



WINNEBAGO COUNTY

— ILLINOIS —

FINANCIAL REPORT INSTRUCTIONS FOR CLASS D, E & F LICENSES

Your organization must submit your Raffle Financial Report to the county on a quarterly (three-month) basis. The report is due thirty (30) days after your third, sixth, ninth and twelfth month.

The short financial report form is designed for those who are doing one or a series of small weekly or daily raffles. Class D and F license holders may choose to use this short form or the form designed for the A, B and C license holders. Raffle providers should submit Raffle Reports every three months.

How to Complete

Line A: **List Gross Receipts** for the three-month period. List the total amount of money collected from selling raffle tickets for the three months that this report covers.

Line B: **List Expenses** for the three-month period. **Do Not** include the cost of your raffle license or any cash prizes which are reported under item E on the form. List the expenses you had in running your raffle.

Example:	Raffle Tickets	\$ 25.00
	Rent for Building	<u>150.00</u>

Line C:	Total Expenses	\$175.00
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Line D: Subtract **Total Expenses** from **Gross Receipts** to get the **Net Proceeds**.

Line E: **Distribution of Prizes**-For each drawing, indicates the date, winner's name and the dollar amount of the prize.

Line F: **Total Distribution of Prizes**-Add up the retail value of all the prizes and/or the amount of cash awarded for the three-month period.

NOTE: If your organization does not hold a raffle during any particular week write "**Do Not Hold Raffle**" on the line for that week.

Example:	Name of Winners	Prize Amount
Week 1	Did Not Hold Raffle	

Line G: **Total Profit**- Add **Total Distribution** and **Total Expenses** and subtract that amount from **Net Proceeds** to get the **Total Profit**. This step is optional.

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.



Class D, E & F License Quarterly Raffle Financial Report

This form allows you to report your raffles on a quarterly three-month basis. The report is due 30 days after your third, sixth, ninth and twelfth month. You may wish to make copies of this form for your use in completing future reports. (See side two of this form for more-detailed instructions.)

Organization Name _____

Raffle Classification _____ Raffle License # _____

A. Gross Receipts (total amount from ticket sales) \$ _____

B. Expenses (do not include the cost of raffle prizes reported in E below) \$ _____

Payee	Purpose	Date	
1. _____	_____	_____	\$ _____
2. _____	_____	_____	\$ _____
3. _____	_____	_____	\$ _____
4. _____	_____	_____	\$ _____

(Put any additional expenses on a separate sheet and attach it to this report.)

C. Total Expenses \$ _____

D. Net Proceeds (Subtract Total Expenses from Gross Receipts) \$ _____

E. Distribution of Prizes

Month _____	Name of Winners	Prize Amount
Week 1 _____	_____	\$ _____
Week 2 _____	_____	\$ _____
Week 3 _____	_____	\$ _____
Week 4 _____	_____	\$ _____

Month _____		
Week 1 _____	_____	\$ _____
Week 2 _____	_____	\$ _____
Week 3 _____	_____	\$ _____
Week 4 _____	_____	\$ _____

Month _____		
Week 1 _____	_____	\$ _____
Week 2 _____	_____	\$ _____
Week 3 _____	_____	\$ _____
Week 4 _____	_____	\$ _____

Month _____		
Week 1 _____	_____	\$ _____

F. Total Distribution of Prizes

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

Raffle Manger Signature

Date