



BREAK OPEN TICKET LOTTERY REPORTS CHECKLIST

- Ensure that the sales dates fall within the valid licence start and end dates.
- Ensure that the number of licensed boxes was not exceeded.
- Ensure all shipping invoices and shipping documents are attached
- Check all calculations.
- Reconciliation (see attached)

NOTE: Please be aware that it is the responsibility of the charitable organization to provide the reconciliation. If the reconciliation is not done, the Licencing Authority will return the report.

- Check whether the proceeds are being deposited to the Lottery Trust Account within 30 days of the boxes being shipped to the site. Compare the deposit dates on the bank statements to the dates on the shipping documents.
- Check that the donations have been approved on the application.
- Check the shipping documents to ensure that the boxes were shipped within the licence dates and did not overlap with boxes shipped from other licences.
- Ensure that the Financial Report is filed within 30 days of the expiry of the licence or if the sale of tickets are completed prior to the expiry date, the license shall be deemed to expire and the Financial Report shall be due within 30 calendar days.
- Signatures on the report must be in pen. Please do not turn in a photo copy of the signatures.
- On the application, the signatures of two (2) principal officers are required. These same members must sign the report. However, if there has been a change in signing authorities you must submit notification in writing to this office for the file.
- All bank statements are required for the entire licensed period. Account enquiry forms are not considered bank statements.
- You must carry forward all outstanding transactions to the next reconciliation.

Partial Box Reconciliations

Date: _____

Retailer: _____

Charity: _____ Licence #: _____

Total tickets in box (ie. 3360)

Unsold tickets (minus)

Sold Tickets

X selling price (ie. .50)

= total sales

Total Prizes (ie. \$1115)

| | | | |
|-----------------------|-------|----------|--------------------|
| Less prizes redeemed: | _____ | x 1000 = | |
| | _____ | x 500 = | |
| | _____ | x 300 = | |
| | _____ | x 200 = | |
| | _____ | x 150 = | |
| | _____ | x 125 = | |
| | _____ | x 100 = | |
| | _____ | x 50 = | |
| | _____ | x 25 = | |
| | _____ | x 10 = | |
| | _____ | x 5 = | |
| | _____ | x 2 = | |
| | _____ | x 1 = | _____ Total |
| | _____ | x 1000 = | _____ = |

Total Sales

Total Prizes Redeemed: -

= Gross Sales - prizes redeemed: -

Less retail commission (6.5% - seller location) -

Amount remitted to Charity =

Reason for partial box reconciliation:

August, 2011

ORGANIZATION: _____ LICENCE #:

REPORT BALANCE:

| | | |
|---|-----|----|
| "As of <u>last</u> Report" balance | | \$ |
| Net Proceeds Derived (from report) | (+) | \$ |
| Interest | (+) | \$ |
| Service Charges | (-) | \$ |
| Donations | (-) | \$ |
| <u>TOTAL</u> (Report Total) | = | \$ |

RECONCILED BANK BALANCE:

| | | |
|---|-----|----|
| Bank Balance (most recent bank statement) | | \$ |
| Outstanding Deposits (credits) | (+) | \$ |
| | (+) | \$ |
| Add back next Licence Fee If withdrawn during this Licence | (+) | \$ |
| Outstanding Fees (debits) | (-) | \$ |
| | (-) | \$ |
| Other | | \$ |
| Reconciled Bank Balance | = | \$ |

*** Remember your reconciled balance should match your report balance**

August, 2011