



## Raffle Lottery Report Checklist

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

- Original Lottery Report  
Filed at the Township office within 30 days of the date of the draw.
- List of all Prize winners, the amount they won and their address
- 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](mailto:admin@puslinch.ca) Phone: 519-763-1226