



# Raffle 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 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 Manager** (Signature)

\_\_\_\_\_  
**Raffle 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](mailto:countyclerk@dekalbcounty.org)

**Fax (815) 895-7148**

## Raffle Report Instructions

- Indicate the organization name and raffle 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 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 Manager, as listed on the raffle 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.

DeKalb County Clerk  
110 E. Sycamore Street  
Sycamore, IL 60178  
(815) 895-7149  
Fax: (815) 895-7148

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