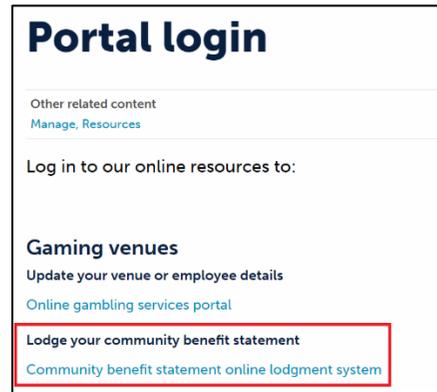


# CBS Lodgement webpage instructions

1. Access VGCCC Portal login page and click “CBS online lodgement system”



**Portal login**

Other related content  
[Manage, Resources](#)

Log in to our online resources to:

**Gaming venues**  
Update your venue or employee details  
[Online gambling services portal](#)

**Lodge your community benefit statement**  
[Community benefit statement online lodgment system](#)

2. Log in the CBS lodgement webpage by using the username and password that were provided by the VGCCC.



**VGCCC** Victorian Gambling and  
Casino Control Commission

VGCCC Online Services

User ID:  [Forgot my Login ID](#)

Password:  [Forgot my Password](#)

**This is a restricted website - Authorised access only**  
This website requires you to login using a valid user ID and password issued by the VGCCC. Passwords are case sensitive.

**NOTE:** If you are having difficulties, [contact us](#) for assistance.

3. Once you log in\*, check the Name of Approved Venue, Address, Venue Operator, Licence Number, and Financial Year End if they are correct.

\*The system will ask you to change your password at first login for that financial year.

If you cannot see the outstanding CBS after the successful login, please try log out first and log in back after 5 to 10 minutes.



Victorian Gambling and  
Casino Control Commission

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**Community Benefit Statement**

This form must be submitted to the Victorian Gambling and Casino Control Commission by 30 September following the financial year to which it applies

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**VENUE DETAILS**

<p>NAME OF APPROVED VENUE: ADDRESS OF APPROVED VENUE: VENUE OPERATOR: LICENCE NUMBER: FINANCIAL YEAR ENDED</p>	<p>30 JUNE 2022</p>
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**INSTRUCTIONS**

Detailed notes on filling out this form are provided in the 'Notes and Frequently Asked Questions' document.

Enter details of all contributions for community benefit made in the last financial year. You are required to show your contributions to community purposes equivalent to at least 8<sup>13</sup> per cent of the venue's gaming revenue in the last financial year. You are encouraged to record all community contributions made by your club in the financial year.

The independent auditor's report **must** be attached to the Community Benefit Statement. Statements without an audit report will be regarded as not having been properly lodged. To view the [FAQ](#)

*Please note that the information provided in schedules will be published on the VGCCC's website. Do not include the names of individuals.*

4. Enter your CBS claims. Please note that Non-Gaming Revenue proportion % and \$ amount under Class B section is mandatory fields if you submit any Class B claim.

CONTRIBUTIONS FROM GAMING REVENUE		Amount of revenue applied
CLASS OF CLAIM AND CATEGORY WITHIN CLASS		
<b>CLASS A: Venue operators may claim up to 100 percent of revenue applied to a Class A purpose or activity.</b>		
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;	<a href="#">Complete Schedule</a> 2000
(ii)	the provision of health services or care;	<a href="#">Complete Schedule</a> 0
(iii)	services for the prevention and treatment of problem gambling and drug and alcohol addictions;	<a href="#">Complete Schedule</a> 0
(iv)	housing assistance for disadvantaged persons;	<a href="#">Complete Schedule</a> 0
(v)	the relief of poverty;	<a href="#">Complete Schedule</a> 0
(vi)	the provision of services and assistance for the aged;	<a href="#">Complete Schedule</a> 0
(vii)	the provision of services and assistance for young people;	<a href="#">Complete Schedule</a> 0
(viii)	the protection and preservation of the environment;	<a href="#">Complete Schedule</a> 0
(ix)	the provision of assistance to relieve distress caused by natural or other disasters;	<a href="#">Complete Schedule</a> 0
(x)	the provision of advice, support and services to ex-service personnel, their carers and families;	<a href="#">Complete Schedule</a> 0
(xi)	any other philanthropic or benevolent purpose;	<a href="#">Complete Schedule</a> 0
(xii)	any sporting or recreational purpose, excluding any club that holds a venue operator's licence.	<a href="#">Complete Schedule</a> 0
Class A (b).	The cost of providing and maintaining sporting facilities for use by club members.	<a href="#">Complete Schedule</a> 0
Class A (c).	The cost of any subsidy for the provision of goods and services but excluding alcohol.	<a href="#">Complete Schedule</a> 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(a)(i)-(xii) above.	<a href="#">Complete Schedule</a> 0
Class A (e).	Advice, support and services provided by the RSL (Victorian Branch) to ex-service personnel, their carers and families.	<a href="#">Complete Schedule</a> 0
<b>CLASS A – TOTAL</b>		2000
<b>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.</b>		
	Non-Gaming Revenue proportion % <input type="text"/> (Provide this value BEFORE completing schedules)	
	Non-Gaming Revenue \$ <input type="text"/>	
Class B (a).	Capital expenditure.	<a href="#">Complete Schedule</a> 0
Class B (b).	Financing Costs (including principal and interest).	<a href="#">Complete Schedule</a> 0
Class B (c).	Retained earnings accumulated during the year.	<a href="#">Complete Schedule</a> 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.	<a href="#">Complete Schedule</a> 0
Class B (e).	Operating costs.	<a href="#">Complete Schedule</a> 1000
<b>CLASS B – TOTAL</b>		1000
<b>CLASS C: Venue operators may claim up to 100 percent of revenue applied to a Class C purpose or activity.</b>		
Class C (a).	The provision of responsible gambling measures and activities but excluding those required by law.	<a href="#">Complete Schedule</a> 0
Class C (b).	Reimbursement of expenses reasonably incurred by volunteers.	<a href="#">Complete Schedule</a> 0
Class C (c).	CBS preparation and auditing expenses to a maximum of \$3,000.	<a href="#">Complete Schedule</a> 100
<b>CLASS C – TOTAL</b>		100
<b>CBS TOTAL (CLASS A + B + C)</b>		3100

5. Click 'Complete Schedule' in the Summary page to enter your claim.

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;	<a href="#">Complete Schedule</a> 2000
(ii)	the provision of health services or care;	<a href="#">Complete Schedule</a> 1000
(iii)	services for the prevention and treatment of problem gambling and drug and alcohol addictions;	<a href="#">Complete Schedule</a> 0
(iv)	housing assistance for disadvantaged persons;	<a href="#">Complete Schedule</a> 0
(v)	the relief of poverty;	<a href="#">Complete Schedule</a> 0

6. Enter your claim and provide details of your claim where applicable. Click 'Complete. Return Balance to CBS' to return to the previous Summary page.

COMMUNITY BENEFIT STATEMENT - SCHEDULE	
<b>Class A (a).</b>	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:
<b>Class A (a). (ii)</b>	the provision of health services or care;
	<b>Amount</b>
Donations	1000
Gifts	0
Sponsorships	0
<b>TOTAL</b>	<b>1000</b>
Optional details of contributions made (eg. donation made to the Cancer Council during Cancer Awareness Week)	
<a href="#">Complete. Return Balance to CBS</a>	

7. Class B claims will require you to enter detail Description (example: Utilities) and Original Cost (example: 20000). The claims will be automatically calculated based on the non-gaming revenue proportion % entered. Then, click 'Add/Update Entry' to reflect your entry. Click 'Complete. Return Balance to CBS' to return to the Summary page.

\* If you see minor variance due to the rounding and wish to amend, please overwrite the 'Amount' field.

**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?
<a href="#">Superannuation</a>	\$400	✘
<a href="#">Wages</a>	\$4,000	✘
<a href="#">Work Cover</a>	\$200	✘
<b>TOTAL:</b>	<b>\$4,600</b>	
<input type="button" value="Complete. Return Balance to CBS"/>		

**8. Fill out the Lodgement certification and Declaration section.**

**Lodgement certification to be completed by the venue operator**

I,  [insert name of Director/Nominee/Board Member lodging this CBS on behalf of the venue operator], certify that:

- The claims are consistent with the Ministerial Order made on 28 June 2012.
- The following information is accurate for the financial year:
  - The percentage (if any) of the venue's gaming revenue applied to community purposes or activities under Classes A, B and C.
  - The value of any non-financial contribution to community purposes (e.g. voluntary work) by, or on behalf of the venue operator, expressed as a percentage of the venue's revenue.
  - Any amount payable by a gaming operator under a declaration made by the VGCC under section 3.6.8(4A) of the Gambling Regulation Act 2003 (the Act), expressed as a percentage of the venue's gaming revenue.

The amount 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.
- The CBS in relation to , has been audited by the suitably qualified person of  [insert name] of  [insert name of organisation] on  . I confirm that an independent auditor's statement dated  has been received which states that, in the auditor's opinion, this CBS 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 compliance with the Act for the financial year ended 30 June 2022.

**Declaration to be completed by the venue operator**

By ticking this box, I,  [insert name of Director/Nominee/Board Member lodging this CBS on behalf of the venue operator], declare that:

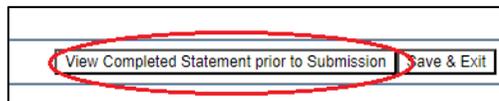
- The information contained in this CBS form is true and correct to the best of my knowledge.
- I have retained all relevant documentation used in the preparation and auditing of this CBS.
- I acknowledge that it is an offence to provide false or misleading information.

I understand that by typing my name below, I am deemed to have signed this CBS form.

[insert name of Director/Nominee/Board Member signing this form on behalf of the venue operator]  
 [insert position of signatory]

**9. Ensure to attach your auditor's report. If the auditor's report is not attached, the system cannot accept your CBS submission. Your auditor must address to the Victorian Gambling and Casino Control Commission in the Auditor's report.**

**10. Click 'View Completed Statement prior to Submission' to review your CBS claims before submission.**



11. Click 'Submit' after reviewing your CBS claims.

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 (a).	Superannuation	\$400
Class B (a).	Work Cover	\$200
Class B (a).	Wages	\$4,000
Class C (c).	Test CBS Audit	\$100

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

12. You will see a 'Lodgement Confirmation' screen. Please ensure to save a copy of this screen for your proof of CBS submission.



**Victorian Gambling and Casino Control Commission**

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**Lodgement Confirmation**

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

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

It is recommended you print this lodgement receipt. Please contact the VGCCC 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](#)