

Frequently asked questions

Community Benefit Statements

Updated on 15 June 2026

Important information about lodging a community benefit statement

A gaming venue with a club or racing club licence that receives gaming machine revenue in a financial year must lodge an audited Community Benefit Statement (**CBS**) with the Victorian Gambling and Casino Control Commission (**VGCCC**) by the following 30 September. Please note that the VGCCC cannot give an extension of time to lodge a CBS after the due date.

Claims for the CBS need to comply with the Ministerial Order dated 22 June 2012, available on the VGCCC website at [Community benefit statements | vgccc.vic.gov.au](https://vgccc.vic.gov.au/community-benefit-statements).

Club and racing clubs can demonstrate how gaming proceeds help contribute to their wider local communities through the CBS. Clubs must show that they gave the equivalent of at least 8½% of the venue's gaming revenue to approved community purposes or activities.

A club may include contributions to the community from revenue other than gaming. If an audited CBS shows that a venue gave less than the required community benefit contribution, the club must pay an amount equal to the difference between the required 8½% community benefit contribution and the benefit stated in the statement.

Clubs that do not lodge an audited CBS by the deadline of 30 September will be taxed at the higher pub venue rate until the audited CBS is lodged. The VGCCC can also take disciplinary action against a club for failing to comply with the *Gambling Regulation Act 2003* (**the Act**).

Clubs should collect and record the necessary information to complete the CBS, enabling them, together with their auditors, to verify the validity and accuracy of the benefits they claim to have provided. Although beneficiary names are not required, it would be helpful if clubs provided a description of the type of community purpose or activity they claim to support.

The VGCCC has introduced an annual risk-based target audit of the CBS submissions made by the club venue operators, pursuant to section 3.6.9 of the Act. This process commenced in 2024 for the CBS submissions related to the financial year 2022-23, ensuring that club venue operators fulfil their CBS obligations and make the required contributions to the community.

Through these annual audits, we have identified several common errors. Please refer to Appendix 1, which contains information that may assist with the preparation and assessment of the CBS submission.

The VGCCC will continue to assess CBS submissions and perform the annual risk-based targeted CBS audits. We will hold club venues accountable through available enforcement actions for any inaccurate information in CBS submissions.

Clubs provide a wide range of community benefits. If you are uncertain what you can claim in the CBS as a benefit, you can:

Email: Gambling.Audit@vgccc.vic.gov.au

Phone: 1300 599 759

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General information

General information	
1. When was a new Ministerial Order made?	<p>A new Ministerial Order in relation to community benefit statements was made on 22 June 2012 and came into effect on 1 July 2012.</p> <p>The previous order was made in 2008, before the new venue operator model, which commenced on 16 August 2012, was settled.</p>
2. What changes have been made by this new Ministerial Order?	<p>The most significant change to the order is the inclusion of a new part, 'Part 2', specifying activities that do not constitute a community benefit.</p> <p>Part 2 includes five items which cannot be claimed as a community benefit:</p> <ul style="list-style-type: none"> • The acquisition of gaming machine entitlements (including any associated financing costs) • The acquisition of gambling equipment (including any associated financing costs) including but not limited to gaming machines, lucky envelope vending machines and any equipment required to facilitate the conduct or provision of bingo, lotteries, wagering, betting or keno • The promotion of any form of gambling, including promotions in the gaming machine area and in any other area of the venue in which gambling is offered • The provision of management services to the venue operator that are ancillary to the venue's gambling services, including all aspects of the management of gambling activities and customer loyalty programs • The provision of Class A or Class C activities or purposes to, or for the benefit of, another venue operator or its employees or members <p>Part 2 is not an exhaustive list of activities or purposes that do not constitute community benefit. Other activities or purposes that do not constitute community benefit are listed in the Explanatory Notes of the Ministerial Order.</p>
3. What are the recognised community benefits in general terms?	<p>The Ministerial Order published on 22 June 2012 defines a community purpose or activity and what can be claimed as a benefit in the CBS. Clubs are encouraged to show how they contribute directly to their local communities and share the benefit of lower taxation on their gaming revenue.</p> <p>There are three class items: A, B and C.</p> <p>Class A items include gifts, donations and sponsorships for activities such as:</p>

	<ul style="list-style-type: none"> • services to help the aged • housing help for the disadvantaged • health services • and efforts to relieve poverty. <p>Class B items are expenses, such as capital expenditures, financing, retained earnings and employment costs.</p> <p>Class C items are miscellaneous activities, including the reimbursement of expenses incurred by volunteers.</p> <p>A club can claim the full amount for items in Classes A and C because they have a direct benefit to the community. Class B items, which provide an indirect community benefit, may be claimed but not in full. A club may claim for a Class B item an amount equal to the proportion of the club's total nongaming revenue sources.</p>
4. Who must submit a CBS?	<p>The legislation requires that all club venue operators that received any gaming machine revenue during the financial year must submit a CBS. If you have not received any gaming machine revenue during the financial year, you are not required to submit a CBS. In addition, please note that if a venue operator has more than one venue, a separate CBS is required for each venue.</p>
5. Is a venue operator with a pub licence required to submit a CBS?	<p>No. There was a change to the Act, which took effect in 2007, which means that venue operators with a pub licence are no longer required to lodge a CBS.</p>
6. When and how must a CBS be lodged?	<p>The CBS covering any financial year (1 July to 30 June) must be submitted on or before the following 30 September.</p> <p>Clubs must electronically submit their CBS on the approved VGCCC form via the CBS portal in Service Victoria. Clubs must collect information on their community contributions and expenses paid and keep records to ensure their auditors are satisfied that the community benefits claimed are valid.</p> <p>Due to the migration of the CBS lodgement platform, club venue operators must use the Service Victoria account to lodge a CBS. Therefore, we will no longer send a CBS letter that shows the username and password.</p> <p>If you have any login issues, please contact Gambling.Audit@vgccc.vic.gov.au as soon as possible.</p> <p>Please ensure that you provide sufficient details on contributions and/or records where necessary. For example, entering only Operating Expenses as a description when claiming Class B (e) will not be accepted.</p> <p>The Act states that venues that do not lodge an audited CBS in time will be taxed at the higher pub rate until the audited CBS is lodged. The VGCCC may also take enforcement action against the club for contravening the Act by failing to lodge the audited CBS on or before 30 September.</p> <p>Enforcement action may also be taken against a club for failing to provide details as required in the approved CBS form.</p>

<p>7. If I am unable to lodge my CBS by the due date, can I request an extension of time?</p>	<p>No. The VGCCC cannot approve a request for an extension of time to lodge a CBS. You must lodge your audited CBS by 30 September each year.</p>
<p>8. What happens if my club's CBS is lodged after the due date of 30 September?</p>	<p>Clubs that do not lodge an audited CBS by the deadline of 30 September will be taxed at the higher pub venue rate. This higher tax rate is payable from the deadline until the audited CBS is lodged.</p> <p>The VGCCC can also take enforcement action where a CBS is lodged after the due date of 30 September.</p>
<p>9. What is meant by gaming revenue for the financial year?</p>	<p>This is the total of the daily net cash balances for all gaming machines at the venue for the financial year. The daily net cash balance is defined as the total amount wagered on a day less both of the following:</p> <ul style="list-style-type: none"> • the sum of all prizes paid from that amount (other than prizes paid from a jackpot special prize pool) • the sum of amounts determined as prescribed for payment in respect of the total amount bet on a jackpot special prize pool. <p>The net cash balance can be calculated by using the Monthly Taxation Network Summary Report in the BOS Portal or found in the Semi-Annual EGM Venue Level Expenditure Data* under VGCCC's Gambling Data webpage.</p> <p>*This data will be updated on the 4th Friday of July.</p> <p>Please note that the net cash balance or gaming revenue that we provide is GST-inclusive.</p> <p>To calculate the non-gaming revenue proportion, GST should be excluded from both gaming and non-gaming revenue.</p>
<p>10. How is the 8$\frac{1}{3}$% of gaming revenue calculated?</p>	<p>Clubs are required to show that they contribute the equivalent of at least 8$\frac{1}{3}$% of the venue's gaming revenue as a community benefit each financial year.</p> <p>For example, if the venue's gaming revenue (GST inclusive) is \$3,300,000 for the financial year and the non-gaming revenue (GST exclusive) is \$2,000,000, the club must demonstrate that \$275,000, being 8$\frac{1}{3}$% of the venue's gaming revenue, has contributed to community purposes or activities.</p> <p>The non-gaming revenue proportion applicable to Class B claims is 40% in this example.</p> <p>Gaming revenue is the total daily net cash balances of all gaming machines at the venue during the financial year.</p>
<p>11. What happens if my club makes less than the required 8$\frac{1}{3}$% contribution?</p>	<p>Clubs must show that they gave the equivalent of at least 8$\frac{1}{3}$% of the venue's gaming revenue to approved community purposes or activities.</p> <p>If an audited CBS shows that a venue gave less than the required community benefit contribution, the club must pay an amount equal to the difference between the required 8$\frac{1}{3}$% community benefit contribution and the benefit stated in the CBS.</p>

	<p>For example, if a CBS indicates that only the equivalent of 5% of the venue's gaming revenue went to community benefits, the club will have to pay the difference. This is equivalent to 3½% of the venue's gaming revenue payable for the period covered by the CBS.</p>
12. What happens to a CBS after it is lodged?	<p>All information on the CBS will be published on the VGCCC's website as it is received.</p> <p>VGCCC audits the CBS submissions each year as part of its ongoing monitoring of industry compliance with CBS requirements. You must keep the records and supporting documents that you prepared for your submission. You may be contacted to provide further documentation to prove the accuracy and occurrence of your claims. All accounting records must be readily available when requested by the VGCCC.</p>
13. Is revenue from Keno or TAB included as gaming revenue?	<p>No, gaming revenue means the total daily net cash balances of all gaming machines at an approved venue during the financial year. It does not include Keno or TAB revenue. However, Keno and TAB revenue will be included in non-gaming revenue, which will be used to calculate the proportion of non-gaming revenue applied to the Class B calculation.</p>
14. Do I prepare the CBS based on the payments made?	<p>Only payments made between 1 July and 30 June in that financial year can be claimed in that CBS submission.</p> <p>However, an exception applies to Class A (d), Class A (e), Class B (c), and Class C (c), in which accrued expenses or reasonably estimated costs may be claimed.</p>
15. What should I do if I cannot log in to the CBS submission portal?	<p>Please ensure you are using the authorised email address (such as the nominee's email address) that you registered with the VGCCC, or register another email address of a person who is delegated to submit a CBS for your venue.</p> <p>If the issue persists, contact us at Gambling.Audit@vgccc.vic.gov.au.</p> <p>We strongly recommend that venue operators test and ensure their login is working properly immediately after 15 July.</p>
16. I successfully logged in, but cannot see an outstanding CBS lodgement for this year. What do I need to do?	<p>Please try logging out first, then logging in again after 5 to 10 minutes.</p> <p>If the issue persists, contact us at Gambling.Audit@vgccc.vic.gov.au.</p> <p>We strongly recommend venue operators test and ensure their login is working properly immediately after 15 July.</p>
17. Can I make changes to the CBS submission?	<p>Yes, your club can make changes to your submission before 30 September. Please contact VGCCC at Gambling.Audit@vgccc.vic.gov.au.</p> <p>Any changes that affect the total amount of your CBS claim post-submission must be accompanied by a new auditor's report. The auditor's report must address what changes were made, the impact of the changes, and the revised CBS was audited.</p> <p>Until the new auditor's report is attached, your revised CBS is not considered submitted.</p>

<p>18. I am a venue operator with five venues. We incur group expenses that are not paid directly by individual venues, but which otherwise can be claimed as community benefits. Can these 'head office' expenses be claimed as community benefits, and if they can, how are the amounts allocated to each of the five venues?</p>	<p>Venue operators can adopt any practical or sensible method of allotment of 'head office' expenditure against their venues, such as pro rata allotment.</p> <p>Remember that the amount claimed as a community benefit under Class B must be in the same proportion as non-gaming revenue to the club's total revenue.</p> <p>For example, a venue operator operates 5 club venues, and the CBS audit costs for the 5 venues were combined and invoiced at \$5,000. If the deemed proportion of the audit cost is equal across venues, then \$1,000 will be claimed in the CBS for each venue.</p>
<p>19. I was contacted by the VGCCC's auditor because I went well over the 8½% threshold in my last CBS, which was signed off by an auditor. Am I best off stopping once the 8½% threshold is reached, or should I keep going and fill out the entire form with all relevant information?</p>	<p>A club should fill in all appropriate details and provide as comprehensive information as possible on the CBS form. Clubs may also include community benefit expenditure from non-gaming revenue in the CBS. This is an opportunity to show the work that clubs and club members have done for the wider local community over the past year.</p>
<p>20. Can I include the GST paid by the club on claimable items?</p>	<p>If a club is a GST-registered entity, GST may not be claimed as a community benefit, as the club can claim back from the Australian Taxation Office all amounts of GST paid or incurred for purchases.</p> <p>However, GST incurred by a club may be claimed (i.e. included as part of claimable expenditure) if a club is not a GST-registered entity.</p>
<p>21. A local city council has approved the installation of five new gaming machines at the North of Eden Community Club, on the condition that a</p>	<p>A club could claim the money administered by a council where such an arrangement is made. This is subject to the proviso that the club could satisfy its auditors (and the VGCCC) that the funds have been spent on the items allowed for in the Ministerial Order.</p>

percentage of the profits be handed back to the council for distribution to the community. The equivalent of $8\frac{1}{3}\%$ of the gaming revenue from the five additional machines (about \$15,000 a year) will be paid into a separate Community Trust Fund to be administered by the council. The funds will be used for local welfare and community projects at the council's discretion. Can this amount be claimed as a community benefit in the club's CBS?

Class A purposes and activities: Direct community benefits

Clubs may claim up to 100% of direct gifts, donations and sponsorships, including cash, goods and services to another person (i.e. other than to the club itself). A person includes an individual or an organisation resident in Victoria.

Claims for direct community benefits under Class A do not include activities conducted on a commercial basis or for profit, and may not include a gift, donation or subsidy of alcohol.

Donations, gifts and sponsorships (Class A[a])	
22. The Ministerial Order seems to say that benefits provided to sporting or recreational clubs that have a venue operator's licence cannot be claimed as community benefits.	<p>The Ministerial Order excludes benefits provided to any club or association that holds a venue operator's licence. This prevents venue operators from making donations to other venue operators.</p> <p>In other words, the exclusion applies to benefits provided to other sporting or recreational clubs or associations with a venue operator's licence, not to sporting or recreational purposes generally.</p>
23. I have donated used dining tables and chairs from the gaming venue to a local charity. Can I claim any amount for the value of these goods?	<p>Venues can claim a community benefit for this donation, provided that the items have not been previously claimed. The amount of the benefit is the written-down (book) value or market value of the goods donated.</p> <p>Please note that if the purchase of the dining tables and chairs has already been claimed in a previous CBS, it cannot be claimed again.</p>
24. Are we able to claim donations made to affiliate members? Can a member of a club ever be classed as separate from the club for a charitable donation?	<p>Any donations, gifts or sponsorships claimed under Class A(a) must be made to another person other than the club itself. The other person can be an individual, an incorporated body or an individual member of a club.</p> <p>For example, the club can claim a cash donation to a club member whose house has been destroyed by fire under Class A(a)(ix). This type of claim applies to any member of the club, regardless of whether they are a full member or an affiliate member.</p>
25. What is an example of an activity claimable under Class A (a)(xi) for 'cultural diversity and community harmony' purposes?	<p>A claim under Class A(a)(xi) could include an activity or event that has raised awareness and understanding of cultural background or brought together different cultural groups. This could include a cultural awareness day or festival, cultural dance classes, artistic performances and language classes.</p>
26. What information do I need to provide about the recipients of donations, gifts, sponsorships or goods that are to be counted as community benefits?	<p>You do not need to identify in CBS the recipients of donations, gifts, sponsorships, or goods; in particular, individual recipients are not to be identified for privacy reasons. However, you must keep sufficient records to identify recipients in case the VGCCC requests them. Clubs are encouraged to include in their CBS enough description to clearly show the type of community benefit given.</p>

<p>Sporting facilities (Class A[b])</p>	<p>This covers claims for the cost of providing and maintaining sporting facilities for use by club members. This would include the cost of a racing club maintaining a racetrack and a football club maintaining its football stadium. Where the cost of providing sporting facilities is claimed, a claim cannot also be made for a subsidy under paragraph (c) of Class A.</p>
<p>27. Our club is planning a major redevelopment of its premises costing \$300,000. Half of this money is being provided through a Commonwealth Government grant, and the other half by the club. How much can the club claim as a community benefit?</p>	<p>The club can only claim its contribution to the redevelopment, not the funding provided by other organisations and authorities. In this instance, the club’s contribution will be \$150,000.</p> <p>If the redevelopment relates to the provision and maintenance of sporting facilities for use by club members, a claim can be made under Class A(b). This means that all the \$150,000 can be claimed. If the redevelopment relates to other facilities, a claim can be made under Class B(a).</p> <p>Remember that the amount claimed as a community benefit under Class B must be in the same proportion as non-gaming revenue to the club’s total revenue.</p>
<p>Subsidised goods and services (Class A[c])</p>	<p>This would also include goods or services provided to club members and non-members at no cost or at less than commercial rates. The use of club facilities such as meeting and function rooms by community groups at a discounted rate is claimable under paragraph (c)</p>
<p>28. What are examples of subsidised activities claimable under Class A(c)?</p>	<p>Activities that provide direct benefits to the community can be claimed, e.g. half-price meals for seniors.</p> <p>The amount that can be claimed is the difference between the commercial selling price and the lower selling price that the club offers to members or guests. The commercial selling price is the price that normally applies in your geographic area.</p> <p>For example, a \$7 meal, which normally has a commercial price of \$10, can have the \$3 claimed as a community benefit.</p> <p>Other expenses (such as advertising and printing costs) for conducting a promotion cannot be claimed as a community benefit under Class A. However, such expenses may be claimable under Class B (e) if they are not prohibited in Part 2 of the Ministerial Order.</p> <p>The cost of serving alcohol at a subsidised price is not claimable as a community benefit at all.</p>
<p>29. Can the reduced-rate sublease of the venue’s kitchen be claimed as a community benefit?</p>	<p>If a club subleases its kitchen at a reduced rate and this results in meals being provided to members and their guests at reduced rates, the difference from the commercial letting rate may be claimed as a community benefit.</p> <p>A claim under Class A(c) can be made if meals are effectively subsidised to members and their guests because the club’s kitchen is sub-leased at a reduced price. Claims of a subsidy for the provision of alcohol, however, are not allowable as a community benefit.</p>

	Note that only the difference between the reduced sublease of the kitchen and its commercial letting rate, or the reduced price of meals, may be claimed, but not both.
30. Under what category is an activity, such as a family fun day for a local community group, claimable?	<p>A family fun day for people other than the club's members is classified as a purpose or activity under Class A(a)(xi) or (xii), depending on whether the event supports a charitable or cultural purpose or group, or a sporting purpose or club.</p> <p>If the family fun day is run only for the club's members, a claim could be made under Class A(c). As it provides a direct community benefit, the club may claim up to 100% of the amount in its CBS.</p> <p>Remember that, under the new Ministerial Order, a gift or donation of alcohol is not claimable as a community benefit.</p>
31. What records could help the club claim a family fun day as a community benefit?	Clubs should keep records of expenses for a family fun day. This could include staff costs (provided that staff were hired specifically for the day), marquee hire, food, drink (excluding alcohol), activities and entertainment, and insurance costs. Good record-keeping supports a valid claim.
32. Can the cost of providing soft drinks to designated drivers be claimed as a community benefit?	Yes, the provision of free soft drinks to designated drivers is a direct community benefit, and 100% of the soft drink costs may be claimed under Class A(c).
33. Are promotional activities claimable under this category of subsidised goods and services?	Promotional activities that are unconditional and provide direct benefits to the community may be claimed, e.g. half-price meals for seniors.
34. Can we claim promotional activities such as 'Shop A Dockets' that offer 2 meals for the price of one?	No. This promotional activity is conducted on a commercial basis or for profit and cannot be claimed as a community benefit. (Refer to Note 2 of the Explanatory Notes of the Ministerial Order).
Voluntary services (Class A[d])	<p>The amount of the benefit that can be claimed for the voluntary services is \$20 per hour. The voluntary services only include services to another person, including an incorporated entity, for the purposes set out in Class A (a)(i) to (xii).</p> <p>The recipients of voluntary services do not need to be identified in CBS and in particular, individual recipients are not to be identified for privacy reasons. However, sufficient records must be retained to identify recipients if specifically requested by the VGCCC. Clubs are requested to provide a description of the type of community purpose or activity supported by the volunteer services.</p>
35. A volunteer at an RSL Sub-Branch sells poppies for Remembrance Day and tokens for ANZAC Day with 25% of the proceeds going to benefit the	Yes – 75% of the volunteer hours are claimable in this instance by the RSL sub-branch. Note that where an RSL sub-branch claims volunteer hours for this purpose, the associated 75% payment into the Victorian RSL branch's General Appeals Fund cannot be claimed under Class A(e). Only one or the other may be claimed. The RSL sub-branch may

<p>local sub-branch. The other 75% of proceeds must be remitted into the Victorian RSL Branch's General Appeals Fund under the provisions of the Veterans Act, ultimately to be spent on the welfare of veterans and their dependants who are not necessarily RSL members. Essentially, the RSL sub-branch is acting in this instance as an agent for the Victorian RSL state branch and must pass on 75% of the funds it raises from selling poppies and tokens to the state branch. Can 75% of the volunteer hours spent selling poppies and tokens thus be claimed as a community benefit under Class A(d)?</p>	<p>also claim the expenditure of 25% of the funds it retains from the appeal. These funds are required to be spent on purposes as defined by Section 23 of the Veterans Act 2005 for the welfare and support of veterans and their dependants. Claims of this kind could be made under Class A(e). Reimbursement of expenses incurred by volunteers in selling poppies or ANZAC Day pins may also be claimed under Class C(b).</p>
<p>36. The president of our club is also a member of the school council of the local primary school. Can the volunteer hours he spends at school council meetings be claimed as a community benefit under Class A(d)?</p>	<p>No. Being involved in another club or organisation is something the president has chosen to do in his own time and is unrelated to his role at the club. Therefore, the time spent at school council meetings cannot be claimed.</p>
<p>37. Our soccer club provides volunteer linesmen to assist the paid referee at their junior team's home games. This benefits both our team and the opposing team. Can 50% of the volunteer hours be claimed as a community benefit under Class A(d)?</p>	<p>No. As the voluntary services are provided for the club itself, they cannot be claimed (in whole or in part) as a community benefit.</p>
<p>38. My club is a football club – we need the services of approximately twenty volunteers at every home game for various duties. Can these volunteer hours be claimed for games held against other clubs that do not have electronic gaming machines? If so, can we claim 50% or 100%?</p>	<p>No. The voluntary services are provided for the club itself and cannot be claimed (whole or in part) as a community benefit.</p>

<p>39. Our club hosts the local community Christmas Carols, which both club members and non-members attend. Is the club able to make a claim under Class A(d) for all of the volunteer services provided by club members in constructing the stage area, arranging the seating, directing car parking and serving refreshments to those in attendance? Or can the club claim only a proportion of the volunteer services equal to the proportion of non-members in attendance?</p>	<p>The conduct of the local community Christmas Carols is a community service provided by the club and not directly related to its role or purposes as a club. Therefore, the voluntary services used in this activity are claimable under A(d). The club could also claim Class A(c). If the community Christmas Carols were conducted only for club members, the club could claim Class A(c), but not for volunteer hours.</p>
<p>40. My RSL club arranges the town's ANZAC Day commemoration activities each year. This involves many volunteer hours organising barriers for the march, seating for invalid and aged persons at the ceremony and serving tea and coffee to those attending. Can these volunteer services be claimed under Class A(d)?</p>	<p>Yes, arranging an ANZAC Day ceremony is a benefit to the entire community, not just the club itself. Accordingly, the volunteer hours in organising the event can be claimed as a community benefit under Class A(d). The maximum amount that can be claimed for volunteer services is \$20 per hour.</p>
<p>41. Local high school and primary school students are taught at, and by members of, a local bowling club. Volunteer hours are claimable in this case as a direct community benefit. What about if the activity is paid for by a government grant, however?</p>	<p>This depends on whether the club members are being paid with the grant money. If they are being paid, a proportion of their hours can be claimed under Class B(e). If they are not being paid and are truly volunteers, then their volunteer hours can be claimed under Class A(d).</p>
<p>42. My bowls club arranges for some of our senior members to provide coaching to junior members voluntarily. Can these volunteer hours be claimed as a community benefit under Class A(d)?</p>	<p>No, because the volunteer hours benefit the club only, not the broader community.</p>
<p>43. Is my club able to claim the volunteer hours of a volunteer coordinator?</p>	<p>Yes, these hours are claimable where the voluntary work is being coordinated directly to benefit the community.</p>

44. Where a golf club is open to the public as well as to its members, can volunteer hours spent in helping to maintain the golf course (e.g. working bees) be claimed under Class A(d)?	No, these hours may not be claimed, as the working bee is being run for the benefit of the club, regardless of whether or not some members of the public also use the grounds on occasion.
45. Our football club holds a working bee each year to tidy up the terraces and repair the grandstand at our oval. Can the time given by club members at the working bee be claimed as a community benefit under Class A(d)?	<p>No. The volunteer services provided by club members at this working bee benefit the club itself and cannot be claimed under Class A(d).</p> <p>If club members attend a working bee to benefit another organisation, such as mowing the lawns and planting shrubs in the gardens at a local nursing home, the volunteer hours could be claimed under Class A(d).</p> <p>If a club incurs the cost of maintaining sporting facilities during the working bee, which fits the eligibility criteria of Class A (b) or Class B (e), this cost can only be claimed under either of these classes.</p>
RSL welfare services (Class A[e])	Claims under this category can only be made by a club that is a sub-branch of the RSL Australia (Victorian Branch).
46. In relation to RSL clubs, can a claim be made under Class A(e) for volunteer hours spent in planning and assessing welfare cases or only for the hours in delivery of the service?	The provision of welfare only, rather than the planning of the provision of welfare, can be claimed on a club's CBS. However, in cases where planning time is provided as welfare, such as when RSL volunteers assist an elderly person in making a welfare claim, these hours may be claimed by a club under class A(e).
47. My club is a Workers and Services Club which provides office space and meeting rooms to the local RSL sub-branch at no charge. Can we claim support and services that are provided to ex-service personnel under Class A(e)?	<p>No, a claim under Class A(e) can only be made where the club that holds the venue operator's licence is a sub-branch of the RSL.</p> <p>In this instance, your club could claim the subsidised cost of providing offices and meeting rooms to the RSL sub-branch under Class A(c). It could also claim any donations, gifts or sponsorships made to the RSL sub-branch under Class A(a)(x).</p>
48. Under what category can an RSL sub-branch claim the costs of employing a welfare officer?	An RSL sub-branch may claim the costs of employing a welfare officer under Class A(e) or Class B(e).

Class B purposes and activities: Indirect community benefits

Clubs may claim the amount equivalent to the proportion of revenue made from non-gaming sources to the club's total revenue. For example, where 70% of a club's total revenue comes from gaming, the remaining 30% will come from other sources, such as members' fees, meals, bar trade, and room hire. When claiming the cost of an activity under Class B, the club can claim only 30% of the cost as a community benefit.

Capital expenditure (Class B[a])	The following cannot be claimed under Class B (a): <ul style="list-style-type: none"> - Any capital expenditure related to gambling - Claims related to the list included in Part 2 of the Ministerial Order - Buildings, plant and equipment that have a value of less than \$10,000 with a value of less than \$10,000
49. My club would like to buy a bus to be used for the dual purpose of transporting elderly and disabled residents in the town to the local shopping centre during the day, as well as transporting gaming patrons to and from the club during the evening. Can we claim the purchase of the bus?	<p>Yes. If capital expenditure can be shown to benefit the community, even if it is not used for this purpose all of the time, then it may be claimed under Class B(a).</p> <p>Remember that the amount claimed as a community benefit under Class B must be in the same proportion as non-gaming revenue to the club's total revenue.</p>
50. Can the cost of the fit-out of the new bistro be claimed as a community benefit?	<p>Yes, this can be claimed either under Class B(a) or (d) as a community benefit if the cost is equal to or greater than \$10,000 and in the same proportion as non-gaming revenue to the club's total revenue.</p> <p>If the cost of the fit-out is claimed, a claim cannot also be made for Class B (b) financing costs.</p> <p>For example, if the new bistro fit-out costs \$20,000 and 75% of the club's total revenue comes from gaming, \$5,000 (25%) of the cost of the fit-out can be claimed as a community benefit under Class B(d).</p>
51. Can the cost of a new golf cart purchased for \$8,000 be claimed as a community benefit?	<p>No, as the golf cart costs less than \$10,000, it cannot be claimed as a community benefit. However, multiples of the same items purchased at the same time (e.g., five golf carts at \$8,000 each, totalling \$40,000) may be claimed under Class B.</p> <p>Remember that the amount claimed as a community benefit under Class B must be in the same proportion as non-gaming revenue to the club's total revenue.</p> <p>For example, where 50% of the venue's revenue comes from gaming, only 50% of \$40,000 (i.e. \$20,000) can be claimed.</p>
52. Can my club claim the construction of a smoking room as a capital improvement?	<p>Yes. Buildings, plants and equipment can be claimed if they have been paid for by a club as a community benefit under Class B(a) unless they have a value of less than \$10,000. The cost of constructing a smoking room can be claimed if the value is \$10,000 or more.</p>

	Remember that the amount claimed as a community benefit under Class B must be in the same proportion as non-gaming revenue to the club's total revenue.
53. My club has just spent \$85,000 on two new smoking areas. One of these is located off the bistro, and the other is located off the gaming area. Can both be claimed?	Yes, as long as the smoking areas are located off the gaming area, accessible to all patrons, and not exclusive to gaming patrons.
54. Our club is planning a major redevelopment of its premises costing \$300,000. Half of this money is being provided through a Commonwealth Government grant and the other half by the club. How much can the club claim as a community benefit?	<p>The club can claim only its contribution to the redevelopment, not the funding provided by other organisations and authorities. In this instance, the club's contribution will be \$150,000.</p> <p>If the redevelopment relates to the provision and maintenance of sporting facilities for use by club members, a claim can be made under Class A(b). This will mean that all the \$150,000 can be claimed. If the redevelopment relates to other facilities, a claim can be made under Class B(a).</p> <p>Remember that the amount claimed as a community benefit under Class B must be in the same proportion as non-gaming revenue to the club's total revenue.</p>
Financing costs (Class B[b])	Financing costs cannot be claimed for gaming equipment or capital expenditure relating to any form of gambling.
55. Can financing costs be claimed as a community benefit?	<p>Financing costs (including principal and interest) can be claimed under Class B(b). If financing costs are claimed, a claim cannot also be made about the items financed.</p> <p>For example, a claim can be made under Class B(b) for the cost of financing a building loan of \$200,000, for the amount equal to the proportion of non-gaming revenue to the club's total revenue. If the club's gaming revenue is 60% of the venue's total revenue, \$80,000 being 40% of the financing costs can be claimed. A claim cannot then be made for the building costs under Class B(a), Class B(d), or any other category.</p>
56. Our club has obtained a loan to meet the instalment payments for gaming machine entitlements and to purchase gaming machines. Can the financing costs be claimed as a community benefit?	No. Part 2(a) & (b) of the Ministerial Order states that financing costs for gaming machine entitlements and gaming equipment are purposes that do not constitute community purposes.
57. Is it true that I can claim only the capital expenditure or the finance over the life of the loan?	Yes. Only one of the two may be claimed as a community benefit. Financing costs (including principal and interest) can be claimed under Class B(b). However, if the financing costs are claimed, a claim cannot also be made for the item(s) financed.

	<p>For example, where a claim is made under Class B(b) for the cost of financing a building loan, a claim cannot also be made under Class B(a) for the building costs in the following year, when the building is completed.</p> <p>Remember that the amount claimed as a community benefit under Class B must be in the same proportion as non-gaming revenue to the club's total revenue.</p>
<p>Retained earnings (Class B[c])</p>	<p>Retained earnings may be claimed in the year in which they were earned. If retained earnings are claimed, a claim cannot also be made when those funds are spent.</p>
<p>58. Are retained earnings claimable as a community benefit?</p>	<p>Retained earnings can be claimed for the amount equal to the proportion of non-gaming revenue to the club's total revenue.</p> <p>For example, where 90% of the venue's revenue comes from gaming and it has \$100,000 in earnings in the financial year, \$10,000 (10%) can be claimed as a community benefit.</p>
<p>59. Can I claim only a proportion of my retained earnings in a year to get over the 8½% threshold?</p>	<p>Yes, a club may choose to claim only a percentage of the retained earnings it has accumulated in the past year under Class B(c). Retained earnings may only be claimed during the year in which they were earned.</p> <p>Remember that the amount claimed as a community benefit under Class B must be in the same proportion as non-gaming revenue to the club's total revenue.</p>
<p>60. Our football club has decided to set aside \$50,000 in retained earnings for each of the next four years to fund a major refurbishment of the oval. The club derives 50% of its revenue from gaming, so it can claim only 50% of the \$50,000 under Class B(c). Over the four years, this equates to \$100,000 that can be claimed as a community benefit. However, if our club decides to claim the cost of this refurbishment in the year it is incurred rather than claiming the retained earnings each year, we can claim the full \$200,000 under Class A(b). Why is this so?</p>	<p>Individual clubs will need to decide on the course of action that best suits them for determining when to claim the community benefit. If a club meets the 8½% requirement in the years leading up to a major upgrade to its sporting facilities, it may decide to wait until the year the works are undertaken to claim the community benefit. Your club can discuss this matter with your accountant to decide its best course of action.</p>
<p>Buildings, plant and equipment (Class B[d])</p>	<p>Plant or equipment for any form of gambling, use in the gaming area of a venue or expenditure on any other activity or purpose listed in Part 2 of the Ministerial Order cannot be claimed as a community benefit.</p>

61. Can the cost of the fit-out of the new bistro be claimed as a community benefit?	<p>Yes, this can be claimed either under Class B(a) or (d) as a community benefit. If the cost of the fit-out is claimed, a claim cannot also be made for financing costs.</p> <p>For example, if the new bistro fit-out costs \$20,000 and 75% of the club's total revenue comes from gaming, \$5,000 (25%) of the cost of the fit-out can be claimed as a community benefit under Class B(d).</p>
62. If a new building has gaming and non-gaming areas, how is the amount of the community benefit to be calculated?	<p>No claim can be made for the cost of construction or fit-out of the gaming machine area. A claim for the non-gaming area could be made.</p> <p>Remember that the amount claimed as a community benefit under Class B must be in the same proportion as non-gaming revenue to the club's total revenue.</p> <p>For example, the total building cost equals \$1,000,000 of which 70% (or \$700,000) relates to the gaming room and 30% (or \$300,000) relates to non-gaming areas. The venue obtains 20% of its revenue from non-gaming sources. It can therefore claim this proportion of the cost of the non-gaming area, which amounts to \$60,000 (i.e. 20% of \$300,000).</p>
63. Can I claim the depreciation of any assets?	No, the depreciation of an asset is not a cash payment and cannot be claimed.
Operating costs including employment (Class B[e])	Employment costs can only be claimed for persons whose main job is in Victoria.
64. Do operating costs include employment expenses?	<p>Yes, the costs of employing gaming floor, bar and bistro staff are claimable as employment expenses. Employment costs include wages and salaries, plus all on-costs, such as superannuation and other employee entitlements and benefits that attract fringe benefits tax.</p> <p>Claims must be in an amount equal to the venue's non-gaming revenue in proportion to its total revenue. For example, if 60% of the venue's total revenue comes from gaming, only 40% of employment expenses can be claimed.</p>
65. Can I claim employment costs for gambling floor staff?	Yes, it is claimable.
66. Are provisions for annual and long service leave included as community benefits?	No, provisions for annual and long service leave are not cash payments and cannot be claimed.
67. Can Workcover expenses be included as community benefits?	Except for payroll tax and fringe benefits tax, all salary-related costs that are not related to the list in Part 2 of the Ministerial Order, can be claimed as community benefits.
68. Are PAYG withholding amounts included as community benefits?	All wages paid to management and staff, including the PAYG component, can be claimed as community benefits.

69. What about management fees paid to a person or company engaged to provide services under a management contract?	No, if the management services provided are fully ancillary to the venue's gambling services, including all aspects of the management of gambling activities and customer loyalty programs.
70. Under what category can an RSL sub-branch claim the costs of employing a welfare officer?	An RSL sub-branch may claim the costs of employing a welfare officer under Class A(e) or Class B(e).
71. Can a club claim an expense such as a legal fee, a licensing fee, or a permit/compliance fee?	Yes, it is claimable if the cost does not relate to gambling as per Part 2 of the Ministerial Order.
72. What are considered gambling-related costs?	To claim the costs in your CBS, gambling-related expenses are costs incurred for activities involving EGMs, Keno, TAB, raffles, and bingo.
73. Can I claim a rent fee that includes gambling space?	Yes, the proportion of rent for the gambling space can be claimed.
74. Can I claim the RSL membership fee or league support fee?	Yes, these costs are claimable under Class B (e).
75. Can provisions such as those for loan loss and doubtful debts or allowance for doubtful accounts be included as community benefits?	No, provisions are not cash payments and cannot be claimed.

Class C purposes and activities: Miscellaneous

Clubs may claim up to 100% of the amount applied to providing the activities or purposes declared under Class C as community benefits.

Responsible gambling (Class C[a])		Clubs may claim up to 100% of the amount applied to providing the activities or purposes declared under Class C as community benefits.
76. Can I claim the cost of the development and implementation of the venue's Responsible Gambling Code of Conduct?	No, the provision of responsible gambling measures required by law is not a claimable community benefit. Additional responsible gambling measures claimable under Class C(a) must be distinct from any responsible gambling measures required by law, not simply an extension of those already required.	
Volunteer expenses (Class C[b])		Individual volunteer claimants are not to be identified for privacy reasons. However, sufficient records must be kept to identify claimants if specifically requested by the VGCCC. Clubs are requested to describe the type of community purpose or activity supported by the volunteers.
77. Our club reimburses volunteers for their petrol costs incurred during their volunteering. May this cost be claimed under Class C(b)?	Yes, reimbursement of volunteers' petrol may be claimed under Class C(b). However, GST should be excluded from the CBS claim if your club is registered as a GST entity.	
78. Our club pays an honorarium to committee members for attending meetings and official functions. Can the cost of the honorariums be claimed under Class C(b)?	No, an honorarium for a committee member is not considered an expense incurred by a volunteer. The cost of the honorariums can be claimed as an operating expense under Class B(e). Remember that the amount claimed as a community benefit under Class B must be in the same proportion as non-gaming revenue to the club's total revenue.	
CBS preparation and audit (Class C[c])		The cost of CBS preparation and audit can be claimed to a maximum of \$3,000.
79. Can I claim the cost of preparing a CBS and the cost of having it audited as a community benefit?	Yes, both the costs of preparation of the CBS and the costs of having it audited can be claimed under Class C(c), up to a maximum of \$3,000.	
80. Who may audit a CBS?	A CBS must be audited by an independent person who is: <ul style="list-style-type: none"> a. a registered company auditor or b. a firm of registered company auditors or c. a person who is a member of CPA Australia, Chartered Accountants Australia and New Zealand, or the Institute of Public Accountants or <ul style="list-style-type: none"> d. if the venue is an incorporated association, a person approved by the Registrar of Incorporated <i>Associations under section</i> 	

99(5) of the Associations Incorporation Reform Act 2012 to audit financial statements.

The independent auditor's audit report must be attached to your CBS.

Your appointed auditor should apply all applicable auditing standards.

This form requires the club to certify that the CBS has been audited concerning sections 3.6.9(2)(a) and (b) of the Act (that is, whether or not the community benefit contribution is less than, equal to, or greater than 8⅓% of the venue's gaming revenue for the financial year).

Appendix 1

The following provides details of findings we have identified through our audit of CBS submissions:

- incomplete and inaccurate information in the CBS submission, where the amount did not match the supporting documents provided,
- incorrect calculation of non-gaming revenue proportion, particularly including the supplier rebates as part of non-gaming revenue, which should not be included,
- insufficient details in the CBS claims to substantiate their validity,
- continuous engagement with the same auditor, potentially compromising auditor independence,
- failing to apply a cash-based accounting method when claiming CBS under categories requiring its application,
- claiming ineligible expenses such as payroll tax expense, loan loss provision, and management fees that are fully ancillary to the venue's gambling service,
- double claiming expenses during the same financial year and/or from the previous financial year,
- misclassification of CBS class,
- incorrect calculation of retained earnings, and
- inclusion of GST amounts in expenses where the gaming venue is a GST-registered entity.

Additionally, note the following general rules when preparing or attesting to the CBS:

- gaming revenue that should be used to calculate the required community benefit contribution is net cash balance (GST inclusive) for a financial year between July and June of the following year, which can be calculated by using the Monthly Taxation Network Summary Report in the BOS Portal or found under [VGCCC's Expenditure by Venue webpage](#),
- the gaming revenue that should be used to calculate the non-gaming revenue proportion is net cash balance (GST exclusive),
- the Australian Accounting Standards must be applied. For example, suppliers' rebates must be included in the purchase cost, not treated as revenue.
- all CBS claims must be supported by accounting records¹ and all accounting records must be readily available when requested by the VGCCC,
- any changes made on CBS post-submission must be accompanied by a new independent auditor's report and must state in the report that the changes to the submissions have been audited by the auditors,
- cash-based accounting method must be used for all classes except for Class A (d), A (e), B (c), and C (c),
- a refund of unused grant cannot be claimed,
- retained earnings should be calculated as the residual of net profit after paying income tax (if applicable) and distribution of the net profits,
- provisions, such as annual leave provision or loan loss provision, are ineligible claims,
- league support fee, legal fee, licence fee, permit/compliance fee, and advertising and printing fees for promotions other than gambling are claimable under Class B (e). Clubs must provide details on the fees they claim in the submission, and
- if a club is a GST-registered entity, it cannot claim the GST portion of expenses in the submission.

¹ Accounting records include documents such as ledgers, journals, financial statements, bank statements, invoices, and receipts.

This publication avoids the use of legal language. Information about the law may have been summarised or expressed in general statements. This information should not be relied upon as a substitute for professional legal advice or reference to the actual legislation. Authorised by the Victorian Government.