

Use this checklist to ensure you meet all of your licence's reporting requirements.

Quarterly reporting

Professional Licensing and Regulatory Affairs (PLRA) requires you to submit the following every three months after your licence starts.

- A completed financial report form, signed and accompanied by a notarized affidavit. A notary at PLRA can sign the form.
- A completed [tracking sheet](#).
- A completed [ticket inventory control sheet](#).

You must also send copies of the following for the three-month reporting period. Keep the originals for your records.

- Copies of winning tickets.
- Copies of paid invoices, cancelled cheques, and receipts verifying all your expenses.
- Copies of paid invoices, cancelled cheques, and receipts verifying how you spent your proceeds.
- Copy of a bank statement showing your account balance is at least equal to your unspent proceeds.

Final reporting

Your last financial report is due within 30 days of when your licence ends. It must include the items in the checklist above and the second portion of your licence fee (1% of your gross ticket sales).

Note: You can have a Chartered Professional Accountant prepare your financial reporting, using an audit letter to identify all revenue and all approved uses of proceeds and expenditures for the time period. If you choose this option, you do not need to provide copies of invoices, cheques, receipts and bank statements. However, you are still required to submit all the other checklist items, including the financial report form.

Send to

You can submit your completed reporting (forms, copies of supporting documents and any fee) to PLRA in-person, by courier or by mail. We do not accept submissions by email.

If you are also paying your final licence fee, provide a cheque made out to PLRA or complete a [credit card information form](#) and include it with your reporting.

Mail:

Professional Licensing and Regulatory Affairs, C-5
Box 2703, Whitehorse, Yukon Y1A 2C6

Courier or in-person:

307 Black Street, Whitehorse, Yukon Y1A 2N1

Questions?

Contact PLRA at 867-667-5111 or fax 867-667-3609 or e-mail charitablegaming@gov.yk.ca.



CHASE THE ACE-STYLE LOTTERY
FINANCIAL REPORT – FORM

Organization details	
Organization name	
Address	Postal code
Member responsible for this report	
Member contact phone number	Member contact email
Report and licence information	
Licence number	Licence end date
Choose one:	<input type="checkbox"/> First quarter report Dates: _____ to _____ <input type="checkbox"/> Second quarter report Dates: _____ to _____ <input type="checkbox"/> Third quarter report Dates: _____ to _____ <input type="checkbox"/> Fourth quarter report Dates: _____ to _____
Financial summary	
Ticket sales for reporting period	Number and price of full price tickets sold: _____ @ \$ _____ = \$ _____ Number and price of discounted tickets sold: _____ @ \$ _____ = \$ _____ <p style="text-align: right;">Total ticket sales: = \$ _____ (A)</p>
Cost of prizes for reporting period	Total amount of all prizes awarded over reporting period: _____ = \$ _____ (B)
Expenses directly associated with your licence for this reporting period	Total printing costs: _____ = \$ _____ Total advertising costs: _____ = \$ _____ Licence fee (if applicable): _____ = \$ _____ <p style="text-align: right;">Total expenses: = \$ _____ (C)</p>
Net proceeds (A-(B+C)): = \$ _____ (D)	
Use of proceeds Refer to your licence for your approved use of proceeds.	Item: _____ Amount = \$ _____ Item: _____ Amount = \$ _____ Item: _____ Amount = \$ _____ <i>Note: Add additional sheet if necessary</i> <p style="text-align: right;">Total use of proceeds: = \$ _____ (E)</p>
Remaining proceeds (D-E): = \$ _____	

Personal information is collected, used and disclosed under the *Lottery Licensing Act*, Section 10, RSY 2002, c.143 for the purposes of managing lottery schemes and allocation of profits. For more information regarding the collection, use and disclosure of this information, contact the Director of Professional Licensing and Regulatory Affairs branch of Community Services, 307 Black Street, Whitehorse YT, Y1A 2C6, by phone at 867-667-5111, by fax at 867-667-3609 or email at charitablegaming@gov.yk.ca.

