



Raffle / Poker Run Report

Each licensee shall report to the DeKalb County Clerk its gross receipts, expenses, and net proceeds from raffles and poker runs, including the payee, purpose, amount and date of payment. Reporting shall occur within thirty (30) days of each raffle drawing or poker run. **No new raffle or poker run licenses will be issued to an organization until all reports from the organization's previous raffles or poker runs have been completed and submitted to the DeKalb County Clerk.** (Please see instructions on reverse side of this form.)

Organization Name _____ Raffle/Poker Run License #: _____

For annual license activity, indicate raffle reporting period here: _____

A. Gross Receipts (total amount from ticket sales) \$ _____

B. Expenses (not including cost of prizes)

Payee	Purpose	Date	
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

If additional space is needed, please attach separate sheet and check this box:

Total Expenses \$ _____

Net Proceeds \$ _____

(Gross Receipts less Total Expenses)

C. Distribution of Prizes

Winner	Date	Prize	Retail Value
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

If additional space is needed, please attach separate sheet and check this box:

Total Distribution \$ _____

Total Profit (Optional) \$ _____

I hereby affirm that the above information is true and correct to the best of my knowledge.

Raffle/Poker Run Manager (Signature)

Raffle/Poker Run Manager (Printed Name)

Date

Report may be submitted by mail, electronic mail or fax to:

DeKalb County Clerk
110 E. Sycamore Street
Sycamore, IL 60178

countyclerk@dekalbcounty.org

Fax (815) 895-7148

Raffle / Poker Run Report Instructions

- Indicate the organization name and raffle/poker run license number at the top of the form, as it appears on your license.
- For reporting annual license activity, indicate the raffle activity period / dates for which you are reporting.
- Gross Receipts – Section A: Indicate the total dollar amount of funds collected from all ticket sales during the license period (or raffle activity period, if providing partial report for annual license).
- Expenses – Section B: List individual expenses and details, including payee, purpose and date of expense. Do not include the cost of prizes in this section. All other expenses (e.g. ticket printing, advertising cost, etc.) should be listed in this section. Provide the total dollar amount of expenses and the net proceeds (Gross Receipts less Total Expenses), where indicated.
- Distribution of Prizes – Section C: List all of the raffle / poker run winners, as well as the date the prize was awarded, a brief description and the retail value of each prize. Provide the total retail amount of the prizes on the “Total Distribution” line. The Total Profit (Net Proceeds less Total Distribution) is applicable *only if prizes were not donated*. Providing the Total Profit amount is not required.
- The Raffle / Poker Run Manager, as listed on the raffle / poker run application must sign and print their name at the bottom of the report form.
- The report may be submitted by mail, electronic mail or fax. Please contact our office if you have any questions or concerns.

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