

LOTTERY LICENCES

General Information

TO BE FILED ANNUALLY:

- Current list of Board of Directors (including Officers)
- Current year budget - for organization – detail to include how resources will be acquired and disbursed during this period
- Previous year budget – for organization – *if no licence issued in previous year*

TO BE FILED AT THE TIME OF APPLICATION FOR A LICENCE:

- Completed application form, signed by two Principal Officers
- Opening bank account balance – current bank statement
- Lottery Budget
- Licence Fee - please refer to the Terms and Conditions as provided in the lottery package
- Sample of ticket to be sold
- A separate lottery trust account with cheque writing privileges must be set up and used for a lottery licence

TO BE FILED AFTER EVENT/LICENCE EXPIRY:

- Completed Lottery Report
- Financial documentation such as, but not limited to: copies of bank statements for licence period, cancelled cheques, confirmation of administration expenses (receipts may be required)
- If there are any outstanding items relating to the conduct of your raffle that do not appear on your bank statement, please hand write those items on your statement.
- Provide a record of all winners

PLEASE NOTE:

- Organization must be in existence at least 1 year prior to making application
- Lottery licences will only be issued following a review and approval by the Municipality

Incomplete Applications – such as application that do not include the correct licencing fee or do not include the required documentation will not proceed until a complete application is received to the satisfaction of the Licensing Officer.

Please refer to the Terms and Conditions provided on the municipal website www.thamescentre.on.ca or visit Alcohol & Gaming Commission of Ontario (AGCO): www.agco.on.ca for full requirements of your lottery licence.