



INSTRUCTIONS FOR COMPLETING RAFFLE LOTTERY REPORTS

These instructions provide assistance when completing the following sections of the Raffle Lottery Report:

3. (a) **Total value of prizes awarded** - This area should specify the amount of money from your lottery trust account that was spent on prizes. If the prizes were donated, please specify "0" and indicate "donated" in the space provided.
- (b) **Total administrative costs incurred** - This amount should include the costs of the licence fee, the printing of tickets, etc. Please itemize on a separate sheet.
4. **Details of Donations** - This area is for money that was donated by your organization from your raffle proceeds. Please specify the amount that was donated by your organization in the space provided. If the money has not been donated, please specify "0".
5. Please fill in the reconciled balance in your lottery trust account.

Please Remember:

- Your report is due **30 days** after the event has taken place.
- The two (2) principal officers that signed the application form must also sign the report.
- Submit a list of all prize winners in the event of a raffle.
- Supply an **original** unsold ticket printed up for your draw.
- Please provide us with a copy of your most recent bank statement from your lottery trust account.
- If there are any outstanding items relating to the conduct of your raffle that do not appear on your bank statement, please hand write those items on your statement.