



CITY OF URBANA  
OFFICE OF THE CITY CLERK

Raffle License Reporting Requirements of the Raffles and Poker Runs 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: \_\_\_\_\_

Gross Receipts: \$ \_\_\_\_\_

Purpose: \_\_\_\_\_

Expenses: \$ \_\_\_\_\_

Net Proceeds: \$ \_\_\_\_\_

\*Payee: \_\_\_\_\_

Date of Payment: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Purpose: \_\_\_\_\_

\*Payee: \_\_\_\_\_

Date of Payment: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Purpose: \_\_\_\_\_

\*Payee: \_\_\_\_\_

Date of Payment: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Purpose: \_\_\_\_\_

\*Please add additional payees from the same raffle to the next page

*Payee: _____	Date of Payment: _____
Amount: \$ _____	Purpose: _____
*Payee: _____	Date of Payment: _____
Amount: \$ _____	Purpose: _____
*Payee: _____	Date of Payment: _____
Amount: \$ _____	Purpose: _____
*Payee: _____	Date of Payment: _____
Amount: \$ _____	Purpose: _____
*Payee: _____	Date of Payment: _____
Amount: \$ _____	Purpose: _____
*Payee: _____	Date of Payment: _____
Amount: \$ _____	Purpose: _____

Please return this form by mail to:

Urbana City Clerk  
400 S. Vine St.  
Urbana, IL 61801

or email to [cityclerk@urbanaininois.us](mailto:cityclerk@urbanaininois.us)

Additional reporting forms can be found at: <https://www.urbanaininois.us/departments/city-clerks-office>