

BAZAAR CHECKLIST

In order to make it easier to complete the Lottery Report for a Bazaar, the following checklist lists the information to be submitted with your Bazaar Lottery Report. **Please attach all the required information to the Bazaar Lottery Report in the following order:**

| INFORMATION TO BE FILED | ATTACHED |
|--|--------------------------|
| Original Bazaar Lottery Report Filed at the Clerk's office within 30 days of the date of the event. | <input type="checkbox"/> |
| Copies of all bank deposit slips for this licence | <input type="checkbox"/> |
| Copies of receipts for all expenses incurred | <input type="checkbox"/> |
| Attached an itemized list of all Administrative Costs (eg. Licence fee, rental of wheels, etc.) | <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 Bazaar 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 Bazaar Lottery.

If you have any questions regarding how to complete the forms or about the information required, please contact **Nancy Bridges 519-271-0250 ext. 238**