



*Lottery Licensing Office
City Hall, 1st Floor
500 Donald Street East
Thunder Bay, ON P7E 5V3*

*Telephone: (807) 625-2546
Fax: (807) 625-2233*

Lottery Report Requirements (Raffle)

The following supporting documents are required to accompany the completed *Lottery Report* due within **thirty (30) calendar days** of the date of the event to the address above:

- A copy of the bank statements for the entire period of the licence if they have not already been provided with monthly bank statement submissions. Submitting bank account activity is not acceptable, it must be a bank statement.
- A copy of all deposit slips. If multiple lottery events are being executed simultaneously, please record the lottery licence number on each corresponding deposit slip.
- A copy of all invoices/receipts for all expenditures, if they have not already been provided with monthly bank statement submissions
- A copy of all cancelled cheques, if they have not already been provided with monthly bank statement submissions
- A list of the winners.
- If applicable, proof of the winning ticket ie. A scanned or paper copy of the winning ticket
- If applicable, for donation to other organizations of lottery proceeds from the lottery event, a donation letter advising the recipient the donation is of lottery proceeds

As a reminder, the Lottery Licensing Office reviews ongoing activity in the organization's lottery trust account(s). Therefore, every organization must submit copies of their lottery trust account bank statements, cancelled cheques, and invoices/receipts on a **monthly** basis.