

Raffle Lottery Report Requirements/Instructions

Please ensure that the attached report is completed as follows and **submitted 30 days after the event** to Lottery Licensing, 500 Donald Street E., Thunder Bay, Ontario, P7E 5V3

1. Organization information which includes lottery licence number, lottery type and lottery date.
2. Total number of tickets printed, sold tickets, unsold tickets, price per ticket and winner's names, addresses and phone numbers.
3. Total Gross Receipts (**total amount collected from raffle**).
 - (a) Total value of prizes awarded (**donated prizes to be indicated in brackets**)
 - (b) Total administration costs (**all expenses incurred as a result of the raffle**)

Net proceeds are equal to the **gross receipts minus total amount of prizes purchased and administration costs**.

4. Details of Donations (**list of lottery funds disbursed from the trust account**).
5. Name of the Chartered Bank, Loan or Trust Company where the organization's Lottery Trust Account is kept – bank statements must include the name and address of the organization on the lottery trust account and must include the account balance.

The following documents must be submitted with the report:

- Cancelled or scanned copies of cheques
- Bank statements
- Invoices and/or receipts
- Deposit slips
- List of all prize winners

Reminder:

Lottery staff will review ongoing activity in organization's lottery trust accounts. Therefore, every organization must submit copies of their lottery trust account bank statements, cancelled cheques, invoices and/or receipts on a **monthly** basis.