

"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 gross receipts under \$50,000 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 agent.

Lacey Headquarters	. (360) 486-3440 or (80	0) 345-2529
Spokane	(50	9) 325-7900

Attachments

GC2-150 (Revised 5/19) (Reviewed 5/18)

# WASHINGTON STATE GAMBLING COMMISSION Merchandise Inventory Control Log

#### **Purchased / Donated Merchandise:**

Description:			
Vendor / Donor Na	ime:		
Invoice Number:			Price / Fair Market Value Per Item:
Invoice Amount:			Date Purchased / Received:
Number of Items:			
Date Issued	# of Items Issued	Cumulative # of Items Remaining	Reason for Inventory Removal

## WASHINGTON STATE GAMBLING COMMISSION RAFFLE SUMMARY

Licens	see:			Date of D	rawing:	
1. <u>Re</u>	econciliation of Ticket Sal		(+) 1 (-)		(-)	
	Ending Ticket #	Beginning Ticket #	(+)	# of Returned Tickets	(-) _	Total Tickets Sold
2. <u>Ac</u>	ctivity Summary					
Gr	ross Receipts: Total Ticket	s Sold	Price X Per Ticker	t \$	_ = \$	
Le	ess Prizes Paid (See Winn	ers Register)			(-)	
Ec	qual Net Receipts				=	
Ex	rpenses:					
	License Fees	\$				
	Local Taxes					
	State Taxes					
	Equipment Rental			<u></u>		
	Advertisement			<del></del>		
	Cash (Over) / Short (A)					
	Other					
To	otal Expenses				\$	
	et Income					
3. Ot	ther Required Information	1:			_	
(A)	Cash (Over) / Short:	•				
	Gross Receipts \$	(-) Total A	mount Deposi	ted <sup>(B)</sup>	(=) \$	
	Explanation of Cash (Ove					
	(C	,,				
(B)	Schedule of Deposits:					
	Date	Amount		<u>Date</u>		Amount
	<u>=====</u>	\$		<u>=====</u>	\$	
		·				
				_		
	Subtotal From Attached S	Schodulo (If Noodo)	4)		\$	
					Φ	
	Total Amount Deposited	– Aliauri Depusit Si	iha		· <u>*</u>	
	Manager		/	Description		
	Manager	Date		Preparer		Date

## WASHINGTON STATE GAMBLING COMMISSION RAFFLE SUMMARY

Lic	ense	ee: <u>Lake Síde Club</u>			Date of D	Orawing:	: _July 4, XXXX_
1.	Re	conciliation of Ticket Sa	ıles				
		<u>4000</u> (-)	OOO1  Beginning Ticket #	(+) 1 (-) _	# of Returned Tickets	_ (=)	3550 Total Tickets Sold
2.	Act	ivity Summary					
			to Cold 2550	Price	<b>. . . . . . . . . .</b>	ф	17.750
		oss Receipts: Total Ticke					
		s Prizes Paid <b>(See Winr</b>	. ,				10,000
	Equ	ual Net Receipts				· = _	<i>7,750</i>
	Exp	enses:					
		License Fees	\$	315			
		Local Taxes		778_	<del>-</del>		
		State Taxes		175	_		
		Equipment Rental		0			
		Advertisement		250_			
		Cash (Over) / Short (A)		15_			
		Other Supplies \$450	Repairs \$367	817_			
	Tot	al Expenses				\$	2,350
	Net	Income			·	\$	5,400
3.		ner Required Information				· <u>-</u>	·
		Cash (Over) / Short:					
		Gross Receipts \$ 17,	. <i>750</i> (-) Total Ar	) nount Deposit	ted <sup>(B)</sup>	_ (=) \$_	15.00 Short
		Explanation of Cash (Ov					
					· ·		
	(B)	Schedule of Deposits:					
		<u>Date</u>	<u>Amount</u>		<u>Date</u>		<u>Amount</u>
		6/10/XX	\$ 1,125		7/1/XX	\$	1,255
		6/17/XX	3,250		7/2/XX		500
		6/23/XX	4,850		7/3/XX		305
		6/28/XX	6,450				
		Subtotal From Attached	Schedule (If Needed	d) (k		\$	
		<b>Total Amount Deposited</b>	- Attach Deposit Sli	ps		<u>\$</u>	17,735
	R	andy Hunter	7/6/XX	/ <u>Mona</u>	Jackson		7/6/XX
		Manager	Date	, <u> </u>	Preparer		Date

#### **RAFFLE WINNERS REGISTER**

Licensee:		<u></u>	
Date of Raffle:			
For prizes with a cost or fair market value i			
Name, Address & Phone # of Winner	Description of Prize (Indicate If Donated)	Purchase Price or Fair Market Value Amount	Winning Ticket Numbers (1)
		\$	
( )			
( )			
( )			
( )			
( )			
( )			
For prizes with a cost or fair market value of Number Awarded	of \$50 or less: Description		
	Total Prizes Paid	\$ (2	· · · · · · · · · · · · · · · · · · ·

(1) Attach Winning Tickets to Prize Summary.

(2) Record Total Prizes Paid on the Raffle Summary.

ate of Raffle: <i>[uly 4</i>	, <i>XXXX</i>		
or prizes with a cost or fair market va	alue in excess of \$50:	Daniel and Dales	<b>NAC</b>
Name, Address & Phone # of Winne	Description of Prize r (Indicate If Donated)	Purchase Price or Fair Market Value Amount	Winning Ticket Numbers (1)
Sara Foster	Computer, Printer		
543 Anywhere St.	Software donated by	\$ 5,000 FMV	0189
Kennewick Wa	Big Computers Inc.		
( 509 ) 555-3166			
Allen Gash		_	
616 - 10 <sup>th</sup> St. E.	Cash	2,000	1306
Quíncy, WA			
( 509 ) 555-1933			
Leo Gomez			
321 Plum St.	Cash	1,500	2544
Spokane, WA			
( 509 ) 555-2089		_	
Martha Stone		=	
8761 - 23 <sup>rd</sup> Ave.	Cash	500	0669
Kent, WA		_	
( 253 ) 555-2601		_	
Tony Brown		=	
456 Bríar Rd.	Cash	500	0211
Tacoma, WA			
( 253 ) 555-1699		_	
Ed Wilson		=	
694 - 12 <sup>th</sup> St.	Cash	300	2226
Seattle, WA			
( 206 ) 555-6785		_	
or prizes with a cost or fair market va		<u>=</u>	
Number Awarded  10	Description T-Shirt	= 100	See (a) below
20	Coffee Mugs	100	See (b) below

(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)

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

GC2-149 (Rev. 7/02)

<sup>(1)</sup> Attach Winning Tickets to Prize Summary.

<sup>(2)</sup> Record Total Prizes Paid on the Raffle Summary.

#### RAFFLE TICKET DISTRIBUTION LOG

Licensee:					Date of Drawing:			
Total Tickets Printed:	Phone Number	Ticket Numbers Issued	(1) (-) Total Tickets Issued	(2) Fotal Tickets Returned or Unsold	(=) Ticket Numbers of Returned or Unsold Tickets	(3) Total Tickets Sold	Funds Received From Seller	
						_	\$	
						_		
						_		
						_		
UNISSUED TICKETS								
TOTALS							\$	

GC2-148 (REV. 1/08)

**NOTE:** All tickets printed must be accounted for as required by WAC 230-11-100

#### RAFFLE TICKET DISTRIBUTION LOG

otal Tickets Printed: 4000			(1) (-	-) (2)	(=	) (3)	
Name	Phone Number	Ticket Numbers Issued	Total Tickets Issued	Total Tickets Returned or Unsold	Ticket Numbers of Returned or Unsold Tickets	) (3) Total Tickets Sold	Funds Received From Seller
Bill Gruff	436-9191	1-100	100			100	\$ 500
Sam Stone	435-0191	101-200	100			100	500
Sheila Smith	452-5689	301-300	100			100	500
Joan Gates	486-5698	301-500	200			200	1000
Míke Hunter	256-5689	501-1000	500	50	951-1000	450	2250
Terry Thomas	245-7548	1001-1300	300	25	1276-1300	275	1375
Joe Green	256-6895	1301-1600	300	25	1576-1600	275	1360
Carl Vincent	635-6547	1601-1900	300	50	1851-1900	250	1250
Línda Lee	562-4857	1901-2300	400	50	2251-2300	350	1750
Betty White	365-9856	2301-2500	200			200	1000
Norma Moon	562-4589	2501-2800	300	50	2751-2800	250	1250
Bob Lopez	256-4859	2801-3200	400	100	3101-3200	300	1500
Tom Barber	251-5647	3201-3600	400	50	3551-3600	350	1750
Norma Suzukí	254-1477	3601-4000	400	50	3951-4000	350	1750
Three tickets lost per J. Green							
UNISSUED TICKETS			0				
TOTALS			4000	450		3550	\$ <i>17,735</i>

**NOTE:** All tickets printed must be accounted for as required by WAC 230-11-100

### 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 Receip	ts:	\$_	(b)
Actual Deposit Amo	ount:	\$_	(c)
	): eceipts, then cash over. eceipts, then cash (short).	\$_	(d)
Total Cost of Prizes	s Awarded:	\$_	(e)
Date of Deposit:			
Signatures:			
	Manage	r	Date
	Prepare	r	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 may 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.

GC2-240 (Revised 4/12) Reviewed 5/18