

## RAFFLE TICKET INVENTORY CONTROL PROCEDURES

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An individual must be appointed who will oversee all matters relating to the physical control and monitoring of raffle tickets issued and returned and cash related thereto. It is strongly recommended that this individual be separate from the Treasurer to ensure segregation of duties exist amongst the charity. This person referred to hereinafter as the Raffle Chairperson will make and maintain a record to show:

- a) Raffle Ticket Inventory Control Worksheet (Sample #1):
  - i. The date, the seller name and the serial numbers of tickets issued to each seller. The seller will initial the control sheet to acknowledge receipt of such tickets.
  - ii. Upon return of tickets and cash by the seller, the Raffle Chairperson will record the serial numbers of any unsold tickets returned and the cash received from the tickets sold. The seller will sign the control sheet to acknowledge that the unsold tickets and cash amounts recorded are accurate.
  - iii. The Raffle Chairperson will sign and date the control sheet to verify the amount of cash, unsold tickets and ticket envelopes/stubs received.
  - iv. The resulting cash amounts will be handed over to the treasurer for deposit to the raffle account with the treasurer signing and dating the record sheet to evidence receipt of the ticket monies recorded.
- b) From the information on the Raffle Ticket Inventory Control Worksheet as noted above the organization will be able to determine the numbers of tickets sold, the cash received and amounts to be deposited to the raffle account. If deposits are made on a regular basis the date the funds were deposited must be noted on the worksheet with the treasurer's initials acknowledging they received the funds.
- c) The Raffle Chairperson will make every effort to account for any tickets not returned immediately prior to the draw or event at which a winner will be decided. This will include contacting ticket sellers with as yet unreturned tickets to determine the status of such tickets and to ensure that all sold tickets are included in the draw or winning process. At this time all unsold tickets will be returned and all sales amounts due collected.
- d) Prizes Paid Out:
  - i. The Raffle Chairperson will record the name of the winner(s), winning ticket number(s) and the cheque number, if applicable. If multiple winners exist then a Prizes Paid Out Control Sheet (Sample #2) must be utilized. The winning tickets must also be retained by the organization.
- e) Each month the treasurer will perform a bank statement reconciliation to verify all the deposits and prizes paid out according to the Raffle Ticket Sign-Out Sheet and Prizes Paid-Out Control Sheet. Any discrepancies must be reported to both the President and Raffle Chairperson immediately.

RAFFLE TICKET INVENTORY CONTROL WORKSHEET

Date Out	Seller's Name	Selling Price	Ticket # Beginning	Ticket # Ending	Total # of Tickets Issued	Seller's Initials

Date In	Unsold Ticket Numbers	Total Sold	Expected Deposit	Cash	Cheques	Credit Card	Actual Deposit	Variance Over/Short	Explanation of Variance	Seller's Signature	Deposit Date	Treasurer's Initials

Signature of Raffle Chairperson

Date

Signature of Treasurer

Date

## PRIZES PAID-OUT CONTROL SHEET

Licence #:

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