

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
Original Raffle Lottery Report Filed at the Clerk's office within 30 days of the date of the draw.	<input type="checkbox"/>
List of all Prize Winners including address. (Prizes and/or amounts per winner)	<input type="checkbox"/>
Copies of all bank deposit slips for this licence	<input type="checkbox"/>
Copies of receipts for ALL expenses incurred (cheque copies, invoice copies, etc.) especially when cheques written to individuals and not company names.	<input type="checkbox"/>
Original Details of Lottery Trust Account (remember to include the balance as of the last Report and list all transactions since the last report submitted)	<input type="checkbox"/>
Copies of all bank statements from your Raffle Lottery Trust Account since your last Report	<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 **Nancy Bridges** at **271-0250 Ext. 238**.