

**RAFFLE ACCOUNTING REQUIREMENTS
LOTTERY REGULATIONS BY-LAW #2627/LOTT/19**



Section 9.5 of Lottery Regulations Policy MG.009 states:

Thirty (30) days after a single event, or monthly if Series, the Licensee shall provide:

c) Raffle:

- (i) a fully completed statement of account form as approved by the Town by the Town (receipts for supplies must be provided);
- (ii) a list of the staff/helpers;
- (iii) a copy of the deposit slip indicating total amount deposited;
- (iv) the most recent bank statement of account;
- (v) the amount of Raffle supplies used each Raffle event with receipts;
- (vi) a list of disbursement to Charitable Objectives or Purposes as indicated on the Application including names and addresses of the payees; and
- (vii) a list of winners' names.