

Retention of Gaming Funds

In accordance with the Charitable Gaming Policies Handbook (CGPH) 4.1.4 - 6, groups must use gaming proceeds within 36 months of receipt, unless the proceeds are contributed to an endowment fund.

A group that requires longer than 36 months to use gaming proceeds must submit a Retention of Gaming Funds ([form 5642](#)) to AGLC for prior approval that includes the following information:

- Amount of proceeds
- Reason for the retention
- Other sources of revenue (i.e., non-gaming) associated with the planned project or event
- Timelines for the retention

The following conditions apply to retained proceeds:

- Groups are not required to request approval to retain balances of \$50,000 or less
- Groups may retain a maximum of \$100,000 for non-facility-related purposes
- Groups may request to retain proceeds for a maximum of 24 additional months
- Retained proceeds must be used in accordance with the group's currently approved use of proceeds
- Fundraising groups, i.e., those found eligible for licensing within CGPH 3.10, must request approval to retain an amount greater than \$100,000, but must not retain proceeds longer than an additional 24 months
- Approval to retain proceeds does not constitute approval for the specific project or event for which the proceeds were retained.
 - A group must submit a separate request with details regarding the project, purchase, or event to AGLC for approval prior to using retained proceeds

RETENTION FOR FACILITY (CGPH 4.4.14)

A group may request AGLC approval to retain a maximum \$500,000 in gaming proceeds for a future purchase, renovation, or construction of a facility. Once the maximum amount is reached, the group is expected to use the funds within 24 months.

To submit a facility retention request:

- Complete a Retention of Gaming Funds ([form 5642](#)) signed by one volunteer elected executive member
- For the future construction or purchase of a facility, provide a detailed business plan at least 60 days prior to possession date, that includes:
 - A copy of the membership/executive meeting minutes where a motion of the facility purchase/construction was approved
 - 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 (e.g., gaming, grants, donations)
- 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, that includes:
 - A copy of the membership/executive meeting minutes that shows approval 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
 - A breakdown of gaming and non-gaming funds used to renovate the facility

Renovations exceeding \$100,000 require prior AGLC approval.

Non-Facility: A group may request AGLC approval to retain funds beyond the 36 months, to a maximum of \$100,000 for non-facility purposes, to a maximum of an additional 24 months.

To submit a non-facility retention request:

- Complete a Retention of Gaming Funds form, signed by one volunteer elected executive
- Identify the amount of proceeds currently exceeding 36 months
- Identify the purpose the fund retention
 - Items currently approved on the group's use of proceeds list
 - An upcoming special project or event, not yet approved
- Identify the date to which the funds are to be extended, up to a maximum of 24 months from the date of the request

Fundraising groups may request approval to retain more than \$100,000 but may not retain the proceeds longer than an additional 24 months.