



# WINNEBAGO COUNTY

— ILLINOIS —

## FINANCIAL REPORT INSTRUCTIONS FOR CLASS A, B & C LICENSES

**A. GROSS RECEIPTS:** List total amount of money collected from selling raffle tickets.

**B. EXPENSES:** Itemize the total amount of expenses paid out in order to hold the raffle.

**Example:**

- County Clerk's Office: \$25.00 Raffle Fee
- Print Shop: \$50.00 for the tickets
- Insurance Company: \$24.00 amount paid for the bond

**C. Subtract the TOTAL EXPENSE from the GROSS RECEIPTS to come up with the NET PROCEEDS.**

**D. DISTRIBUTION OF PRIZES:** List each winner's name, the date of the drawing, describe the prize (money or item) and the retail value of the prize or prizes of each winner.

**Example:** Trip, Tickets, Television, etc.

**REMINDER:** If there is not enough space on the form to list all the winners and prizes, put additional information on a separate sheet of paper and attach it to the raffle financial report form.

**E. TOTAL DISTRIBUTION OF ALL PRIZES:** Add the retail value of all prizes.

**F. OPTIONAL – Subtract the TOTAL DISTRIBUTION from the NET PROCEEDS to get the TOTAL PROFIT.**

**G. Remember to date and sign the form. Either mail or bring the form to the County Clerk's Office.**

**If you have any questions or need any help in filling out the monthly report, please contact us at (815) 319-4250.**



## RAFFLE LICENSE FINANCIAL REPORT FOR CLASS A, B & C RAFFLES

CLASSIFICATION \_\_\_\_\_ RAFFLE LICENSE # \_\_\_\_\_  
RAFFLE DATE: \_\_\_\_\_ REPORT DUE BY: \_\_\_\_\_  
\_\_\_\_\_

**ALL RAFFLE REPORTS ARE DUE 30 DAYS AFTER DRAWING NO NEW RAFFLE  
LICENSES WILL BE ISSUED UNTIL ALL REPORTS ARE TURNED IN**

ORGANIZATION NAME: \_\_\_\_\_

**A. GROSS RECEIPTS: Not including cost** \$ \_\_\_\_\_

**B. EXPENSES: Not including cost of prizes if purchased.**

1.

PAYEE	PURPOSE	DATE	\$
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2.

PAYEE	PURPOSE	DATE	\$
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3.

PAYEE	PURPOSE	DATE	\$
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**Put Additional Expenses on a Separate Sheet of Paper and attach to this sheet.**

**TOTAL EXPENSES** \$ \_\_\_\_\_

**C. Gross receipts – Total Expense = NET PROCEEDS** \$ \_\_\_\_\_

**D. DISTRIBUTION OF PRIZES:**

1. \$ \_\_\_\_\_

WINNER	DATE	PRIZE	RETAIL VALUE
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2.

\$ \_\_\_\_\_

WINNER	DATE	PRIZE	RETAIL VALUE
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3.

\$ \_\_\_\_\_

WINNER	DATE	PRIZE	RETAIL VALUE
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4.

\$ \_\_\_\_\_

WINNER	DATE	PRIZE	RETAIL VALUE
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**E. TOTAL DISTRIBUTION** \$ \_\_\_\_\_

**F. TOTAL PROFIT  
(OPTIONAL)** \$ \_\_\_\_\_

**Put Additional Winners Information on a Separate Sheet of Paper and Attach to this Form.**

I hereby affirm that the above information is correct to the best of my knowledge.

**G. DATE:** \_\_\_\_\_ **RAFFLE MANAGER** \_\_\_\_\_