



Catch the Ace Lottery Interim & Final Report Checklist

Please submit all the required information to the Lottery Report in the following order:

- Original Lottery Report
Must be filed at the Township office within 7 calendar days after every fourth draw
- Winning tickets, name of winners, the amount they won and their addresses
- Copies of all bank deposit slips for this licence
- Copies of all receipts for all expenses incurred for this licence
- Copies of all cheques drawn from the lottery trust account **since last report**
- Copies of all bank statements from the lottery trust account **since last report**
- Original details of Lottery Trust Account – Balance as of last report and list of all transactions **since last report**

If you have any questions regarding your report contact the Clerk's Department.

Hours: Monday – Friday 9:00 a.m. to 4:30 p.m. Email: admin@puslinch.ca Phone: 519-763-1226