



Charitable Texas Hold'em Financial Report Guidelines

Completed reports must be filed within 30 days of the licence expiration.

For inquiries, please contact (506) 453-7472

78-9634 (03/08)

Date of Event	Date and Time frame covered on the licence. (Tournament must not exceed 12 hours.)	
A) Entry Fee Revenue (Ticket Registration)	Total dollar value from all entry fees /ticket sales.	
Rebuys	Total dollar value from all rebuy's (the purchase of additional chips)	
Gross Proceeds (Receipts)	Total dollar value from all entry fees /ticket sales and any rebuy's	
B) Expenses Incurred	1. Value of Prizes	Total dollar value of prizes awarded during this reporting event (Do not include donated prizes - see Section D).
	2. Supplies	Any costs associated with the ticket production ie design, layout, printing or the purchase of decks of cards or chips or equipment, such as table rentals.
	3. Application & licence fee	Cost of the lottery licence and application fee.
	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.
	5. Rent	Fee paid for the use of a facility, if applicable, refer to Terms and Conditions
	6. Other Expenses	Any other expense that may be associated with the Texas Hold'em event. Note – Refer to Terms and Conditions to determine eligibility. Space provided on financial report to outline any additional expenses.
	Total Expenses	The total dollar amount of Section (B) 1 through 6.
C) Net Proceeds	The profit made from the gaming event. (A minus B)	
D) Value of donated prizes	Total dollar value of prizes donated toward this gaming event.	

IMPORTANT:

The following documentation must be attached to this report:

- Player registration list
- Listing of prize winners and the prizes awarded
- Incident reports, if applicable

FOR AUDIT PURPOSES, RECORDS MUST BE RETAINED FOR 6 YEARS