

DOCUMENTS TO BE INCLUDED WITH BREAK OPEN TICKET REPORT

Break Open Ticket Lottery Report signed by Principal Officer and Designed Member in Charge

Break Open Ticket Lottery Report:

Section 4(e) Total Deposits for this report period (Page 4)

- (i) Copies of Stamped Deposit Slips from Financial Institution for each deposit**

Section 5 – Administrative Costs: (Page 4)

- (i) Cost of tickets – invoice from Manufacturer of Tickets**
- (ii) Gaming Equipment Supplier Commission(if applicable)-invoice from Gaming Equipment Supplier (i.e. Bazaar Novelty)**
- (iii) Gaming Services Supplier Commission(if applicable)-invoice from Gaming Services Supplier**
- (iv) Break Open Ticket Seller Commission – invoice from Break Open Location (Third Party Location) or copy of receipt if paid in cash or copy of cancelled cheque written to Licensee’s own location**
- (v) Container - invoice**

Section 5 – Fees (Page 5)

- (i) Licence Fee – copy of cancelled cheque(s)**
- (ii) Provincial Fee – invoice from Gaming Equipment Supplier showing Provincial Fee of 4.46% has been paid to the Province**

Section 6 - Payments made from Designated Lottery Trust Account (Page 5) (Please complete Charitable Gaming Report – Use of Proceeds Form (Form 16) – which can be found on the City of North Bay Website – <http://www.cityofnorthbay.ca/cityhall/services/forms.asp>)

- (i) Copies of invoices (or backup paperwork) for all eligible expenses (listed on Break Open Ticket Application) together with copy of cheque**

Copies of Bank Statements, together with copies of all cancelled cheques, which cover all deposits and costs associated to the Break Open ticket Licence.