

**RAFFLE LICENSE FINANCIAL REPORT  
FOR CLASS A, B, & C RAFFLES**

CLASSIFICATION \_\_\_\_\_ RAFFLE LICENSE # \_\_\_\_\_  
 RAFFLE DATE: \_\_\_\_\_ REPORT DUE BY: \_\_\_\_\_  
 \_\_\_\_\_

**ALL RAFFLE REPORTS ARE DUE 30 DAYS AFTER DRAWING NO NEW RAFFLE LICENSES WILL BE ISSUED UNTIL ALL REPORTS ARE TURNED IN**

ORGANIZATION NAME: \_\_\_\_\_

**A. GROSS RECEIPTS: Not including cost** \$ \_\_\_\_\_

**B. EXPENSES: Not including cost of prizes if purchased.**

1. \_\_\_\_\_  
 PAYEE PURPOSE DATE \$

2. \_\_\_\_\_  
 PAYEE PURPOSE DATE \$

3. \_\_\_\_\_  
 PAYEE PUPOSE DATE \$

**Put Additional Expenses on a Separate Sheet of Paper and attach to this sheet.**

**TOTAL EXPENSES** \$ \_\_\_\_\_

**C. Gross receipts – Total Expense = NET PROCEEDS** \$ \_\_\_\_\_

**D. DISTRIBUTION OF PRIZES:**

1. \_\_\_\_\_ \$  
 WINNER DATE PRIZE RETAIL VALUE

2. \_\_\_\_\_ \$  
 WINNER DATE PRIZE RETAIL VALUE

3. \_\_\_\_\_ \$  
 WINNER DATE PRIZE RETAIL VALUE

4. \_\_\_\_\_ \$  
 WINNER DATE PRIZE RETAIL VALUE

**E. TOTAL DISTRIBUTION** \$ \_\_\_\_\_

**F. TOTAL PROFIT  
(OPTIONAL)** \$ \_\_\_\_\_

**Put Additional Winners Information on a Separate Sheet of Paper and Attach to this Form.**

I hereby affirm that the above information is correct to the best of my knowledge.

G. DATE: \_\_\_\_\_ RAFFLE MANAGER \_\_\_\_\_

**INSTRUCTIONS FOR FILLING OUT ATTACHED**  
**RAFFLE LICENSE FINANCIAL REPORT**  
**FOR CLASS A, B, AND C LICENSES**

A. GROSS RECEIPTS: List total amount of money collected from selling raffle tickets.

B. EXPENSES: Itemize total amount of expenses paid out in order to hold the raffle.

EXAMPLE:

- County Clerk's Office: \$25.00 Raffle Fee
- Print Shop: \$50.00 for the tickets
- Insurance Company: \$24.00. Amount paid for the bond.

C. Subtract TOTAL EXPENSE from GROSS RECEIPTS to come up with the NET PROCEEDS.

D. DISTRIBUTION OF PRIZES: List each winner's name, the date of the drawing, describe the prize (money or item) and the retail value of the prize or prizes of each winner.

- EXAMPLE: Trip, Tickets, Television, ect.
- REMINDER: If there is not enough space on the form to list all winners and prizes, put additional information on a separate sheet of paper and attach it to the raffle financial report form.

E. TOTAL DISTRIBUTION OF ALL PRIZES:

- Add the retail value of all prizes.

F. (OPTIONAL) Subtract TOTAL DISTRIBUTION from NET PROCEEDS to get TOTAL PROFIT.

G. Remember to date and sign the form. Then mail it or bring it to our office.

If you have any questions or need any help in filling out the monthly report, please feel free to contact us at 319-4250. We will be happy to assist you.