



POLICY MANUAL

Title	Lottery Licensing	
Section	Administration	Index 304
Date		Authority Res.

Supersedes.

1. Purpose.

To establish a policy setting the rates for raffle lottery licenses.

2. Requirements

Raffle lottery licenses may be issued to any charitable or religious organization located within the Rural Municipality of Lakeshore. To be eligible for a license, an organization must be a charitable, religious, volunteer, democratic or non-profit body. Raffle licenses can be issued to organizations wishing to conduct and manage a raffle lottery, where the total prize for each lottery does not exceed \$3,000.

All funds raised by raffle must be used for charitable or religious purposes. The license, once issued, cannot be assigned or transferred to another organization. No changes to the terms or conditions of the license are valid, unless the change has been requested by the applicant in writing, and approved by the department in writing.

An application, as set out in "Schedule A", must be completed by an official of the Rural Municipality of Lakeshore.

Within 15 days of the completion of the approved raffle, the applicant shall submit a completed financial account to the Municipality.

The organization or person holding the license shall provide additional information, including financial or accounting information as requested. The license holder shall comply with additional terms or conditions the department requests at its discretion.

3. Fee Schedule

The raffle license fee shall be charged at a rate of 2% of the gross revenue.

"SCHEDULE A"



Box 220
 Rorketon, Manitoba
 ROL 1R0
 Office: 204-732-2333
 Fax: 204-732-2557
 Email: info@rmoflakeshore.ca

Box 40
 Ochre River, Manitoba
 ROL 1K0
 Office: 204-733-2423
 Fax: 204-733-2259
 Website: www.rmoflakeshore.ca



**Local Gaming Authority
 Raffle Financial Report**

PLEASE PRINT

Organization Name _____

Address _____

Date Raffle Sales Began: _____ Raffle Draw Date: _____

TICKETS PRINTED	TICKETS UNSOLD	TICKETS SOLD	X	SELLING PRICE PER TICKET	=	GROSS REVENUE
<input type="text"/>	<input type="text"/>	<input type="text"/>	X	<input type="text"/>	=	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	X	<input type="text"/>	=	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	X	<input type="text"/>	=	<input type="text"/>

GROSS REVENUE: 1) \$ _____

PRIZES AWARDED: 2) \$ (_____)

SUMMARY OF EXPENSES:

RAFFLE TICKET PRINTING \$ _____

OTHER PRINTING COSTS \$ _____

ADVERTISING \$ _____

WAGES \$ _____

OTHER (SPECIFY) _____ \$ _____

LICENSE FEE \$ _____

TOTAL EXPENSES: 3) \$ (_____)

NET PROFIT (LOSS) (Line 1 - 2 - 3): 4) \$ _____

Please remember that this form and all supporting receipts must be kept for at least three years.

