



INSTRUCTION GUIDE FOR RAFFLE FINANCIAL REPORT

The completion of the Raffle Financial Report is mandatory under the terms and conditions governing your license. It must be completed and returned to the Manitoba Gaming Control Commission within the time frame indicated in your license approval letter.

STEP I

Complete the upper portion of page 1. Enter your LICENSE NUMBER, THE PERIOD COVERED BY THE REPORT, ORGANIZATION NAME and ADDRESS.

STEP II

RAFFLE EVENT INFORMATION (page 1)

Transfer the information from your RAFFLE EVENT REPORTS to page 1 of this report. For each event, enter the DATE, THE STARTING AND ENDING TICKET NUMBERS SOLD, TOTAL GROSS REVENUE, CASH PRIZES PAID, CALCULATED DEPOSIT, ACTUAL DEPOSIT and CASH SHORTAGE/(OVERAGE).

Once all events have been entered, add each of the columns to arrive at the GRAND TOTALS.

On the bottom of page 1, the LICENSE FEE PAYABLE should be calculated by multiplying the GRAND TOTAL GROSS REVENUE (A) by the license fee rate of 1.5%. This amount should be remitted to the Manitoba Gaming Control Commission upon submission of the Financial Report.

STEP III

LOTTERY BANK ACCOUNT CHEQUE REGISTER (page 2)

Information from all cheques written on this bank account during the period must be entered. Enter the DATE the cheque was written, the CHEQUE #, the PAYEE, and a brief DESCRIPTION of what the cheque was for. The AMOUNT(\$) of the cheque should then be entered in the appropriate column. Each of the columns should then be added to arrive at the TOTALS. Please be certain to record any pre-authorized payments on this register as well, making sure that a brief DESCRIPTION is provided along with the AMOUNT being placed in the appropriate column.

If you have a cheque register, or a similar listing of cheques already prepared, you do not need to rewrite them providing the listing contains the same information requested. A legible photocopy of your listing will be sufficient. Ensure, however, that you still enter the TOTALS in the appropriate boxes at the bottom of page 2.

STEP IV

TICKET SAMPLE AND PRINTER'S INVOICE (page 3)

In this area of the report, attach either a voided sample of an actual ticket, or a photocopy of a PRINTED RAFFLE TICKET, along with a copy of the printer's invoice. If the tickets being offered for sale under this license have all been printed in one print run, then you need only provide the ticket sample and printer's invoice with your first report.

STEP V

LOTTERY BANK ACCOUNT INFORMATION (page 3)

Enter the name and address of the financial institution as well as the ACCOUNT #(s). If a savings account and/or investments (term deposits, GIC's) are used in addition to the chequing account, you must add the period end balances together.

STEP V Continued.....

Record the ACTUAL BALANCES(S) ON BANK STATEMENT at the end of the financial period. ADD any OUTSTANDING DEPOSITS (these are bank deposits for Raffle events held during this period that were not yet listed on your bank statements). SUBTRACT any OUTSTANDING CHEQUES (these are cheques you have written this period that had not cleared the bank by the end of the period in question).

REMEMBER to take photocopies of the appropriate bank statements and submit them with the FINANCIAL REPORT.

STEP VI

BANK SUMMARY STATEMENT (page 4)

Line 1, OPENING LOTTERY BANK BALANCE. This is the ADJUSTED BANK BALANCE (Line 9, page 4) from the previous FINANCIAL REPORT.

Line 2, TOTAL REVENUE. Enter the amount from Box A, page 1, of this report.

Line 3, TOTAL PRIZES. Enter the cash prize amount from Box B, page 1, and cheque prize amount box L, page 2, of this report.

Line 4, TOTAL EXPENSES. Enter the Grand Total cheque amount from Box N, page 2, of this report.

Line 5, DISBURSEMENTS. Enter the amount from Box M, page 2.

Line 6, OTHER WITHDRAWALS. Enter the SUM of any OTHER WITHDRAWALS from the lottery bank account. Examples would include bank service charges, safety deposit box rentals, charges for printing of cheques, etc.

Line 7, OTHER RECEIPTS. Enter the SUM of any OTHER RECEIPTS in the lottery bank account. Examples would include interest earned, REFUNDS received for returned product, etc.

Line 8, CALCULATED ENDING BANK BALANCE. Line 8 is equal to Line 1 plus Line 2 less Line 3 less Line 4 less Line 5 less Line 6 plus Line 7.

Line 9, ACTUAL ADJUSTED BANK BALANCE. Carry forward the amount from Box O, page 3.

Line 10, SUBTRACT Line 9 from Line 8 to obtain the SHORTAGE/(OVERAGE). This amount should equal the total cash shortage/(overage) as noted on page 1 of this report.

STEP VII

CERTIFICATION (page 4)

Once you are satisfied with the report as it has been completed, fill in the appropriate information and SIGN in the space provided. It must be signed by the organization's PRESIDENT as well as another member of the executive responsible for the Raffle lottery operation.

If the person who has completed the report is not one of the two executives noted, he/she must print their name and daytime telephone number in the space provided.

For assistance or information contact: Manitoba Gaming Control Commission
Audit Section
800 - 215 Garry Street
Winnipeg, Manitoba R3C 3P3
In Winnipeg: 954-9400 or toll free: 1-800-782-0363

***In order for us to serve you efficiently, please have your license number ready when you call and record it on all correspondence.*