



## RAFFLE LOTTERY REPORT CHECKLIST

In accordance with the Alcohol and Gaming Commission of Ontario, complete Lottery Reports:

- Must demonstrate exclusive use of the dedicated lottery trust account
- Must be filed within 30 days of the lottery event date
- Must include the following:

**Copy of a Ticket.**

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

Section 2:

**List of All Prize Winners** including names, phone numbers and winning ticket numbers

Section 3:

**Deposit slip(s)** showing deposit of "Total Gross Receipts" into lottery trust account

**(a) Total Value of Prizes:** Provide an **itemized list of prizes**, with the approximate value of each, and indicate whether it was purchased by or donated to your organization.

**(b) Total Administrative Costs:** Provide an **itemized list of expenses** with corresponding **receipts** (e.g. ticket costs, licence fee, advertising, purchased prizes).

Section 4:

Itemized list of how the lottery proceeds were used/donated BY your organization, (*not donated to your organization*), as proposed on your application, with accompanying **donation receipts** and **donation request letters**.

Section 5:

Provide the **first monthly statement** of the dedicated lottery trust account **issued after the lottery event date** with your report, including images of **ALL cancelled cheques**.

Statements covering your licence period must show:

- one cheque for each administrative expense, as listed in Section 3
- one cheque for each eligible use of proceeds, as listed in Section 4

**Monthly statements must be supplied to the municipality on an ongoing basis until all proceeds have been depleted.**

IN ACCORDANCE WITH AGCO POLICY, FAILURE TO EXCLUSIVELY USE THE DEDICATED LOTTERY TRUST ACCOUNT AND/OR FAILURE TO FILE COMPLETE LOTTERY REPORTS WITHIN 30 DAYS WILL JEOPARDIZE ELIGIBILITY FOR FURTHER LOTTERY LICENSING.