



From the Desk of Heather Buchanan
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Raffle Reconciliation Reports Alcohol and Gaming Commission Requirements

Reports are due within 30 days of the Lottery Event

When filing a raffle or penny sale reconciliation report, the following documentation must be submitted with the report:

1. All bank statements showing all revenue and expenditures from the last report filed with this office, until completion of the lottery event for which the report is being submitted.
2. All receipts for all expenditures for lottery event, including a copy of any disbursement cheques from the lottery trust account.
3. Copy of lottery ticket used in lottery event.
4. Names and addresses of all winners.
5. Completed City of Woodstock reconciliation report and Alcohol and Gaming Commission reconciliation report (attached).

Please Note: Lottery Master (Or Core) files must be updates annually. No lottery licences will be issued to groups who have not submitted a complete Master File.



THIS REPORT MUST BE SUBMITTED DIRECTLY TO CITY HALL WITHIN 30 DAYS
AFTER THE COMPLETION OF THE LOTTERY

CITY OF WOODSTOCK RAFFLE BANK DEPOSIT RECONCILIATION

Name of Organization: _____

Address: _____

Member in charge: _____ Telephone # _____ Home: _____

Licence # _____ Business: _____

Name of Bank: _____ Account # _____

Address: _____

*****A list of all prize winners must accompany this report*****

Revenue

Tickets Printed: _____ Price per Ticket: _____ Tickets Sold: _____

Total revenue generated from current lottery: Item A \$ _____
(number of tickets sold multiplied by price per ticket)

Interest from Bank Account Item B \$ _____

Total Revenue Item C (A+B) \$ _____

Previous Licence Report Balance (Item M) \$ _____

Report Total Revenue Item D (C+D) \$ _____

Expenses

Purchased Items for Raffle or Winner Payout for 50/50 Item E \$ _____

Donated Amount (Not Included in total) \$ _____

Printing Item F \$ _____

Licence Fee Item G \$ _____

Advertising Item H \$ _____

Bank Charges Item I \$ _____

Total Administrative Costs: Item J (E+F+G+H+I) \$ _____

Donations or Approved Expenses (Use separate sheet to total if necessary)

_____	+	\$	_____
_____	+	\$	_____
_____	+	\$	_____
_____	+	\$	_____
Total Donations:	Item K	=	\$ _____

Total Expenditures for this Report (J+K) Item L \$ _____

Final Report Balance (D-L) Item M \$ _____

Transactions Not Related to this Licence

Deposits for next licence Item N \$ _____

Expenses for next licence Item O \$ _____

Lottery Trust Account Balance Date _____ Item P \$ _____

We, the undersigned, as the designated members in charge of the Lottery Account, certify that the information contained in this report is true in every respect.

TWO SIGNATURES REQUIRED.

_____	Signature	_____
_____	Name	_____
_____	Street	_____
_____	City	_____
_____	Business Phone	_____

Anyone who willfully files a misleading or falsified report can and will be prosecuted under the Canada Criminal Code. The Organization represented in the report may have current licences revoked and be prohibited from running any Lotteries.

Ensure all receipts, bank statements, invoices and/or other documentation relevant to this licence are submitted along with the report.



**Alcohol and Gaming
Commission of Ontario**
Gaming Registration and Lotteries
90 Sheppard Avenue East
Suite 200
Toronto ON M2N 0A4
(416) 326-8700 1 800 522-2876 toll free in Ontario/sans frais en Ontario

**Commission des alcools
et des jeux de l'Ontario**
Inscription pour les jeux et loteries
90, avenue Sheppard Est
Bureau 200
Toronto ON M2N 0A4

Lottery Report/Rapport de loterie

Group Identification Number (GIN)
Numéro d'identification d'organisme (N.I.O.)

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Note: This report must be filed with the Lottery Licensing Officer within 30 days of the holding of the lottery in accordance with the terms and conditions under which the lottery licence was issued.

Remarque : Il faut soumettre ce rapport à l'agent(e) de délivrance des licences de loterie dans les trente jours qui suivent la loterie conformément aux modalités en vertu desquelles la licence de loterie a été délivrée.

1. Organization Name - Address/Nom et adresse de l'organisme	Lottery Licence No./N° de licence de loterie
	Type of Lottery/Genre de loterie <input type="checkbox"/> Raffle/Tombola (tirage) <input type="checkbox"/> Bazaar/Vente de charité
	Lottery Date/Date de la loterie

2. Total number of tickets or cards / Nombre total de billets ou de cartes			Price per Ticket/Prix du billet
Printed/Imprimés	Sold/Vendus	Unsold/Non vendus	

Note: In the case of a Raffle, a list of all prize winners must accompany the return of this report.
Remarque : S'il s'agit d'une tombola (tirage), la liste des gagnants des prix doit accompagner le présent rapport.

3. Total Gross Receipts derived from lottery/Total des recettes brutes tirées de la loterie \$

Application of Funds/Affectation des fonds

(a) Total value of prizes awarded/Valeur totale des prix attribués -\$

(b) Total administrative costs incurred/Total des frais d'administration engagés (attach itemized list/joindre une liste détaillée) -\$

Net proceeds derived/Recettes nettes obtenues \$

4. Details of Donations/Renseignements sur les dons (For proceeds actually donated/Recettes réellement données)

Name of Payee/Nom du bénéficiaire	Address of Payee/Adresse du bénéficiaire	Amount Donated/Montant donné
Total value of proceeds actually donated for charitable or religious purposes/ Valeur totale des profits réellement donnés à des oeuvres religieuses ou de bienfaisance		\$ <input type="text"/>

5. Chartered Bank, Loan or trust company or Province of Ontario Savings Office in which the Lottery Trust Account is kept/Banque à charte, compagnie de prêt ou de fiducie ou caisse d'épargne de la province de l'Ontario où se trouve le compte de loterie en fiducie.

Name of Bank/Nom de la banque	Branch Address/Adresse de la succursale	Account Number/Numéro de compte
Balance of proceeds retained in Lottery Trust Account/Solde des profits conservé dans le compte de loterie en fiducie		\$ <input type="text"/>

We, the undersigned, as two Principal Officers of the above organization, certify that the above report is a correct statement of the lottery funds herein.
 Nous, soussignés, à titre de dirigeants principaux de l'organisme mentionné ci-dessus, attestons que le rapport qui précède décrit correctement l'état des fonds de loterie en question.

Principal Officer/Dirigeant principal	Signature	Principal Officer/Dirigeant principal
	Name in full/Nom au complet	
	Title/Titre	
	Bus. Telephone/Téléphone d'aff.	
	Date	