

Appendix B: Sample Forms

The following pages contain sample forms that may be used to complete your group or organization's licensed ticket raffle paperwork requirements. Your group or organization may also create its own forms, as long as they contain all of the information required.

Example 1 – Ticket Reconciliation Control Sheet

Example 2 – Prize Winners Control Sheet

Example 3 – Cash Count for Seller or Place of Sale

Organization Name _____

Date: _____ Time of draw: _____

Event: _____ Licence # _____

CASH COUNT for Seller or Place of Sale: _____

Cash		Total	
	X \$1.00		
	X \$2.00		
	X \$5.00		
	X \$10.00		
	X \$20.00		
	X \$50.00		
	coin		
Total Cash		\$	_____
Cash over/short		\$	_____
Less Float		\$	_____
Cost of prizes		\$	_____
Net Proceeds from Event		\$	_____

Remitted by:

Deposited by:

Date Deposited:

Note:
There should be one Cash Count Form for each seller listed in the Ticket Reconciliation Control Sheet