



## **Blanket Raffle Lottery Report Requirements**

Please ensure that the Blanket Raffle Lottery Report is completed as follows and **submitted no later than 30 days after the last event. Failure to do so may result in the cancellation of your organization's licensing privileges.**

1. List the type of Lottery events managed and conducted during the 6-month period, such as stub draws, elimination draws, meat spins, 50/50 draws. Complete all required information 1a-1d. Total number of draw(s), date of draw(s), tickets printed, cost per ticket, administrative costs, total value of prizes, total gross receipts and net proceeds. If you do not have enough space attach a separate list.
2. Total Gross Receipts (**total amount collected from all draws**)
  - a. Total value of prizes awarded (**donated prizes to be indicated in parentheses or on a separate list attached to report. Donated prizes are not to be subtracted from total gross**)
  - b. Total administrative costs incurred (**all expenses incurred as a result of all draws, including the licence fee**)

**Net Proceeds** = Gross receipts minus administrative costs and the total amount of prizes purchased by the organization (do not include donated prizes)

3. Details of donations (**approved expenses, as per Eligibility Approval Letter**)
4. Name of the financial institution where the organization's Lottery Trust Account is kept. Bank statement must include: name and address of the organization, branch address, account number and balance of proceeds retained in lottery account. **ACTIVITY REPORTS WILL NOT BE ACCEPTED.**

The following documents must be submitted with the blanket raffle report: Bank statements for each of month covered by the blanket raffle licence:

- Cheque images (front and back) cleared by the financial institution
- Invoice(s) and/or receipt(s)
- Deposit slip(s)
- List of prize winner(s) (name, address and phone number)
- Copy of one (1) unsold ticket, for stub draws (including 50/50)

**Reminder: Monthly bank statements – with corresponding cleared cheque(s), invoice(s)/receipt(s) and deposit slip(s), must be submitted until all lottery funds have been donated to approved charitable purposes. Staff will only issue additional licences once these documents have been received.**

