



CITY OF YELLOWKNIFE

Raffle Statement of Account

GENERAL INFORMATION – Read carefully before completing.

It is a term of every lottery licence that

- a) The proceeds from all lotteries shall be kept separate from all other funds, with separate records being maintained, and all financial aspects of the lottery shall be conducted in accordance with the Lotteries Regulations.
- b) A complete Statement of Account, showing the total receipts, expenses and profits and indication when and how such profits will be spent for the charitable or religious objects of

purposes set out in the application, shall be filed with The Lotteries Division, City of Yellowknife, at the address shown below within thirty (30) days of holding of any lottery, or monthly in the case of a series licence.

- Receipts, or copies thereof, verifying the disposition of proceeds paid to religious or charitable objectives may be requested.
- Unsold tickets, receipts, counterfoils, game forms and financial documents pertaining

to a lottery shall be retained by the licensee for a period of not less than twelve months from the date of the lottery.

- Where he considers it necessary, the Senior Administrative Officer or his designate may require an audit by an independent auditor in respect of any licence, and the cost of such an audit shall be paid for by the licensee.
- A licensee of former licensee shall make available, upon the request of a peace officer or

a person designated by the Senior Administrative Officer, all books of account or documents relating to the operation of a lottery, and shall, at all reasonable times, allow the officer or person access to the books or documents.

- FURTHER INFORMATION RELATING TO THE FINANCIAL ASPECTS OF YOUR LOTTERY MAY BE FOUND BY READING THE LOTTERIES BYLAW NO. 4092.

Name of Organization	Licence Number
Mailing Address	Postal Code
Type of Event (Please check one): <input type="checkbox"/> Regular Raffle <input type="checkbox"/> 50/50 Draw <input type="checkbox"/> Raffle Table <input type="checkbox"/> Nevada Tickets <input type="checkbox"/> Other:	
Frequency of Event (Please circle): <input type="checkbox"/> Single Event <input type="checkbox"/> Series (Please specify) <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY	
Reporting Period: <input type="checkbox"/> Grand Prize Draw Date: <input type="checkbox"/> Early Bird Draws (if any)::	
YY	MM
DD	

FINANCIAL STATEMENT

Total Number of Players:	GROSS REVENUE 1. \$									
NEVADAS										
Please record the number of each type of Nevada purchased and the approximate amount available to carry forward to the next event.										
NEVADA REVENUE \$										
# of \$0.50 Nevada Boxes Purchased:	# of \$1.00 Nevada Boxes Purchased:									
Est. Number Unsold: <input type="checkbox"/> ¼ Box <input type="checkbox"/> ½ Box <input type="checkbox"/> ¾ Box <input type="checkbox"/> Full Box <input type="checkbox"/> None	Est. Number Unsold: <input type="checkbox"/> ¼ Box <input type="checkbox"/> ½ Box <input type="checkbox"/> ¾ Box <input type="checkbox"/> Full Box <input type="checkbox"/> None									
NEVADA PRIZE PAYOUTS										
Please use the spaces below to list the number of winners paid out in cash. Only winners that organizations are required to save should be recorded.										
\$100 Winners:	<table style="width: 100%; border: none;"> <tr> <td style="width: 25%;"> \$150 Winners:</td> <td style="width: 25%;"> \$200 Winners:</td> <td style="width: 25%;"> \$250 Winners:</td> </tr> <tr> <td>\$300 Winners:</td> <td>\$350 Winners:</td> <td>\$500 Winners:</td> </tr> <tr> <td>\$ Winners:</td> <td>\$ Winners:</td> <td>\$ Winners:</td> </tr> </table>	\$150 Winners:	\$200 Winners:	\$250 Winners:	\$300 Winners:	\$350 Winners:	\$500 Winners:	\$ Winners:	\$ Winners:	\$ Winners:
\$150 Winners:	\$200 Winners:	\$250 Winners:								
\$300 Winners:	\$350 Winners:	\$500 Winners:								
\$ Winners:	\$ Winners:	\$ Winners:								

EVENT EXPENSES			
Please use the spaces provided below to record all allowable event expenses. The "Cash Payments" section is for all cash paid out from the event proceeds.			
Licence Fee	\$	CASH PAYMENTS AT EVENT	
Advertising	\$		\$
Ticket Printing	\$		\$
	\$		\$
	\$		\$
		TOTAL EXPENSES	\$

Total Number of Tickets Sold	Total Number of Tickets Printed
Total Number of Unaccounted Tickets	Unaccounted Ticket Numbers
Reason for Unaccounted tickets:	

Grand Prize Winner:	Winning Ticket Number:
Additional Prize Winners:	Winning Ticket Number:
Additional Prize Winners:	Winning Ticket Number:
Additional Prize Winners:	Winning Ticket Number:
Additional Prize Winners:	Winning Ticket Number:

****Please submit a list with additional winners if there is not enough space provided above****

The NET REVENUE is the GROSS REVENUE (#1) subtracted from the TOTAL EXPENSES (#2).	TOTAL EXPENSES \$
The NET DEPOSIT will be your GROSS REVENUE (#1) less any Cash Payments (#3) made during the event.	NET REVENUE \$
	NET DEPOSIT \$

USE OF PROCEEDS

<input type="checkbox"/> Donated \$	To:
<input type="checkbox"/> Donated \$	To:
<input type="checkbox"/> Donated \$	To:
<input type="checkbox"/> Retained in Lottery Account For: (if different from original application please explain)	
NOTE: The Licence Holder can not use lottery funds to “pay” another organization to work their events	

CERTIFICATION

We certify that the forgoing is a true and accurate statement for the above lottery. We also understand that this statement will not be accepted unless certified by two principal officers representing the organizations.	Date: ____/____/____ YY MM DD				
Name of Principal Officers:					
Signature:					
Title in Organization:					
Telephone:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Work</td> <td style="width: 50%; border: none;">Work</td> </tr> <tr> <td style="border: none;">Home</td> <td style="border: none;">Home</td> </tr> </table>	Work	Work	Home	Home
Work	Work				
Home	Home				
Email Address:					

DOCUMENTATION

Please include the following when submitting your statement of Account: <input type="checkbox"/> Bank Deposit Slip <input type="checkbox"/> Copies of receipts for all expenses (where possible) <input type="checkbox"/> List of Volunteers/Members at event

COMPELETE & RETURN TO:

The City of Yellowknife
 Attn: Lottery Officer
 Fax: (867) 920-5649 | Email: Lotteries@yellowknife.ca | Mail: PO Box 580, Yellowknife, NT X1A 2N4

Starting January 1, 2011 all organizations holding any lottery event will be required to submit a Year End Financial Statement for all Lottery Activity, up to and including December 31 of the previous year and for every following year they hold a lottery event.

Organizations with a separate Lottery Bank Account will be allowed to submit copies of their Monthly Bank Statement should they choose.

Any organizations that chooses not to open a separate Lottery Account, must keep separate and clear records of all Lottery transactions.

Organizations that are required to submit a Financial Statement may do so in any format they choose but it must include the following, in a clear and precise manor:

- Total Proceeds from all lottery activity for the Statement year.
 - On January 1, 2013 the Statement year would be 2012.
- The December 31 Balance in the Lottery Account for the Statement Year.
 - Please include a brief explanation for any balance carried forward.
- List of all deposits made into the Organizations Lottery Account
 - Include a brief description of each deposit.
- List of all payments made from Organizations Lottery Account
 - Include a brief description of each payment.

The City of Yellowknife conducts regular Lottery Audits. It is strongly recommended that Organizations keep records for all Lottery transactions in the event that your organization is randomly selected for an audit.

If you have any questions regarding the Financial Statements, Audits or any other inquiries relating to Lottery events, please see contact coordinatates above.