

**VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF CHARITABLE AND REGULATORY PROGRAMS
RAFFLE SALES**

INSTRUCTIONS

When To Use: Use this particular form to track the organization's raffle sales.

Organization: Fill in the official name of the organization.

Date of Drawing: Fill in the date of the raffle drawing.

Prize(s) to be awarded: Fill in the prizes that are being awarded for this raffle.

Value of Prize(s): Fill in the value of the raffle prizes.

Ticket Price: Fill in the price of each ticket to be sold.

Total number of tickets printed: Fill in the number of tickets printed for this raffle.

Column 1	<i>Date Tickets Sold</i>	Enter the date that tickets were sold.
Column 2	<i>Beginning Ticket # on Hand</i>	Enter the beginning ticket number.
Column 3	<i>Ending Ticket # on Hand</i>	Enter the ending ticket number.
Column 4	<i># of Tickets Issued (3-2)</i>	Subtract the beginning ticket number (column 3) from the ending (column 2) ticket number and enter that value here.
Column 5	<i>Name of Seller</i>	Enter the name of the individual responsible for selling the tickets issued.
Column 6	<i>Sellers Initials</i>	Have the seller initial for receipt of the issued raffle tickets.
Column 7	<i># of Tickets Returned</i>	Enter the number of tickets that were returned by the seller as unsold.
Column 8	<i># of Tickets Sold (4-7)</i>	Subtract the number of tickets returned (column 7) from the number of tickets issued (column 4).
Column 9	<i>Expected Receipts (8 x Ticket Price)</i>	Multiply the number of tickets sold (column 8) by the Ticket Price and enter that value here.
Column 10	<i>Actual Receipts Received</i>	Enter the value of receipts received from the seller for tickets sold.
Column 11	<i>Sellers Initials</i>	Have the seller initial for submission of unsold tickets and receipts for tickets sold.
Column 12	<i>Receiver's Initials</i>	Have the receiver initial for receipt of the unsold tickets and the receipts for tickets sold.
Column 13	<i>Cash Over/Short (9 - 10)</i>	Subtract the actual receipts received (column 10) from the expected receipts (column 9) and enter that value here.
Column 14	<i>Date Receipts turned in</i>	Enter the date that the receipts were turned in to the organization
Column 15	<i>Deposit Date</i>	Enter the date that the organization deposited the receipts.