



Lottery Report Documentation

The lottery report shall be filed within 30 days of the date of the last draw. The lottery report must include:

- A completed lottery report form;
- A copy of all bank statements for the current lottery license;
- A copy of all receipts for lottery expenses that wish to be paid with lottery funds (The licensee shall indicate any prizes which have been donated on the financial report. The value of the donated prizes shall not be deducted from the gross receipts);
- A copy of all cheques used during the lottery license (including cancelled cheques);
- A detailed record of how profits from the lottery have been dispersed;
- A copy of all deposit slips for the current lottery license;
- A list of winners and their relevant contact information.

PLEASE NOTE:

- **Financial statements** shall be submitted every **six (6) months** until **all** the proceeds generated from the issuance of this lottery licence have been donated.
- All reports must be returned **30 days** after the event. Failure to do so may result in the cancellation of your lottery licensing privileges.
- Financial reports that are missing any of the above information can affect the issuance of future licenses.
- Should there be any discrepancy with financial information in the report with the supporting documents; a full explanation of the discrepancy must be included with the report. Any falsification of the report is a contravention of the criminal code and will be reported to the investigation section of the alcohol and gaming control commission or the Ontario provincial police.