

**LG820 Raffle Inventory and Sales Log**

**RAFFLE INFORMATION**

Organization name: \_\_\_\_\_ License/premises permit number: \_\_\_\_\_

Name of raffle: \_\_\_\_\_ Person in charge of raffle: \_\_\_\_\_ Date of raffle: \_\_\_\_\_ Time: \_\_\_\_\_ a.m./p.m.

Location of raffle: \_\_\_\_\_

**Attach a copy of a complete raffle ticket or certificate of participation for each price level**

**TICKET OR CERTIFICATE INFORMATION**

Supplier of tickets or certificates: \_\_\_\_\_ Invoice date: \_\_\_\_\_ Invoice number: \_\_\_\_\_ Total number printed: \_\_\_\_\_

Actual cost of tickets or certificates (not including sales tax and freight): \$ \_\_\_\_\_

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9
Date	Seller's name and phone number	Quantity and sequential numbers to sell	Quantity and sequential numbers returned	Quantity sold	Price of each ticket or certificate	Total gross receipts Col. 5 x Col. 6	Actual dollar amount received	Cash long or <short> Col. 8 - Col. 7
<b>Totals from other pages for raffle</b>								
<b>TOTALS</b>								
Record on the LG100A						<b>line 7A</b>		<b>line 22</b>

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Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9
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<b>Enter the total of columns 7, 8, and 9 on page 1 of this form</b>								

## LG820 Raffle Inventory and Sales Log Instructions

The LG820 Raffle Inventory and Sales Log is a required form to help with recordkeeping. Complete one for each raffle or set of raffle tickets to record:

- inventory; and
- sales to be reported on the LG100A Lawful Gambling Receipts and Expenses by Site.

The LG820 shows which tickets or certificates of participation have been given to sellers, the amount of cash received from their sales, which tickets or certificates are unsold, and where possible cash discrepancies, if any, have occurred.

Enter the organization's name, license and premises permit number for the site where the raffle will be held, raffle name, person in charge of the raffle, and date, time, and location of the raffle.

Enter the following information:

- supplier of the tickets or certificates, invoice date, and invoice number;
- number of tickets or certificates printed; and
- the cost paid by the organization for the raffle tickets or certificates, excluding sales tax and freight.

Enter the distribution and sales of tickets or certificates information in columns 1 through 9. Additional entries can be made on additional pages.

### **Column 1**

Enter the date that the tickets or certificates were given out for sale.

### **Column 2**

Record the seller's name and phone number for each group of tickets or certificates they are given to sell.

### **Column 3**

Enter the sequential ticket or certificate numbers that were given to the seller.

### **Column 4**

Enter the quantity and the sequential numbers of unsold tickets or certificates that were returned by the seller.

### **Column 5**

Record the quantity of tickets or certificates that were sold by the seller.

### **Column 6**

Enter the selling price of a ticket or certificate.

### **Column 7**

Multiply the amount in Column 5 by the amount in Column 6. Enter this amount in Column 7.

### **Column 8**

Record the actual dollar amount received from each seller for sales. This includes cash, checks, or debit card payments.

### **Column 9**

Subtract the amount in Column 7 from the amount in Column 8. Enter this amount in Column 9. If the amount is negative, the seller was cash short.

### **Totals**

Total columns 7, 8, and 9 of all LG820's used for this raffle.