



## BLANKET RAFFLE LOTTERY REPORTS CHECKLIST

- Yes     No    Is the raffle event report correct and on time 30 days after the event took place
- Yes     No    Is the report signed by the two (2) principal officers who signed the application form
- Yes     No    Has a list of all prize winners been submitted
- Yes     No    Is an original unsold ticket printed up for the draw attached
- Yes     No    Is a copy of the most recent bank statement from the lottery trust account attached
- Yes     No    Copies of cancelled cheques (front & back) as well as confirmation of all administrative expenses, **if applicable**
- Yes     No    Are any outstanding items relating to the conduct of the raffle that do not appear on the bank statement hand written on the statement