

Raffle License Reporting Requirements of the Raffles and Poker Runs Act Act

In addition to certain organizational requirements for who may conduct raffles, the State of Illinois requires record keeping. Effective August 19, 2015, Section 6 of the Raffles and Poker Runs Act, 230 ILCS 15/6, states that:

(a) Each organization licensed to conduct raffles and chances or poker run events shall keep records of its gross receipts, expenses and net proceeds for each single gathering or occasion at which winning chances in a raffle or winning hands or scores in a poker run are determined. All deductions from gross receipts for each single gathering or occasion shall be documented with receipts or other records indicating the amount, a description of the purchased item or service or other reason for the deduction, and the recipient. The distribution of net proceeds shall be itemized as to payee, purpose, amount and date of payment.

(b) Gross receipts from the operation of raffles programs or poker runs shall be segregated from other revenues of the organization, including bingo gross receipts, if bingo games are also conducted by the same nonprofit organization pursuant to license therefor issued by the Department of Revenue of the State of Illinois, and placed in a separate account. Each organization shall have separate records of its raffles and poker runs. The person who accounts for gross receipts, expenses and net proceeds from the operation of raffles or poker runs shall not be the same person who accounts for other revenues of the organization.

(c) Each organization licensed to conduct raffles or poker runs shall report promptly after the conclusion of each raffle or poker runs to its membership. Each organization licensed to conduct raffles shall report promptly to the licensing local unit of government its gross receipts, expenses and net proceeds from the raffle, and the distribution of net proceeds itemized as required in this Section.

(d) Records required by this Section shall be preserved for 3 years, and organizations shall make available their records relating to operation of raffles or poker runs for public inspection at reasonable times and places.

Urbana Raffle License #: _____

Date of Raffle: _____

*Payee: _____

Gross Receipts: _____

Date of Payment: _____

Expenses: _____

Purpose: _____

Net Proceeds: _____

Amount: _____

*Please add additional Payees from the same raffle to the reverse

Payee: _____

Date of Payment: _____

Purpose: _____

Amount: _____

Payee: _____

Date of Payment: _____

Purpose: _____

Amount: _____

Payee: _____

Date of Payment: _____

Purpose: _____

Amount: _____

Please return this form by mail to: Urbana City Clerk
400 S. Vine St.
Urbana, IL 61801

Or email to: cityclerk@urbanaininois.us