

## BLANKET RAFFLE LOTTERY REPORT CHECKLIST

In order to make it easier to complete the Blanket Raffle Lottery Report, the following checklist lists the information to be submitted with your Raffle Lottery Report.

Please attach all the required information to the Blanket Raffle Lottery Report in the following order:

INFORMATION TO BE FILED	ATTACHED
<p><b>Original Blanket Raffle Lottery Report</b></p> <ul style="list-style-type: none"> <li>• Filed at the Clerk’s office within 30 days of the date of the end of the licence period.</li> <li>• If space is insufficient additional sheets may be attached.</li> <li>• An itemized list must be submitted for the administrative costs for each draw.</li> </ul>	
<p><b>Copies of all bank deposit slips</b> Including the date of each draw to which the deposit applies. Separate deposits must be made for each draw.</p>	
<p><b>Copies of receipts for all expenses incurred</b></p>	
<p><b>Original Details of Lottery Trust Account</b> (Remember to include the balance as of the last Report and list all transactions since the last report submitted)</p>	
<p><b>Copies of all bank statements from your Raffle Lottery Trust Account since your last Report</b></p>	

The Alcohol and Gaming Control Commission’s Terms and Conditions require all records to be kept up-to-date and retained for no less than four (4) years from the date of the Raffle Lottery.

If you have any questions, please contact Danielle Clayton at 271-0250 Ext. 237.