



RAFFLE FINANCIAL REPORT

Financial report is due 30 days from the date of licence expiration.

Licence number of raffle	Expiry date YYYY/MM/DD
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Organization details

Organization name	
Address	Postal code
Member responsible for this report	
Member email	Member phone

Prize winners (attach list if more winners)

	Winner's name	Ticket number
1st place		
2nd place		
3rd place		
4th place		

Financial summary

Tickets	Maximum tickets for sale: _____ Price of tickets: _____ No. of tickets sold _____ @ _____ = Gross sales (a) \$ _____ Cost of prizes (b) \$ _____ <div style="text-align: right;">Subtotal (a) - (b) = \$ _____ (i)</div>
Expenses directly associated with raffle	Printing costs (c) \$ _____ Licence fee (d) \$ _____ Advertising costs (e) \$ _____ Other: _____ (f) \$ _____ <div style="text-align: right;">Total expenses (c) + (d) + (e) + (f) = \$ _____ (ii)</div>
Total	Net proceeds of raffle (i) - (ii) = \$ _____ (iii)
Use of proceeds	Item: _____ Amount = \$ _____ Item: _____ Amount = \$ _____ Refer to your licence for your approved use of proceeds. Item: _____ Amount = \$ _____ Item: _____ Amount = \$ _____ <div style="text-align: right;">Total use of proceeds = \$ _____ (iv)</div> <div style="text-align: right;">Remaining amount = \$ _____ (v)</div>

Raffles with gross sales LESS than \$10,000 – Line (A)

It is not necessary to include all the supporting documentation (receipts, cheques, bank statements, etc.); however, these records must be kept on hand in the event you are asked to produce them. **Random audits will occur up to one year after the expiry date of your licence.**

Enclose the following:

- Completed financial report, signed and notarized.
- Supporting documents showing the gross sales and prizes awarded for each raffle. (Control sheet.)

Raffles with gross sales MORE than \$10,000 – Line (A)

Enclose the following:

- Completed financial report, signed and notarized.
- Record showing the distribution of tickets and accounting for all tickets sold. (Control sheet.)
- Copies of receipts verifying all expenses reported in lines (b) – (f).
- Copy of receipts and verification of how the proceeds were spent (iv).
- Copy of bank statement verifying deposit of “remaining proceeds not spent” reported in line (v).

OR

- A financial report prepared by a Professional Accountant clearly outlining all revenue and all approved use of proceeds and expenditures for the gaming event

Note: If you choose this option you are required to complete this financial report form. Supporting documentation such as receipts, cheques, bank statements, etc. are not necessary at this time. These records must be kept on hand in the event you are asked to produce them. Random audits will occur up to one year after the expiry date of your licence.

Affidavit

In the matter of _____
ORGANIZATION NAME

and licence number _____,

I, _____, of _____ in Yukon, do solemnly declare that:

1. I am the _____ of this organization and have knowledge of the matter herein declared to.
2. I have examined the accounts and records of the organization and the information contained in this financial report is correct and complete.
3. I make this solemn declaration conscientiously believing it to be true, knowing that it is of the same force and effect as if made under oath.

Declared before me _____

in _____, Yukon

this ____ day of _____ A.D. 20 ____.

Notary public in and for the Yukon

Signature of delcarant

Personal information is collected, used, and disclosed under the authority of Section 15(a)-(c) of the Access to Information and Protection of Privacy Act and under the Act associated to the profession related to the licence or certificate being requested. It will be used for the purposes of these Acts and their regulations including but not limited to eligibility of registration and licensure, practice assessment, and complaint-related matters. It will also be used to maintain a public register and for research and statistical purposes related to human resource planning. The latter is shared in a non-identifiable form only. For further information about the collection of this information, contact Professional Licensing and Regulatory Affairs (PLRA), Community Services, Government of Yukon, by mail at P.O. Box 2703, Whitehorse, YT, Y1A 2C6, by phone at 867-667-5111, or by email at inquiry.plra@yukon.ca