

ABATE OF OHIO, INC.

RAFFLE REPORT

Download Form:

1. PDF Format: [Click Here](#).
2. Excel Format: [Click Here](#).

Characteristics:

1. Category: Event.
2. Established by: Tasked by BOD during July 2017 meeting.
3. Purpose: To budget, record and report a raffle for proper tax reporting.
4. Audience: Treasurers and raffle organizers.
5. Required? Yes.

Directions:

3. Date Raffle Approved by BOD – date raffle was sanctioned by the BOD in mm/dd/yy format.
4. Raffle Prize – prize to be awarded. If more than one, list on the back.
5. Value of Prize – retail value of prize. If more than one prize, list on the back.
6. Drawing Date - date of drawing in mm/dd/yy format.
7. Location – description of location of drawing.
8. # of Tickets Sold – total number of sold tickets.
9. # of Tickets Unsold – total number of unsold tickets.
10. # of Tickets Lost – total number of tickets lost.
11. # of Tickets Printed – total number of tickets printed.
12. Budget – in this column, list a realistic estimate of the expenses for the raffle being planned in the appropriate category. Enter as a positive number.
13. Actual – in this column, list the actual income and expenses from the raffle being planned in the appropriate category. Enter as a positive number.
14. # of Tickets to Sell to Break Even – total budgeted expenses divided by ticket sales price.
15. Tickets Sold – total number of sold tickets.

16. Ticket Price – price listed on face of ticket. Detail any multiple ticket discounts on the back.
17. Profit – total income minus actual expenses. Indicate a loss with parentheses.
18. Name of Charity Receiving 50% Distribution – name of the 501(c)(3) organization receiving the distribution.
19. Date – date check was written in mm/dd/yy format.
20. Check # - number of the check.
21. Amount to Charity – amount of the check.
22. 50% kept in Region – amount retained in region treasury.
23. Winner – name of winner. If more than one, list on the back.
24. ABATE Member – check Y or N to indicate membership status of winner.
25. Seller's Premium – name of seller of the winning ticket. If more than one, list on the back.
26. ABATE Member – check Y or N to indicate membership status of seller of the winning ticket.
27. Initial to Confirm All W-9s Attached – initials of raffle organizer and / or treasurer.
28. Raffle Organizer – signature of raffle organizer.
29. Treasurer – signature of appropriate level treasurer.
30. Date – of signature of appropriate level treasurer in mm/dd/yy format.

Special Cases:

1. If Tickets Sold and Tickets Printed do not match, you may need to explain the discrepancy.
2. Even if the monetary value of a prize is less than \$600, an IRS W-9 form must be completed for each winner.
3. Attach winning ticket(s) to report.
4. All non-winning tickets to be destroyed using method designed to ensure privacy of purchases.

Handling:

1. Send to: State Office.

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- 2. Deadline: Received within 7 days of end of the raffle.
- 3. Must be accompanied by IRS W-9 Form(s), Cash/Item receipt(s) and the approved raffle ticket and / or flyer.