



RAFFLE LOTTERY REPORT CHECKLIST

This checklist may be submitted along with your report, which is due 30 days from lottery.

ORGANIZATION: _____

LOTTERY LICENCE #: _____

SUBMISSION DATE: _____

- Complete Raffle Lottery Report Form (06347 B) with 2 Original Signatures

For Section 4 of Lottery Report, please provide:

- List of proceeds that were dispensed to approved uses
 - *how much, to which organization & program, and when*
 - Donation receipts, as backup documentation
 - Donation request letters, as backup documentation
- Copy of a Ticket
 - List of All Prize Winners
 - including names, phone numbers and winning ticket numbers
 - List of Prizes
 - Indicate the approximate value of each
 - Indicate whether the prizes were donated or purchased
 - Provide receipts for prizes that have been purchased
 - List of expenses (e.g. tickets, licence fee, advertising, purchased prizes)
 - Attach all corresponding receipts
 - Banking Information:
 - Copies of all deposit slips for this licence
 - Monthly bank statements with copies of cancelled cheques from the Lottery Trust Account (must be supplied to municipality until all proceeds have been dispensed)
 - Statements must show one cheque for each administrative expense and for each eligible use of proceeds

In accordance with AGCO policy, failure to comply with the terms and conditions of the lottery licence will jeopardize eligibility for further lottery licensing.

If you have any questions, please contact the Licensing Clerk at 905-735-1700 ext. 2227