 per cent of gaming proceeds for administrative expenses that are necessary for eligible charitable programs or services.

Eligible administrative expenses include:

- Wages for administrative positions such as receptionists, executive directors, or other positions whose duties are primarily administrative
 - The Request to Use Gaming Proceeds to Pay Wages/Salaries ([Form 5442](#)) is not required
- Bookkeeping and preparation of financial statements (income statement and balance sheet only)
 - The Request to Use Gaming Proceeds to Pay Wages/Salaries ([Form 5442](#)) is not required
- Phone, internet, and online meeting service fees (billing must be in the name of the group)
- Computer hardware (e.g., hard drives, monitors, printers, servers, photocopiers) and software for administrative purposes such as accounting, membership, program management, and licensing fees
- Office supplies and postage
- Workers Compensation and liability insurance premiums for directors and program/event liability
- Moving/relocation expenses
- Organizational rebranding

The Charitable Gaming Policies Handbook is located at aglc.ca.