



CLEARVIEW
TOWNSHIP

Clerk's Department
Township of Clearview
Box 200, 217 Gideon Street
Stayner, Ontario L0M 1S0
clerks@clearview.ca | www.clearview.ca
Phone: 705-428-6230

LOTTERY REPORT CHECKLIST

PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE SUBMITTING THE
LOTTERY FINANCIAL REPORT

Important:

- This report is due **no later than 30 days** after the end of the lottery event.
- This report, like an application, is a legal document. Please ensure all blanks are filled in. If not applicable, please indicate n/a.

The Financial Reporting Must Include:

- Lottery Report
 - a. Indicate if prizes were donated.
 - b. Complete an itemized list of all administrative costs incurred in the management and conduct of the Lottery.
 - c. If a donation was made to another charity, a receipt from the organization or a copy of a cancelled cheque indicating the charity to which the donation was made must be attached.
- Bank statement(s)
- Receipt(s)
- Invoice(s)
- The name and address of all prize winners (for Raffles only)
- 2 signatures of signing officers

Please mail or e-mail the Lottery Report and requisite documents to the attention of:

Deputy Clerk
Township of Clearview
217 Gideon Street
Stayner, ON
L0M 1S0
kpascoe@clearview.ca

