



RAFFLE REPORT

RAFFLE LICENSE NUMBER

Name and complete mailing address of raffle license holder:

Date of Raffle Drawing: Describe Raffle:	Return This Form To: City of Urbana, City Clerk's Office 400 S. Vine St. Urbana, IL 61801
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Gross Receipts _____ (1)
minus Expenses _____ (2)
equals Net Proceeds _____ (3)

See instructions on the reverse side of this form.
Attach additional sheets if necessary.

Distribution of Net Proceeds (Cash):			
Payee name and address	Date	Purpose	Amount

Net Proceeds Total _____

Distribution of Net Proceeds (Non-Cash):		
Winner name and address	Date	Item

VERIFICATION

I DECLARE THAT THIS RAFFLE REPORT HAS BEEN EXAMINED BY ME AND, TO THE BEST OF MY KNOWLEDGE, IS A TRUE, CORRECT AND COMPLETE REPORT.

SIGNATURE OF TREASURER OR CHAIR _____

DATE _____

INSTRUCTIONS FOR COMPLETION OF THE RAFFLE REPORT

These instructions are a step by step guide for completion of the Raffle Report that is required to be filed in conjunction with each raffle conducted. If further clarification is needed, please contact the City of Urbana City Clerk's Office (217-384-2362).

1. **Date of Raffle Drawing.** Enter the date of the raffle drawing in the designated area immediately below the organization name and address
2. **Describe Raffle.** Enter a brief description of raffle; i.e. 50/50 drawing; queen of hearts; weekly drawing.

CALCULATION OF NET PROCEEDS

1. On the line that reads "**Gross Receipts**", enter the dollar amount representing the aggregate total raised through raffle ticket sales.
2. On the line that reads "**minus Expenses**", enter the dollar amount representing the aggregate total of expenses related to the raffle. This amount does not include the distribution of net proceeds.
3. On the line that reads "**equals Net Proceeds**", enter the dollar amount representing the difference between the two lines immediately above it. For example, if the "Gross Receipts" line reads \$1,000.00, and the "minus Expenses" line reads \$400.00, enter \$600.00 on the line that reads "equals Net Proceeds".

REPORTING DISTRIBUTION OF CASH PROCEEDS

1. Under **Distribution of Net Proceeds (Cash, including raffle prizes)**, enter the name and address of each payee, the date of the payment, the purpose of the payment, and the amount of each payment.
2. Funds retained by the organization shall also be reported under Distribution of Net Proceeds (Cash).
3. DO NOT report general expenses in this section, i.e. cost of printing tickets, postage, advertising, etc.
4. A winner of a cash prize electing to donate the prize to the political committee must still be reported as a payee.
5. On the "**Net Proceeds Total**" line, enter the total of Net Proceeds distributed. Total should equal figure reported on line 3. This figure does not include the expenses reported on line 2.

REPORTING DISTRIBUTION OF NON-CASH PROCEEDS

1. Under **Distribution of Net Proceeds (Non-Cash)**, enter the name and address of each winner, the date of the distribution, and the item distributed with respect to each non-cash prize related to the raffle.

Sign and date the report. The signatory must be either the committee treasurer or chair.