

RAFFLE RECORDKEEPING

9/1/07

| <b>Records to be kept</b>  | <b>\$100 or more</b> | <b>\$50 or more but less than \$100</b> | <b>more than \$1 but less than \$50</b> | <b>\$1 or less (strip)</b> |
|--|----------------------|---|---|----------------------------|
| Number of tickets printed  | YES                  | YES                                     | YES                                     | NO                         |
| Price  | YES                  | YES                                     | YES                                     | YES                        |
| Date sales began   | YES                  | YES                                     | YES                                     | NO                         |
| Date of drawing  | YES                  | YES                                     | YES                                     | YES                        |
| Voided copy of ticket  | YES                  | YES                                     | YES                                     | NO                         |
| Total money received from ticket sales   | YES                  | YES                                     | YES                                     | YES                        |
| Total number of ticket stubs   | YES                  | YES                                     | YES                                     | NO                         |
| Money that should have been received from ticket sales   | YES                  | YES                                     | YES                                     | YES                        |
| Cash short or over   | YES                  | YES                                     | YES                                     | YES                        |
| List of all prizes awarded   | YES                  | YES                                     | YES                                     | YES                        |
| Cash short or over   | YES                  | YES                                     | YES                                     | YES                        |
| Total amount of cash awarded for prizes  | YES                  | YES                                     | YES                                     | YES                        |
| Total amount of all checks issued for prizes   | YES                  | YES                                     | YES                                     | YES                        |
| If checks, check numbers   | YES                  | YES                                     | YES                                     | YES                        |
| Each winning ticket stub   | YES                  | YES                                     | YES                                     | YES                        |
| List of raffle expenses and copy of invoices   | YES                  | YES                                     | YES                                     | YES                        |
| Names of volunteers to whom tickets given to sell, number of tickets given, ticket numbers given   | YES                  | YES                                     | NO                                      | NO                         |
| Unsold tickets   | YES                  | NO                                      | NO                                      | NO                         |
| Ticket Numbers (beginning and ending serial # of roll of strip tickets or beginning and ending ticket # s of printed tickets, i.e, 00000252-000352 or 1-100) | NO                   | NO                                      | NO                                      | YES                        |