

## RAFFLE REPORT CHECKLIST

In order to make it easier to complete the Raffle Lottery Report, the following checklist lists the information to be submitted with your Raffle Lottery Report.

**Please attach all the required information to the Raffle Lottery Report in the following order:**

INFORMATION TO BE FILED	ATTACHED
<b>Original Raffle Lottery Report</b> Filed at the Clerk's office within 30 days of the date of the draw.	<input type="checkbox"/>
<b>List of all Prize Winners including address.</b> (Prizes and/or amounts per winner)	<input type="checkbox"/>
<b>Copies of all bank deposit slips for this licence</b>	<input type="checkbox"/>
<b>Copies of receipts for ALL expenses incurred</b> (cheque copies, invoice copies, etc. especially when cheques written to individuals and not company names)	<input type="checkbox"/>
<b>Original Details of Lottery Trust Account</b> (Remember to include the balance as of the last Report and list all transactions since the last report submitted)	<input type="checkbox"/>
<b>Copies of all bank statements from your Raffle Lottery Trust Account since your last Report</b>	<input type="checkbox"/>

The Alcohol and Gaming Control Commission's Terms and Conditions require all records to be kept up-to-date and retained for no less than four (4) years from the date of the Raffle Lottery.

**Once you submit your lottery report, you must submit quarterly updates if there is a balance in your account being sure to attach the information above.**

If you have any questions, please contact Danielle Clayton at 271-0250 Ext. 237.