



## Break Open Report Checklist

*Please ensure that all information listed below  
has been included with your Financial Report*

- Completed report inclusive of licence number
- Copies of all bank statements
- Copies of all deposit slips
- Details of all 'donations' and supporting receipts (expenditures of lottery proceeds)
- Photocopies of front and back of all cancelled cheques
- Receipts for all items expensed through the Trust Account including Break Open Ticket Seller Commission receipts.
- Ensure all forms are signed by the authorized organization members

Please be sure to write the lottery licence number on the top right corner of each document for ease of processing

Please do not use abbreviations when completing forms.