



Report Checklist

Name of Organization: _____

Address: _____

Member Contact: _____

Email Address: _____

Lottery Reports are due **30 days** after the event (15 days for Bingo).
These items must be enclosed with your **Lottery Report** form. (**Do not** send separately):

- Copies of bank statements for the lottery trust account
- Cheque images for payments made from the lottery trust account during the licence period
- Detailed list of donations and payments made from the lottery proceeds
- Receipts for expenses
- A copy of a ticket, for raffles
- A list of prize winners, for raffles
- Completed "Lottery Report" Form
 - Signed by two principal officers

**Please Return Completed Applications to St. Marys Town Hall
175 Queen St. E. P.O. Box 998, St. Marys, ON. N4X 1B6**