



## USE OF PROCEEDS

<input type="checkbox"/> Donated \$	To:
<input type="checkbox"/> Donated \$	To:
<input type="checkbox"/> Donated \$	To:
<input type="checkbox"/> Retained in Lottery Account For: (if different from original application please explain)	
<b>NOTE:</b> The Licence Holder can not use lottery funds to “pay” another organization to work their events	

## CERTIFICATION

We certify that the forgoing is a true and accurate statement for the above lottery. We also understand that this statement will not be accepted unless certified by two principal officers representing the organizations.	Date: ____/____/____ YY      MM      DD						
Name of Principal Officers:							
Signature:							
Title in Organization:							
Telephone:	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">Work</td> <td style="width: 33%; border: none;">Work</td> <td style="width: 33%; border: none;"> </td> </tr> <tr> <td style="border: none;">Home</td> <td style="border: none;">Home</td> <td style="border: none;"> </td> </tr> </table>	Work	Work		Home	Home	
Work	Work						
Home	Home						
Email Address:							

## DOCUMENTATION

Please include the following when submitting your statement of Account: <input type="checkbox"/> Bank Deposit Slip <input type="checkbox"/> Copies of receipts for all expenses (where possible) <input type="checkbox"/> List of Volunteers/Members at event
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## COMPELETE & RETURN TO:

The City of Yellowknife  
 Attn: Lottery Officer  
 Fax: (867) 920-5649 | Email: Lotteries@yellowknife.ca | Mail: PO Box 580, Yellowknife, NT X1A 2N4

Starting January 1, 2011 all organizations holding any lottery event will be required to submit a Year End Financial Statement for all Lottery Activity, up to and including December 31 of the previous year and for every following year they hold a lottery event.

Organizations with a separate Lottery Bank Account will be allowed to submit copies of their Monthly Bank Statement should they choose.

Any organizations that chooses not to open a separate Lottery Account, must keep separate and clear records of all Lottery transactions.

Organizations that are required to submit a Financial Statement may do so in any format they choose but it must include the following, in a clear and precise manor:

- Total Proceeds from all lottery activity for the Statement year.
  - On January 1, 2013 the Statement year would be 2012.
- The December 31 Balance in the Lottery Account for the Statement Year.
  - Please include a brief explanation for any balance carried forward.
- List of all deposits made into the Organizations Lottery Account
  - Include a brief description of each deposit.
- List of all payments made from Organizations Lottery Account
  - Include a brief description of each payment.

The City of Yellowknife conducts regular Lottery Audits. It is strongly recommended that Organizations keep records for all Lottery transactions in the event that your organization is randomly selected for an audit.

If you have any questions regarding the Financial Statements, Audits or any other inquiries relating to Lottery events, please see contact coordinatates above.