

Raffle Financial Report Guidelines

For inquiries, please contact this office at 453-7472

78-9544

Reporting period	Time frame covered on the licence.	
A) Gross Proceeds (Receipts)	Sale from all ticket sales (whether for a prize or 50/50 draw).	
B) Expenses Incurred	1. Value of Prizes	Total dollar value of prizes during this reporting period (Do not include donated prizes - see Section D).
	2. Supplies	Any costs associated with the ticket production i.e. design, layout, printing or the purchase of roll tickets.
	3. Licence fee	Cost of the lottery licence.
	4. Advertising	Cost associated with the advertising of the event whether it is to produce posters, banners, newspaper ads, radio or TV or other type of media promotion during reporting period.
	5. Wages	Salaries / monies paid for staff, commission sellers, professional fundraising fees or honorariums for persons carrying out duties associated with the gaming event.
	6. Other Expenses	Any other expense that may be associated with the raffle event. Note space provided on financial report to outline the additional expenses.
	Total Expenses	The total dollar amount of Section (B) 1 through 6.
	C) Net Proceeds	The profit made from the gaming event during this reporting period. (A minus B)
D) Value of donated prizes	Total dollar value of prizes donated toward this gaming event.	