



**FINANCIAL REPORT FOR RAFFLE
LOTTERY LICENSING ACT**

Registrar's Office, Box 2703, Whitehorse, YT Y1A 2C6
Telephone: (867) 667-5111 E-mail: consumer@gov.yk.ca

**Financial Report is DUE 30 days from the
date of licence expiration.**

1. ORGANIZATION DETAILS

Organization Name: _____

Address: _____

_____ Postal Code: _____

Member responsible for this report: _____ Phone: _____

Licence No. of Raffle: _____

Expiry Date: _____

2. FINANCIAL SUMMARY

Maximum Tickets for Sale: _____

Price of tickets: _____

No. of tickets sold: _____

Gross Sales: _____ (a)

Cost of Prizes: _____ (b)

Subtotal (a) less (b) _____ (i)

Expenses directly associated with Raffle:

Printing Costs: _____ (c)

Licence Fee: _____ (d)

Advertising Costs: _____ (e)

Other (*specify*): _____ (f)

Add lines (c) through(f) _____ (ii)

Net Proceeds of Raffle (line (i) minus line (ii)) \$ (iii)

3. PRIZE WINNERS NAME: (*attach list if more winners*)

1st Prize: _____

Ticket No. _____

2nd Prize: _____

Ticket No. _____

3rd Prize: _____

Ticket No. _____

4th Prize: _____

Ticket No. _____

Personal information contained on this form is collected under the Lottery Licensing Act and will be used for the purpose of administering the Act. For further information, contact the Registrar of Lotteries at (867) 667-5111, toll free within Yukon 1-800-661-0408, ext. 5111.

4. HOW HAVE THESE PROCEEDS BEEN ALLOCATED

Please refer to your licence for approved use of proceeds. If you have not spent all the proceeds, a bank statement must be submitted at six month intervals until proceeds have been spent.

<u>Item</u>	<u>Amount</u>
_____	_____
_____	_____
_____	_____
_____	_____

Total Amount Allocated \$ _____

Remaining Amount: \$ _____ (iv)

5. RAFFLES WITH GROSS SALES LESS THAN \$10,000.00 (line a).

Please enclose the following:

- Completed Financial Report, signed and notarized (*A notary is available to sign your affidavit at Consumer Services free of charge*)

It is not necessary to include all the supporting documentation (*invoices, cheques, bank statements, etc*); however, these records must be kept on hand in the event you are asked to produce them. Random audits will occur up to one year after the expiry date of your licence.

6. RAFFLE WITH GROSS SALES MORE THAN \$10,000.00 (line a).

Please enclose the following:

- Completed Financial Report, signed and notarized (*A notary is available to sign your affidavit at Consumer Services free of charge*)
- Record showing the distribution of tickets and accounting for all tickets sold
- Copies of Invoices verifying all expenses reported in lines b – f
- Copy of Invoices and verification of how the proceeds were spent
- Copy of bank statement verifying deposit of “remaining proceeds not spent” reported in line (iv)

OR

- A financial report prepared by a Professional Accountant clearly outlining all revenue and all approved use of proceeds and expenditures for the gaming event

note: *if you choose this option you are required to complete this financial report form. Supporting documentation such as invoices, cheques, bank statements, etc. are not necessary at this time. These records must be kept on hand in the event you are asked to produce them. Random audits will occur up to one year after the expiry date of your licence.*

AFFIDAVIT

In the Matter of: _____ and
(Name of Organization)

Licence Number _____.

I, _____ of _____, in Yukon, do solemnly declare that:

1. I am the _____ of this organization and have knowledge of the matter herein declared to.
2. I have examined the accounts and records of the organization and the information contained in this financial report is correct and complete.
3. I make this solemn declaration conscientiously believing it to be true, knowing that it is of the same force and effect as if made under oath.

Declared before me, _____)
)
)
)
in _____, Yukon)
)
this _____ day of _____, 20____)
)
)
)
)
)
)
)
)
A Notary Public in and for Yukon)

) Signature of Declarant