

Raffle Lottery Report Requirements

Please ensure that the Raffle Lottery Report is completed as follows and **submitted no later than 30 days after the event. Failure to do so may result in the cancellation of your organization's licensing privileges.**

1. Organization information which includes: organization's name and address, lottery licence number, lottery type and lottery date.
2. Total number of tickets printed, total number of sold tickets, total number of unsold tickets and price per ticket.
3. Total Gross Receipts (**total amount collected from the raffle**)
 - a. Total value of prizes awarded (**donated prizes to be indicated in parentheses or on a separate list attached to report. Donated prizes are not to be subtracted from total gross**)
 - b. Total administrative costs incurred (**all expenses incurred as a result of the raffle, including the licence fee**)

Net Proceeds = Gross receipts minus administrative costs and the total amount of prizes purchased by the organization (do not include donated prizes)

4. Details of Donations (**approved expenses, as per Eligibility Approval Letter**)
5. Name of the financial institution where the organization's lottery trust account is kept. Bank statement must include: name and address of the organization, branch address, account number and balance of proceeds retained in lottery account. **ACTIVITY REPORTS WILL NOT BE ACCEPTED.**

The following documents must be submitted with the report:

- Bank statement(s)
- Cheque images (front and back) cleared by the financial institution
- Invoice(s) and/or receipt(s)
- Deposit slip(s)
- List of prize winner(s) (name, address and phone number)
- **Copy of one (1) unsold ticket**

Reminder: Monthly bank statements – with corresponding cleared cheque(s), invoice(s)/receipt(s) and deposit slip(s), must be submitted until all lottery funds have been donated to approved charitable purposes. Staff will only issue additional licences once these documents have been received.