

Disbursement of gaming proceeds shall normally be made within 24 months of when the funds were received, unless the proceeds are contributed to an endowment fund.

Retained proceeds must be used towards currently approved use of proceeds (UOP). A group must submit a separate request for approval, such as a specific project or event, prior to using any retained proceeds.

If a group fails to use retained proceeds within the approved timelines, the group may be subject to Board directed sanctions, such as temporary suspension of gaming licenses, revocation of gaming licenses, and/or directives to donate gaming proceeds to other eligible charitable organizations as approved by AGLC.

FACILITY: A group may request to retain proceeds, for the purpose of future purchase, renovation or construction of a facility to a maximum of \$500,000, with written approval from AGLC. Once the maximum amount is reached the group must use the funds within 24 months. Charitable Gaming Policy Handbook (CGPH) 5.11

To submit a facility retention request:

- Complete a Retention of Gaming Funds form, signed by 2 current Executive members
- For the future construction or purchase of a facility, provide a detailed business plan at least 30 days prior to possession date, include:
 - A copy of the membership/executive meeting minutes where a motion of the facility purchase/construction was voted on
 - Provide a detailed description of all charitable program activity and any commercial use in the facility
 - Estimated size and cost of facility
 - Proposed location of facility
 - Proposed sources of funding to purchase or construct the facility (gaming, grants, donations, etc.)
 - Estimated date of the purchase or construction of the facility
- For future renovations, provide a plan to AGLC at least 30 days before the start of the renovation, include:
 - A copy of the minutes from the membership or executive meeting at which members or the executive approved to renovate the facility;
 - Reason for the renovation;
 - Change in the use of the facility, if any;
 - Amount of any new debt and implied interest rate; and
 - A breakdown of gaming and non-gaming funds used to renovate the facility

Renovations exceeding \$50,000 require prior approval from AGLC.

Groups restricted to a maximum 50% of proceeds towards a facility, may not retain proceeds beyond the maximum cumulative total of 50% of proceeds for facility and equipment.

NON-FACILITY: A group may request to retain funds beyond the 24 months, to a maximum of \$75,000 for non-facility purposes to a maximum of an additional 24 months, with written approval from AGLC. CGPH 4.4

To submit a non-facility retention request:

- Complete a Retention of Gaming Funds form, signed by 2 currently elected Executive
- Amount of proceeds currently exceeding 24 months
- Identify what purpose the funds are being retained
 - Items currently approved on the groups' use of proceeds list or,
 - An upcoming special project or event, not yet approved
- Identify to what date the funds are to be extended, up to a maximum of 24 months from the date of the request form

Fundraising groups may request approval to retain more than \$75,000, but may not retain the proceeds longer than an additional 24 months.