

Community Benefit Statement lodgement webpage instruction

1. Log in the Community Benefit Statement (CBS) lodgement webpage by using the username and password on the CBS letter provided by the Victorian Gambling and Casino Control Commission (VGCCC).
2. Once you log in, select the CBS lodgement year that you are claiming. Double check the Name of Approved Venue, Address, Venue Operator, Licence Number, and Financial Year End appeared on the screen to ensure they are correct.
3. Start the lodgement process by filling in the required details as per below screen. Please ensure 'Non-Gaming Revenue proportion %' and 'Non-Gaming Revenue \$' under Class B section are filled in. Otherwise, you will be blocked from entering claims under Class B. This is a new requirement under CBS submission from this year onwards.

CONTRIBUTIONS FROM GAMING REVENUE		Amount of revenue applied
CLASS OF CLAIM AND CATEGORY WITHIN CLASS		
CLASS A: Venue operators may claim up to 100 percent of revenue applied to a Class A purpose or activity.		
Class A (a). Donations, gifts and sponsorship (including cash, goods and services) to another person resident in Victoria, not including to the club itself, for the purpose or activities set out below.		
(i) any educational purpose;	Complete Schedule	2000
(ii) the provision of health services or care;	Complete Schedule	0
(iii) services for the prevention and treatment of problem gambling and drug and alcohol addictions;	Complete Schedule	0
(iv) housing assistance for disadvantaged persons;	Complete Schedule	0
(v) the relief of poverty;	Complete Schedule	0
(vi) the provision of services and assistance for the aged;	Complete Schedule	0
(vii) the provision of services and assistance for young people;	Complete Schedule	0
(viii) the protection and preservation of the environment;	Complete Schedule	0
(ix) the provision of assistance to relieve distress caused by natural or other disasters;	Complete Schedule	0
(x) the provision of advice, support and services to ex-service personnel, their carers and families;	Complete Schedule	0
(xi) any other philanthropic or benevolent purpose;	Complete Schedule	0
(xii) any sporting or recreational purpose, excluding any club that holds a venue operator's licence.	Complete Schedule	0
Class A (b). The cost of providing and maintaining sporting facilities for use by club members.	Complete Schedule	0
Class A (c). The cost of any subsidy for the provision of goods and services but excluding alcohol.	Complete Schedule	0
Class A (d). Voluntary services provided by members and/or staff of the club to another person in the community, in fulfillment of Class A(i)-(xii) above.	Complete Schedule	0
Class A (e). Advice, support and services provided by the RSL (Victorian Branch) to ex-service personnel, their carers and families.	Complete Schedule	0
CLASS A - TOTAL		2000
CLASS B: Venue operators may claim an amount equal to the proportion of the club's non-gaming revenue to its total revenue for Class B.		
Non-Gaming Revenue proportion %	[Provide this value BEFORE completing schedules]	
Non-Gaming Revenue \$		
Class B (a). Capital expenditure.	Complete Schedule	0
Class B (b). Financing Costs (including principal and interest).	Complete Schedule	0
Class B (c). Retained earnings accumulated during the year.	Complete Schedule	0
Class B (d). The provision of buildings, plant or equipment over \$10,000 per item excluding gaming equipment or the gaming machine area of the venue.	Complete Schedule	0
Class B (e). Operating costs.	Complete Schedule	1000
CLASS B - TOTAL		1000
CLASS C: Venue operators may claim up to 100 percent of revenue applied to a Class C purpose or activity.		
Class C (a). The provision of responsible gambling measures and activities but excluding those required by law.	Complete Schedule	0
Class C (b). Reimbursement of expenses reasonably incurred by volunteers.	Complete Schedule	0
Class C (c). CBS preparation and auditing expenses to a maximum of \$3,000.	Complete Schedule	100
CLASS C - TOTAL		100
CBS TOTAL (CLASS A + B + C)		3100

4. Click 'Complete Schedule' in the Summary page to enter your detailed claims.

CONTRIBUTIONS FROM GAMING REVENUE		
CLASS OF CLAIM AND CATEGORY WITHIN CLASS		Amount of revenue applied
CLASS A: Venue operators may claim up to 100 percent of revenue applied to a Class A purpose or activity.		
Class A (a). Donations, gifts and sponsorship (including cash, goods and services) to another person resident in Victoria, not including to the club itself, for the purpose or activities set out below.		
(i) any educational purpose;	Complete Schedule	2000
(ii) the provision of health services or care;	Complete Schedule	1000
(iii) services for the prevention and treatment of problem gambling and drug and alcohol addictions;	Complete Schedule	0
(iv) housing assistance for disadvantaged persons;	Complete Schedule	0
(v) the relief of poverty;	Complete Schedule	0

5. Enter your CBS claims. Then, click 'Complete. Return Balance to CBS' to return to the previous Summary page.

COMMUNITY BENEFIT STATEMENT - SCHEDULE	
Class A (a). Donations, gifts and sponsorship, including cash, goods and services (excluding purposes or activities conducted for profit or commercial purpose and excluding a gift or donation of alcohol) to another person resident in Victoria, not including to the club itself, for the purpose or activities set out below:	
Class A (a). (ii) the provision of health services or care;	Amount
Donations	1000
Gifts	0
Sponsorships	0
TOTAL	1000
Optional details of contributions made (eg. donation made to the Cancer Council during Cancer Awareness Week)	
Complete. Return Balance to CBS	

6. Detail Description (example: Utilities) and Original Cost (example: 20000) are required under Class B claims. The CBS claim will be automatically calculated based on the non-gaming revenue proportion % previously entered. Then, click 'Add/Update Entry' to reflect your claim in the below section. Click 'Complete. Return Balance to CBS' to return to the Summary page and check if the claims are included in the Summary Page. If you wish to delete an entry, please click X mark under 'Del?' Column.

COMMUNITY BENEFIT STATEMENT - SCHEDULE

Class B (e). Operating costs. Operating costs include employment costs, but do not include the cost of staff whose principal place of employment is outside Victoria. Employment costs also include wages and salaries plus all on-costs such as superannuation and other entitlements, and benefits to the employee that attract fringe benefits tax. Operating costs also include management fees (not ancillary to gaming services), electricity, rent etc. Payments made to players and officials of sporting clubs are claimable as operating costs. Please provide details and the amount for each item.

	Amount	
Utilities		
Original Cost 20000 @ 40.00% =	8000.00	
<input type="button" value="Add/Update Entry"/> <input type="button" value="Clear"/>		
Details	Amount	Del?
Superannuation	\$400	X
Wages	\$4,000	X
Work Cover	\$200	X
TOTAL:	\$4,600	
<input type="button" value="Complete. Return Balance to CBS"/>		

7. Fill out the Declaration section.

I, _____ (the person lodging this CBS), certify that:

- The claims are consistent with the Ministerial Order made on 22 June 2012.
- a) The percentage (if any) of the venue's gaming revenue applied in the financial year to community purposes or activities under Classes A, B and C; and
 b) the value of any non-financial contribution to community purposes (e.g. voluntary work) by, or on behalf of, the venue operator in the financial year, expressed as a percentage of the venue's revenue in the financial year; and
 c) any amount payable by a gaming operator in the financial year under a declaration made by the VGCCC under section 3.6.8(4A) of the Gambling Regulation Act 2003 (the Act) in respect of the Club, expressed as a percentage of the venue's gaming revenue in the financial year -
 is *tick one of the following*
 - less than
 - equal to
 - greater than
 8 1/3 per cent of the venue's gaming revenue for that financial year, as the required by section 3.6.2 of the Act.

_____ for and on behalf of the venue operator

_____ (position/title of signatory)

3. I, _____ (insert name of person signing for and on behalf of the venue operator), on 03/07/2023 confirm that this CBS of _____ in relation to _____ has been audited by the suitably qualified person of _____ (name of auditor), of _____ (name of audit organisation). I also confirm that an independent auditor's statement dated 04/07/2023 has been received which states that, in the auditor's opinion, this CBS, in relation to the abovementioned venue, presents fairly, in accordance with applicable Accounting Standards in Australia, and, is consistent with the auditor's understanding of sections 3.6.9(2)(a) and (b) and section 3.6.9(3) of the Act, the _____'s (name of venue operator) compliance with the Act, in relation to _____ for the financial year ended 30 June 2022.


8. Please ensure to attach your Auditor's report. If the auditor's report is not attached, your CBS is not considered as submitted. If the gambling regulatory body is named in the Auditor's report, the name used must be the "Victorian Gambling and Casino Control Commission" or the acronym "VGCCC" otherwise the Commission will not accept your CBS submission.
9. Click 'View Completed Statement prior to Submission' to review your CBS claims before submission.

10. After confirming your CBS claims, please ensure to click 'Submit'. Your CBS is not submitted until the 'Submit' button is clicked.

COMMUNITY BENEFIT STATEMENT - SCHEDULES		
Class	Details	Amount
Class A (a), (i)	Donations / Gifts / Sponsorships	\$2,000
Class A (a), (ii)	Donations / Gifts / Sponsorships	\$1,000
Class B (e)	Superannuation	\$400
Class B (e)	Work Cover	\$200
Class B (e)	Wages	\$4,000
Class C (c)	Test CBS Audit	\$100

Press 'Submit' to lodge CBS or 'Return to CBS' to make further changes.

11. Once your lodgement is completed, you will see a 'Lodgement Confirmation' screen. We recommend that you print this lodgement receipt. You can print or save the page by selecting 'Print'.



Victorian Gambling and Casino Control Commission

Lodgement Confirmation

Thank you for your lodgement. Your CBS has been received.

Venue: |
 Your receipt number is
 Lodgement Date: 30/06/2023

It is recommended you print this lodgement receipt. Please contact the VGCC if you have any further queries.

Victorian Gambling and Casino Control Commission
 12 Shelley Street
 Richmond VIC 3121

Phone: Phone: 1 300 599 759
 Email: [Contacts](#)