

LOTTERY FINAL REPORT CHECKLIST

Every organization licensed to conduct a lottery event in the Town of Mississippi Mills must submit a lottery report outlining the results of the event. **The lottery report must be filed with the Clerk's Office within 30 days of the date of the lottery event.** Failure to submit the required lottery report within the required time may result in a suspension of licensing privileges.

Before submitting your final report double check that you have the following information and supporting documents:

- A completed lottery report

- A list of all winners including name, address, phone and prize(s) awarded

- Copies of all deposit slips related to the event

- A copy of the bank statement showing a deposit of the proceeds into the designated lottery trust account

- For raffle events - details of any donations made including the value of the donated item and the name, address, phone of individual who made the donation