

## Raffle Report Checklist

*Please ensure that all information listed below  
has been included with your Lottery 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
- List of all winners with their names, addresses and phone numbers, and which prize has been awarded to them
- Ensure all forms are signed by the authorized organization members
- Proof of published results (this can be a screen shot of a social media page or website)

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

Please do not use abbreviations when completing forms.