



THE TOWN OF LASALLE

REPORTING REQUIREMENTS

All lottery reports must be submitted within 30 days of the date of the last draw and must include the following:

- Report of Income and Expenses
- Copies of all receipts
- Total prizes awarded (both purchased and donated)
- Total administrative costs incurred (if applicable)
- Lottery trust account information, including copies of deposit slips, bank statements and any cheques written
- Full disclosure regarding how proceeds were disbursed