



STATE OF WASHINGTON

GAMBLING COMMISSION

"Protect the Public by Ensuring that Gambling is Legal and Honest"

RAFFLE RECORDKEEPING PACKET

Dear Raffle Licensee:

WAC 230-11-100 requires you to prepare a detailed record for each raffle you conduct using a standard format we provide. These records must be kept for three years from the end of the fiscal year in which the raffle was completed. **Organizations with Class A through Class D are not required to use these forms but must follow the requirements of WAC 230-11-095.**

Organizations using an alternative raffle drawing format to determine winners, as authorized by WAC 230-11-050 and WAC 230-11-090, must complete these forms. A form (GC2-240) for paddle wheel raffles is enclosed. Organizations offering discounted pricing plans as authorized by WAC 230-11-085 and WAC 230-11-086 may modify the standard format in order to determine gross gambling receipts from discounted sales as required by those rules.

We have enclosed two copies of each required recordkeeping form. One copy is filled out as an example of how it is to be used. The other copy has been left blank to allow you to reproduce additional forms as needed.

If you have any questions or need assistance with completing these records, please contact your local Gambling Commission office at:

Everett (425) 304-6300

Tacoma (253) 671-6280

Spokane (509) 325-7900

WASHINGTON STATE GAMBLING COMMISSION RAFFLE SUMMARY

Licensee: _____ Date of Drawing: _____

1. Reconciliation of Ticket Sales

_____ (-) _____ (+) 1 (-) _____ (=) _____
 Ending Ticket # Beginning Ticket # # of Returned Tickets Total Tickets Sold

2. Activity Summary

Gross Receipts: Total Tickets Sold _____ X Per Ticket \$ _____ = \$ _____

Less Prizes Paid **(See Winners Register)** (-) _____

Equal Net Receipts = _____

Expenses:

License Fees..... \$ _____

Local Taxes..... _____

State Taxes..... _____

Equipment Rental..... _____

Advertisement..... _____

Cash (Over) / Short ^(A)..... _____

Other..... _____

Total Expenses..... \$ _____

Net Income..... \$ _____

3. Other Required Information:

^(A) Cash (Over) / Short:

Gross Receipts \$ _____ (-) Total Amount Deposited^(B) _____ (=) \$ _____

Explanation of Cash (Over) / Short: _____

^(B) Schedule of Deposits:

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
_____	\$ _____	_____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Subtotal From Attached Schedule (If Needed) \$ _____

Total Amount Deposited – Attach Deposit Slips \$ _____

_____/_____
 Manager Date Preparer Date

WASHINGTON STATE GAMBLING COMMISSION RAFFLE SUMMARY

Licensee: Lake Side Club Date of Drawing: July 4, XXXX

1. Reconciliation of Ticket Sales

4000 (-) 0001 (+) 1 (-) 450 (=) 3550
Ending Ticket # Beginning Ticket # # of Returned Tickets Total Tickets Sold

2. Activity Summary

Gross Receipts: Total Tickets Sold 3550 X Per Ticket \$ 5.00 = \$ 17,750

Less Prizes Paid (See Winners Register) (-) 10,000

Equal Net Receipts = 7,750

Expenses:

License Fees \$ 315

Local Taxes 778

State Taxes 175

Equipment Rental 0

Advertisement 250

Cash (Over) / Short ^(A) 15

Other . . . Supplies \$450 Repairs \$367 817

Total Expenses \$ 2,350

Net Income \$ 5,400

3. Other Required Information:

^(A) Cash (Over) / Short:

Gross Receipts \$ 17,750 (-) Total Amount Deposited ^(B) 17,735 (=) \$ 15.00 Short

Explanation of Cash (Over) / Short: * Three tickets lost. See log.

^(B) Schedule of Deposits:

Date	Amount	Date	Amount
<u>6/10/XX</u>	<u>\$ 1,125</u>	<u>7/1/XX</u>	<u>\$ 1,255</u>
<u>6/17/XX</u>	<u>3,250</u>	<u>7/2/XX</u>	<u>500</u>
<u>6/23/XX</u>	<u>4,850</u>	<u>7/3/XX</u>	<u>305</u>
<u>6/28/XX</u>	<u>6,450</u>		

Subtotal From Attached Schedule (If Needed) \$

Total Amount Deposited – Attach Deposit Slips \$ 17,735

Randy Hunter 7/6/XX / Mona Jackson 7/6/XX
Manager Date Preparer Date

RAFFLE WINNERS REGISTER

Licensee: _____

Date of Raffle: _____, _____

For prizes with a cost or fair market value in excess of \$50:

<u>Name, Address & Phone # of Winner</u>	<u>Description of Prize (Indicate If Donated)</u>	<u>Purchase Price or Fair Market Value Amount</u>	<u>Winning Ticket Numbers (1)</u>
_____	_____	\$	_____
_____	_____	_____	_____
()	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
()	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
()	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
()	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
()	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
()	_____	_____	_____

For prizes with a cost or fair market value of \$50 or less:

<u>Number Awarded</u>	<u>Description</u>		
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total Prizes Paid		\$	(2)

- (1) Attach Winning Tickets to Prize Summary.
- (2) Record Total Prizes Paid on the Raffle Summary.

RAFFLE WINNERS REGISTER

Licensee: Lake Side Club

Date of Raffle: July 4, XXXX

For prizes with a cost or fair market value in excess of \$50:

Name, Address & Phone # of Winner	Description of Prize (Indicate If Donated)	Purchase Price or Fair Market Value Amount	Winning Ticket Numbers (1)
<i>Sara Foster</i> <i>543 Anywhere St.</i> <i>Kennewick Wa</i> <i>(509) 555-3166</i>	<i>Computer, Printer</i> <i>Software donated by</i> <i>Big Computers Inc.</i>	<i>\$ 5,000 FMV</i>	<i>0189</i>
<i>Allen Gash</i> <i>616 - 10th St. E.</i> <i>Quincy, WA</i> <i>(509) 555-1933</i>	<i>Cash</i>	<i>2,000</i>	<i>1306</i>
<i>Leo Gomez</i> <i>321 Plum St.</i> <i>Spokane, WA</i> <i>(509) 555-2089</i>	<i>Cash</i>	<i>1,500</i>	<i>2544</i>
<i>Martha Stone</i> <i>8761 - 23rd Ave.</i> <i>Kent, WA</i> <i>(253) 555-2601</i>	<i>Cash</i>	<i>500</i>	<i>0669</i>
<i>Tony Brown</i> <i>456 Briar Rd.</i> <i>Tacoma, WA</i> <i>(253) 555-1699</i>	<i>Cash</i>	<i>500</i>	<i>0211</i>
<i>Ed Wilson</i> <i>694 - 12th St.</i> <i>Seattle, WA</i> <i>(206) 555-6785</i>	<i>Cash</i>	<i>300</i>	<i>2226</i>

For prizes with a cost or fair market value of \$50 or less:

Number Awarded	Description		
<i>10</i>	<i>T-Shirt</i>	<i>100</i>	<i>See (a) below</i>
<i>20</i>	<i>Coffee Mugs</i>	<i>100</i>	<i>See (b) below</i>

(a) 1640, 2199, 0076, 3211, 1019, 0966, 0321, 0299, 2631, 1227

(b) 0887, 0116, 0345, 1411, 2101, 6491, 3016, 2399, 2701, 1264, 0702, 0325, 1779, 1694, 1596, 2891, 2997, 3336, 3093, 0142

Total Prizes Paid **\$ 10,000** (2)

- (1) Attach Winning Tickets to Prize Summary.
- (2) Record Total Prizes Paid on the Raffle Summary.

PADDLE WHEEL RAFFLE SUMMARY

Organization Name: _____

Date of Drawing: _____ (a)

	SPIN #1	SPIN #2	SPIN #3
# of Paddles Sold			
x Cost per Paddle			
= Sales			

Name of Winner: _____

Winning Paddle #: _____

Prize Awarded: _____

	SPIN #4	SPIN #5	SPIN #6
# of Paddles Sold			
x Cost per Paddle			
= Sales			

Name of Winner: _____

Winning Paddle #: _____

Prize Awarded: _____

SUMMARY:

Total Gross Receipts: \$ _____ (b)

Actual Deposit Amount: \$ _____ (c)

Cash Over / (Short): \$ _____ (d)

If deposit > gross receipts, then cash over.
If deposit < gross receipts, then cash (short).

Total Cost of Prizes Awarded: \$ _____ (e)

Date of Deposit: _____

Signatures: _____
Manager
Date

Preparer
Date

NOTE: This record must be maintained for a minimum of three years.
 Figures (a) through (e) should be transferred to the *Annual Raffle Summary*.

PADDLE WHEEL RAFFLE SUMMARY INFORMATION

TYPE OF RAFFLE:

This form was designed to be used for a members-only paddle wheel raffle. This type of raffle is an "alternative format" raffle. Therefore, in addition to having a raffle license, you must request and receive permission in writing from the Gambling Commission in order to conduct paddle wheel raffles. They are usually conducted as follows:

- The raffle is held on a regularly scheduled night of the week (For example: every Friday night).
- Equipment used is a wheel with numbered spaces on it and corresponding numbered paddles.
- The paddles are sold for a certain amount (not to exceed \$100) immediately prior to the spin of the wheel. The wheel is spun when all the paddles (or as many paddles as possible) are sold. The person who has the paddle which matches the number spun on the wheel is the winner.
- The number of spins of the wheel may vary each time, depending on how many paddles can be sold or how many prizes are available to be won.
- There are no expenses other than the cost of the prizes awarded that night. Usually the same prizes are awarded each week (For example: steaks).

DISCLOSURE:

The following information shall be disclosed in writing (a posted sign is sufficient) to the participants at the point of sale:

1. Name of the organization
2. Date (Example: every Friday)
3. Time (Example: 4pm to 9pm)
4. Location (Example: club lounge, etc.)
5. Cost per paddle (Example: \$1 each)
6. Description of prizes (Example: steaks)
7. House rules governing what will happen if all paddles on the wheel are not sold.

RECORD KEEPING:

Raffle records, as well as supporting invoices for the purchase of prizes, must be maintained for a minimum of three years.

Once complete, the information on this raffle summary should be recorded on the *Annual Raffle Summary* form.

NOTE:

Your organization is responsible for complying with all RCW and WAC raffle rules.