



# PRIORSFORD PRIMARY SCHOOL PTA LOTTERY

Registration Number SB T SL/027

## CONSTITUTION AND RULES

### Purpose:

Priorsford Primary School PTA Lottery was set up by the PTA to raise additional funds for the benefit of all pupils across the school in line with the group's Constitution document.

Funds are released by way of donation following formal requests from school management. Approval is by majority decision from PTA members and captured in the PTA Meeting Minutes. Historically, funds have been provided to purchase school equipment / learning resources and subsidise school trips / activities.

### Constitution:

The Priorsford Primary School PTA Lottery is defined by the Gambling Commission as a Small Society Lottery. It is registered with Scottish Borders Council and a financial return is supplied to them, subsequent to each draw. Other regulatory aspects stipulate that:

- a) The lottery must retain at least 20% of income for its established beneficial objective. Therefore prizes and expenses cannot exceed 80% of income and
- b) Maximum income for a single lottery must not exceed £20,000 and annual income for all draws must not exceed £250,000 and
- c) No single prize may exceed £25,000 and whilst rollover prizes are permitted, again they must not exceed £25,000 in value and
- d) Lottery participation is only available to persons over the age of 16 years.
- e) Every entry in the lottery must cost the same and payment must be received before entry into the draw is allowed.

The Promoters of the Lottery are Samantha Barker (PTA Co-Chair), Lucy Gardner Roberts (PTA Co-Chair), Lynsey Rennie (PTA Co-Chair) and Kate Biggin (PTA Member). They are contactable via [pps-lottery@priorsfordprimary.co.uk](mailto:pps-lottery@priorsfordprimary.co.uk).

### Rules:

1. **JOINING:** The lottery is open to all parents, staff and friends of the school **over the age of 16 years**. Application is made by completion of the relevant application form available on the Lottery page of the school website.
2. **TICKET PRICE:** Tickets cost £6 per draw and there is no restriction on the number of tickets that may be purchased by any one participant.
3. **PAYMENT METHOD:** Payment should be made by Standing Order into the Priorsford Primary PTA Bank Account detailed within the application form, ensuring the name of the applicant is quoted in the reference field.

- 4. ENTRY INTO LOTTERY:** Only participants who have made their quarterly payment prior to the draw date will be entered into that particular draw. Any participants who fail to make a payment prior to the draw date will be excluded from that draw. Any participants failing to make 2 payments will be deemed to have withdrawn from the Lottery and will require to re-apply should they wish to re-join.
- 5. DRAW FREQUENCY:** Four times per year in January, April, July and October and the exact date of the next draw will be communicated at the time of the latest draw.
- 6. DRAW LOCATION:** Draws will be performed using an online random number generator by at least one of those identified in paragraph e) of the constitution *plus* another member of the PTA / school staff, at one of their homes or any other location deemed appropriate by the promoter.
- 7. PRIZES:** The Lottery aims to maintain at least 75% of income to meet its beneficial objectives. There is no desire to release greater than 25% of income per annum as prizes. Prizes currently awarded at the quarterly draws consist of a 1<sup>st</sup> prize of £100, a 2<sup>nd</sup> prize of £50 and a 3<sup>rd</sup> prize of £25. All eligible participants will share an equal chance of winning any one of these prizes. Participants who chose to pay for multiple entries therefore have the opportunity of winning one or more of these prizes. Amendment to prizes may be achieved with the agreement of the Priorsford Primary PTA and will be communicated to lottery members at least one month in advance of the next draw.
- 8. PAYMENT OF PRIZES:** Prizes will be awarded by cheque within one week of the draw. If all attempts to contact a winner fail, after a period of six months the prize will be retained by the Priorsford Primary School Lottery to meet its beneficial objectives.
- 9. PUBLICATION OF WINNERS:** The winning participants will be formally notified in writing within one week of the draw. Their names will also be published within the Priorsford Primary School Lottery page of the school website and social media.
- 10. PRIZES NOT BANKED:** Should a winner fail to bank their prize cheque within 6 months of the issue date, their prize will be forfeited, and the funds will be retained by the Priorsford Primary School PTA Lottery to meet its beneficial objectives.
- 11. HOW TO LEAVE:** Lottery participants are free to leave the lottery at any time by cancelling their standing order and providing an email notification to the Lottery Administrators.
- 12. DISPUTES:** In the event of any dispute, complaints should be addressed in writing to the Lottery Promoter. Dispute resolution will be handled by the Priorsford Primary Parent Council, independent of any persons contained within sub- paragraph (e) of the constitution and their decision will be final.
- 13. PRESENTATION OF ACCOUNTS:** The existing Receipts and Payments Account and Statement of Balances for the PTA Account will incorporate the Lottery income and expenditure. These are prepared by the PTA Treasurer and incorporated into the PTA's Annual Account for presentation at the PTA AGM. These accounts are also independently inspected ahead of submission to OSCR.
- 14. AVOIDANCE OF CONFLICT:** Lottery Promoters and the Treasurer, including their family members, may purchase lottery tickets but they will not be eligible to win prizes.
- 15. CHANGES TO CONSITUTIONAL RULES:** These will be proposed by the Lottery Promoters for the consideration and approval of the current post holders of the Priorsford Primary PTA. Communication of any changes to rules will be communicated to members via the school website.