

Introducing Deputy Commissioner Bob Sparrow

Bob Sparrow is currently serving as deputy commissioner of the Department of Charitable Gaming. Bob is a native of Lawrenceburg and a graduate of Anderson County High School. Bob served two years with the United States Army in Fort Knox, Fort Jackson and Fort Stewart. He graduated from the Kentucky State Police Academy in 1964 after two years of service as a KSP dispatcher. He continued service with the KSP at all levels including, Post 11-London, Post 10 Harlan, Post 15 Lebanon, Drivers Testing, Special Investigations Detective Central and Eastern Kentucky, Executive Security for former Lt. Gov. Steve Beshear and retired as Commander of Executive Security for Gov. Brereton Jones. After retirement Bob served four years as city council member in Lawrenceburg and four years as mayor of Lawrenceburg. Prior to his appointment as Deputy Commissioner, Bob served two years as director of Enforcement. Bob is married with four children and five grandchildren. In addition to spending time with his grandchildren, Bob enjoys tennis, golf, and fishing. Bob is a member and former Elder, Deacon, and board chairman at First Christian Church in Lawrenceburg.

Introducing Enforcement Director Jack Dice

The Department of Charitable Gaming welcomes the new Division of Enforcement Director Jack D. Dice. Jack graduated from Estill County High School and then served in the United States Navy for four years during the Vietnam Era. He has 40 years of business experience in Estill County, served part-time as a deputy sheriff in Montgomery County for 20 years and served on the Bath County School Board for four years. Jack is married, has three children and six grandchildren.

Electronic Filings & Payments Now Accepted!

Submitting information and payments to the department is now quicker and easier! Applications, reports, fees and fines can now be submitted electronically. Meeting your filing requirements should no longer be a concern. Attach your documentation along with the Electronic Payment Request Form found on www.dcg.ky.gov and email it to Brandy.Mayes@ky.gov or fax to (502) 573-6625. Electronic payments will only be processed for organizations if submitted by a legitimate officer and the required account information is provided for the organization's charitable gaming account. Facilities, distributors and manufacturers are also welcome to take advantage of the electronic filing option. An Electronic Payment Request Form will need to be submitted each time you wish to make a payment electronically. All forms will be destroyed once payment has been processed.

Helpful Hints:

1. Be sure that the CEO or CFO signs the financial report.
2. Only officers of the organization can sign checks written from the charitable gaming account. These officers must be listed on your license application.
3. Use the correct rate to calculate the fee due.
4. Sign Attachments I & J.
5. Know what the allowable expenses are.

The only time hard cards can be used for bingo is during a charity fundraising event.



Department of Charitable Gaming

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Effective Auditing

In this past year, the audit branch has adjusted their methods and objectives in order to increase efficiency and streamline operations. By streamlining and adjusting our objectives, we now focus on one particular area of a charity's gaming operation to audit (such as control of gaming supplies inventory or accuracy of bank deposits) instead of examining all facets of that operation. With this increased efficiency we were able to complete a total of 92 audits in 2010. Our goal is to conduct some type of audit on all of our licensed charitable gaming organizations within the next 24 months.

Officer Listings/Updates

All elected officers of your organization must be listed on the application for licensure. Pursuant to 820 KAR 1:015 Sec. 4 (2), if the organization wishes to change anything listed on the application for licensure, the charitable organization shall submit those changes in writing no later than 30 days after the change is made.

Additionally, the officers of the organization must be listed as shown in the By-laws or organizational structure of the organization. We are neither able to list officer titles that do not exist in the Bylaws, nor leave out officers that do exist in the Bylaws.

This and That...

Customer Service Initiative...So Far a Big Success

Since the program's inception, the department's team has assisted 10+ organizations with enhancing the organization's gaming activities. Organizations have seen a notable increase in attendance and an increase in revenues. It's never too late to change...if you'd like the team to come by your gaming activities, feel free to contact the department at your earliest convenience. The team will do their best to accommodate the dates of your request for a visit.

Comments from organizations:

"Thank you for sending the team in to help us get our bingo sessions off on the right track.. they were very professional and a big help to us. They had valuable info and we just wanted you to know what a great job they did and we appreciate their time".

"I think other charities may benefit from this type of help. We have to understand what is out there and make sure we know how to execute them fairly".

"I was actually a little scared to seek out your help because several people had told me I was just inviting trouble. However, I knew we do our best to run a good bingo so if anything was wrong it was just a mistake. My experience with the gaming commission employee's has always been positive and helpful. Last night was just more of the same but even better. Both of those gentlemen were as warm and helpful as they could be".

Are You in Compliance?

Why travel to Frankfort for training? Are you aware that the department will conduct charitable gaming training, at your location, provided the organization is able to have at least 20 students attend? Call the department and ask for Lee. Lee will provide information and schedule the training.
Charitable Gaming in Frankfort – If you'd like to get away and travel to Frankfort for training, please visit the department's web www.dcg.ky.gov click on the Training and Registration button, then register on-line.

Pulltabs – Be certain that the game you play is allowed and in compliance with Kentucky law. If you are unsure, always check with your compliance officer or call the department for guidance.

Internal Revenue Service – The department staff *normally does not* answer Internal Revenue Service questions. Should you need a question answered, please call the IRS at 1-877-829-5500.

Are you aware that the mandatory CG-VOL (volunteer sign-in sheet) is required for all gaming activities (including a raffle draw) conducted by licensees with the exception of a Charitable Fundraising Event (CFE)?

Website Offerings

The website for the department is located at www.dcg.ky.gov. It offers a wealth of information for your organization including: applications, statutes and regulations, helpful hints, frequently asked questions, email subscription to newsletters, sign up for training, etc. Please visit our website and take a look around!

Canceling a Special License

A licensed charitable organization has four special licenses available to them during a license year. If they have applied for and received one of these and then need to cancel the event, please write void on the license and fax or mail it to our office **before** the effective date. Otherwise, that license cannot be retracted.

Hard Cards

The only time hard cards can be used for bingo is during a charity fundraising event. At all other times an organization must use bingo paper purchased through a licensed distributor. If you have questions regarding this matter, please speak to your compliance officer.