

# LOTTERY STATEMENT OF ACCOUNT

**Please Print**

## *General Information – Read Carefully Before Completing*

It is a term of every lottery that:

- 1) 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 Lottery Licensing Bylaw 1653 Guidelines;
- 2) A complete statement of account, showing the total receipts, expenses and profits and indicating when and how such profits will be spent for the charitable or religious objectives or purposes set out in the application, shall be filed with the Town of Hay River within **FIFTEEN (15) days** of the holding of any lottery, or monthly in the case of a series license.
  - Receipts or copies thereof, verifying the disposition of proceeds paid to religious 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 may require an audit by an independent auditor in respect of any license, and the cost of such an audit shall be paid for by the licensee.
  - A licensee or former licensee shall make available, upon the request of a Peace Officer or person designated by the Town, all books of account of documents relating to the operations 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 Lottery Licensing Bylaw 1653 Guidelines and Lottery Licensing Regulations.*

|                       |            |
|-----------------------|------------|
| NAME OF ORGANIZATION: | LICENSE #: |
|-----------------------|------------|

### TYPE OF LOTTERY

|                                |  |                                 |                                 |
|--------------------------------|--|---------------------------------|---------------------------------|
| <input type="checkbox"/> Bingo | <input type="checkbox"/> Nevada/Pull-Tickets | <input type="checkbox"/> Raffle | <input type="checkbox"/> Casino |
|--------------------------------|--|---------------------------------|---------------------------------|

|                       |    |    |    |                             |
|-----------------------|----|----|----|-----------------------------|
| Single Event Held on: | DD | MM | YY | Or Series for the Month of: |
|-----------------------|----|----|----|-----------------------------|

### FINANCIAL STATEMENT

|                       |   |  |  |    |
|-----------------------|---|--|--|----|
|                       | <b>GROSS Revenue 1.</b>   |  |  |    |
|                       | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%; height: 20px;"></td><td style="width: 50%; height: 20px;"></td></tr> </table> |  |  |    |
|                       |   |  |  |    |
| <b>EXPENSES:</b>      |   |  |  |    |
| Prizes                | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%; height: 20px;"></td><td style="width: 50%; height: 20px;"></td></tr> </table> |  |  |    |
|                       |   |  |  |    |
| Bingo Cards           | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%; height: 20px;"></td><td style="width: 50%; height: 20px;"></td></tr> </table> |  |  |    |
|                       |   |  |  |    |
| Pull Tickets          | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%; height: 20px;"></td><td style="width: 50%; height: 20px;"></td></tr> </table> |  |  |    |
|                       |   |  |  |    |
| Raffle Tickets        | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%; height: 20px;"></td><td style="width: 50%; height: 20px;"></td></tr> </table> |  |  |    |
|                       |   |  |  |    |
| Hall Rental           | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%; height: 20px;"></td><td style="width: 50%; height: 20px;"></td></tr> </table> |  |  |    |
|                       |   |  |  |    |
| Bingo Caller          | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%; height: 20px;"></td><td style="width: 50%; height: 20px;"></td></tr> </table> |  |  |    |
|                       |   |  |  |    |
| Lottery License Fee   | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%; height: 20px;"></td><td style="width: 50%; height: 20px;"></td></tr> </table> |  |  |    |
|                       |   |  |  |    |
| Cost of Insurance     | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%; height: 20px;"></td><td style="width: 50%; height: 20px;"></td></tr> </table> |  |  |    |
|                       |   |  |  |    |
| Freight               | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%; height: 20px;"></td><td style="width: 50%; height: 20px;"></td></tr> </table> |  |  |    |
|                       |   |  |  |    |
| Advertising           | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%; height: 20px;"></td><td style="width: 50%; height: 20px;"></td></tr> </table> |  |  |    |
|                       |   |  |  |    |
| Equipment Rental      | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%; height: 20px;"></td><td style="width: 50%; height: 20px;"></td></tr> </table> |  |  |    |
|                       |   |  |  |    |
| <b>Total Expenses</b> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%; height: 20px;"></td><td style="width: 50%; height: 20px;"></td></tr> </table> |  |  | 2. |
|                       |   |  |  |    |
| \$                    |   |  |  |    |
|                       | <b>NET Revenue (Subtract #2 from #1) 3.</b>   |  |  |    |
|                       | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%; height: 20px;"></td><td style="width: 50%; height: 20px;"></td></tr> </table> |  |  |    |
|                       |   |  |  |    |

### USE OF PROCEEDS

|  |   |
|--|---|
| <input type="checkbox"/> <b>Donated Amount: \$</b>               | <b>To:</b> (Religious or Charitable Organization) |
| (Religious or Charitable Objectives or Purpose(s))               |   |
| <input type="checkbox"/> <b>Retained in Lottery Account For:</b> |   |
| <input type="checkbox"/> <b>Other (Specify):</b>                 |   |

### CERTIFICATION

|   |      |              |              |
|---|------|--------------|--------------|
| <i>We certify that the foregoing is true and accurate statement of the above lottery. We also understand that this Statement will not be accepted unless certified by two (2) principal officers representing the organization.</i> |      | <b>DATE:</b> |              |
| NAME OF PRINCIPAL OFFICERS  |      |              |              |
| SIGNATURES  |      |              |              |
| TITLE IN ORGANIZATION   |      |              |              |
| TELEPHONE NUMBERS   | Work | Res.         | Work<br>Res. |