

DON'T FORGET THE FOLLOWING INFORMATION WHEN SUBMITTING YOUR LOTTERY REPORT:

Report(s) due 30 days after end of event – submit on or before 30th day

- A list of the winner(s) and prize(s) won (i.e. Jane Smith \$50 or John Doe gift basket of) and the winning ticket number(s).
This can be outlined on an additional sheet attached to the report, or on the back of the report.
- Section 3(a) is to be the total amount you paid out in prize money (i.e. 50/50) or the total value of prize items purchased by you. If all prize items were donated write "donated". If some of the prizes were bought and some donated, indicate the amounts accordingly.
- Section 3(b) is the total administrative costs you paid to conduct the lottery. Include a list breaking down these costs. (Cost for purchasing tickets, the license fee, etc.) Include invoices or receipts of expenses.
- Section 4 is only to report any proceeds that were donated to another charity (i.e. a food bank) or an individual (i.e. scholarship).
- Bank statement(s) showing proceeds deposited, expenses paid out, copies of cashed cheques showing use of proceeds (if applicable). If it has 1 month from the last report you must include bank statements and records from the last report to this present report.
- The Principal Officer signatures on the report must be a Bona Fide Member of the organization and as follows:
 - One member with bank signing authority or the head of the board.
 - One member that managed the lottery event.
 - Both signatures are required to be original (not electronic) and both must be witnessed by a third party.

THANK YOU
lottery@welland.ca
905-735-1700 ext. 2155