



**STATE OF WASHINGTON  
GAMBLING COMMISSION**

*"Protect the Public by Ensuring that Gambling is Legal and Honest"*

**Electronic Raffle Recordkeeping Packet**

Dear Raffle Licensee:

WAC 230-11-385 requires you to prepare a detailed record for each electronic raffle you conduct using a standard format we provide. These records must be kept for three years from the end of the fiscal year in which the raffle was completed.

We have enclosed two copies of each required recordkeeping form. One copy is filled out as an example of how it is to be used. The other copy has been left blank to allow you to make additional forms as needed.

If you have any questions or need assistance with completing these records, please contact your local Gambling Commission Special Agent.

Lacey Headquarters ..... (360) 486-3440  
or toll-free (800) 345-2529

Spokane..... (509) 325-7900

Attachments

***P.O. Box 42400, Olympia, WA 98504 | (360) 486-3440  
901 N. Monroe St., Suite 240, Spokane, WA 99201 | (509) 325-7900  
wsgc.wa.gov***

# ELECTRONIC RAFFLE RECORDS SUMMARY OF FORMS AND INSTRUCTIONS

## **GC2-014 Volunteer Log**

Use this form to record the volunteers assigned to work the event to ensure compliance with WAC [230-11-320](#) and [230-11-370](#). Volunteers must complete all sections of the form. The raffle manager must sign the form at the conclusion of the event.

## **GC2-015 Pre-Raffle Test Draw**

This form must be completed prior to each electronic raffle to ensure the electronic raffle system is functioning properly and configured correctly prior to operating any electronic raffle as required by [WAC 230-11-320](#). The form must be signed by the raffle manager or other trained member designated to conduct the test draw. The form and supporting documents must be maintained with the daily records.

## **GC2-016 Electronic Raffle Sales Unit Log**

This form is used to record the sales information for all raffle sales units. This includes the total number of tickets sold, voided tickets and the dollar value of any voided tickets. The electronic raffle system will have a report to track sales of all raffle sales units. That report must be maintained as supporting detail to this record.

## **GC2-017 Void / Exception Report**

This form is used to document voided raffle tickets and / or raffle ticket reprints. All voided ticket numbers must be documented on the form to ensure the voided tickets are not selected as the winning ticket. The electronic raffle system will have a report recording all voided tickets. This report must be maintained as supporting detail to this record.

## **GC2-018 Drawing Record**

Use this form to verify the manual drawing process to ensure compliance with WAC [230-11-300](#), [230-11-320](#), and [230-11-330](#). The form must be signed by the member or volunteer conducting the raffle and the raffle manager.

## **GC2-019 Winners Record**

Complete this form after the raffle winner has presented the winning ticket and claimed the prize (WAC [230-11-345](#)). The form must be signed by the winner acknowledging they received the prize on the form.

## **GC2-020 Raffle Summary**

This form must be completed at the conclusion of each raffle. Detailed instructions are included in this packet with the raffle summary sample. The reports from the electronic raffle system may be used as supporting documentation to this record.

## **GC2-021 Monthly Record**

This form is an example of a monthly record to show the information your organization is required to keep monthly and is not required to be completed in this format. Your organization may keep your own records as long as the required information is included (WAC [230-11-390](#)).

## **GC2-022 Remote Access Log**

Use this form to document remote access to the system by the licensed manufacturer of the system. Access is only allowed for repair, troubleshooting or technical support (WAC [230-16-153](#)).





# Washington State Gambling Commission

## Electronic Raffle Licensee Pre-Raffle Test Draw

Licensee: \_\_\_\_\_

Event Date: \_\_\_\_\_

**Instructions:** Complete this form to ensure the electronic raffle system is functioning properly and configured correctly prior to operating any electronic raffle. This checklist must be completed by the organization prior to each electronic raffle and maintained with the daily records.

Electronic Raffle Licensees should check all boxes to confirm each step was completed. Comments may also be entered for each step.

<b>Equipment Review</b>	
1. Inspect the following equipment to be used in the raffle. Ensure the components are working properly and there is enough of each to conduct the raffle. <input type="checkbox"/> Comments:	
A. Raffle Sales Units (RSU) (Handheld) <input type="checkbox"/> Comments:	
B. Raffle Sales Kiosks <input type="checkbox"/> Comments:	
C. Raffle Ticket Receipt Printers <input type="checkbox"/> Comments:	
D. Raffle Ticket Printers <input type="checkbox"/> Comments:	
2. Check the battery status of all battery powered equipment. Replace batteries if necessary. <input type="checkbox"/> Comments:	
3. Test the low/no paper condition in the raffle ticket printers. Disconnect all printers except for one. <input type="checkbox"/> Comments:	
A. Insert paper roll that is low on paper into the remaining active printer and check for low paper signal from printer. <input type="checkbox"/> Comments:	
B. Remove paper roll from printer and check for out of paper signal. <input type="checkbox"/> Comments:	
C. Replace paper when it has run out. Verify printer restarts on paper replacement. <input type="checkbox"/> Comments:	
4. Test RSU devices to ensure they are connected to Wi-Fi and communicating with the onsite server. <input type="checkbox"/> Comments:	
5. Ensure the onsite server is operating on a closed system with no outside connection to the internet. <input type="checkbox"/> Comments:	
<b>Test Draw</b>	
1. Set up a test raffle in the electronic raffle system. <input type="checkbox"/> Comments:	

## Electronic Raffle Licensee Pre-Raffle Test Draw

2. Assign 3 portable RSU's and 1 Kiosk (if applicable) in the system <input type="checkbox"/> Comments:
3. Ensure the raffle ticket printers are online with sufficient paper. <input type="checkbox"/> Comments:
4. Sell 20 tickets from 2 of the handheld RSU's and the Kiosk if in use. <input type="checkbox"/> Comments:
5. Disconnect the other RSU from Wi-Fi and sell 20 tickets. <input type="checkbox"/> Comments:
A. Reconnect to Wi-Fi and verify the tickets on the RSU download to the server. <input type="checkbox"/> Comments:
6. Void 10 tickets. <input type="checkbox"/> Comments:
7. Close sales on the RSU devices and close the raffle on the server. <input type="checkbox"/> Comments:
8. Ensure all tickets have been printed and are in the drawing receptacle. <input type="checkbox"/> Comments:
A. Count the tickets in the receptacle and compare to the sales data from the electronic raffle system. <input type="checkbox"/> Comments:
9. Select a winning number from the drawing receptacle and document the winning number selected. <input type="checkbox"/> Comments:
10. Verify the winning number using the barcode scanner. <input type="checkbox"/> Comments:
A. Ensure the winning ticket was not voided. <input type="checkbox"/> Comments:
B. Match the raffle ticket winning number to the raffle receipt winning number and ensure all required information is on the receipt. i. organization contact information ii. ticket number iii. validation number or barcode iv. date and time issued v. total cost and quantity vi. website where the rules and winning number will be available vii. the statement "ticket holders need not be present to win" viii. the date the prize must be claimed by. <input type="checkbox"/> Comments:
11. Attach the raffle summary report generated by the electronic raffle system to this inspection program. <input type="checkbox"/> Comments:

### Additional Comments:

Electronic Raffle Licensee Pre-Raffle Test Draw

By signing this document, I am stating that I have completed this form and the information in it is true, accurate and complete.

Name of Person Completing the Pre-Raffle Test Draw

Title

Signature













Organization	
Site	Date and Time of Drawing

### RAFFLE Drawing Record

Winning Ticket Number	
<b>Check the boxes below to verify the following requirements were met:</b>	
1. Raffle tickets were printed and mixed prior to drawing.	<input type="checkbox"/>
2. Verify drawn ticket was not voided.	<input type="checkbox"/>
3. The video recording of the raffle drawing is maintained with the records.	<input type="checkbox"/>
4. The winning ticket number and prize amount were posted at the venue prior to the end of the game.	<input type="checkbox"/>
<b>By signing this document, I am stating that I have completed this form and the information in it is true, accurate and complete.</b>	
Signature of Member or Volunteer conducting the drawing	
Signature of Licensed Gambling Manager	

**Instructions:**

Check all boxes to verify you completed the process or make a comment describing any issues. If a voided ticket is drawn, document the ticket number on the form indicating a voided ticket was originally drawn.



Organization <b>Non-profit organization</b>	
Site <b>Stadium Seattle</b>	Date and Time of Drawing <b>10/15/2022</b>

# **SAMPLE** RAFFLE DRAWING RECORD

Winning Ticket Number <b>XR1336725</b>	
<b>Check the boxes below to verify the following requirements were met:</b>	
1. Raffle tickets were printed and mixed prior to drawing.	<input type="checkbox"/>
2. Verify drawn ticket was not voided.	<input type="checkbox"/>
3. The video recording of the raffle drawing is maintained with the records.	<input type="checkbox"/>
4. The winning ticket number and prize amount were posted at the venue prior to the end of the game.	<input type="checkbox"/>
<b>By signing this document, I am stating that I have completed this form and the information in it is true, accurate and complete.</b>	
Signature of Member or Volunteer conducting the drawing	
Signature of Licensed Gambling Manager	

**Instructions:**

Check all boxes to verify you completed the process or make a comment describing any issues. If a voided ticket is drawn, document the ticket number on the form indicating a voided ticket was originally drawn.



Washington State  
**GAMBLING**  
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Organization	
Site	Date of Drawing

### RAFFLE WINNERS RECORD

Cash <input type="checkbox"/>	Check # <input type="text"/>	Prize Amount Paid: \$
Print Winner's Full Name:		Phone Number:
Winner's Current Address:	City:	State: Zip:
Signature of Winner Acknowledging Receipt of Prize:		Date:



Washington State  
**GAMBLING**  
 COMMISSION

Organization <b>Non-profit organization</b>	
Site <b>Stadium Seattle</b>	Date of Drawing <b>10/15/2022</b>

# SAMPLE

## RAFFLE WINNERS RECORD

Cash <input type="checkbox"/>	Check # <input type="text" value="2098"/>	Prize Amount Paid: <b>\$ 5,500</b>	
Print Winner's Full Name: <b>John M. Smith</b>		Phone Number: <b>(206) 543-xxxx</b>	
Winner's Current Address: <b>345 SW Market Street</b>	City: <b>Seattle</b>	State: <b>WA</b>	Zip: <b>98101</b>
Signature of Winner Acknowledging Receipt of Prize: <b>John M. Smith</b>		Date: <b>6/2/xxxx</b>	



## ELECTRONIC RAFFLE DAILY SUMMARY

Organization: \_\_\_\_\_

Event / Game: \_\_\_\_\_ Date: \_\_\_\_\_

**Sales Report (sold tickets):** Licensees must maintain the system sellers report for detailed backup.

<u>Sales Unit #</u>	<u>Tickets Sold</u>	–	<u>Voided Tickets</u>	=	<u>Total Tickets Sold</u>
_____	_____		_____		_____
_____	_____		_____		_____
_____	_____		_____		_____
_____	_____		_____		_____
_____	_____		_____		_____
_____	_____		_____		_____
_____	_____		_____		_____
_____	_____		_____		_____
_____	_____		_____		_____
<b>Total</b>	_____		_____		_____

**Sales Report (Expected Gross Receipts):** Licensees must maintain the system sellers report for detailed backup.

<u>Pricing Levels</u>	<u># of Sold Tickets</u>	–	<u>Voided Tickets</u>	X	<u>Cost Per Ticket</u>	=	<u>Total Sales</u>
_____	_____		_____		\$		\$
_____	_____		_____		\$		\$
_____	_____		_____		\$		\$
_____	_____		_____		\$		\$
_____	_____		_____		\$		\$
_____	_____		_____		\$		\$
<b>Total</b>	_____		_____		\$		\$

\* Explain differences, if any, between the two totals.



**ELECTRONIC RAFFLE DAILY SUMMARY**

**Raffle Receipts Reconciliation**

Cash (include starting bank)	\$	_____
CC / debit (trans. Rec.)	\$	_____
Other (checks ?)	\$	_____
<b>Total</b>	\$	=====
Less beginning bank	\$	_____
<b>Total Raffle Receipts</b>	\$	=====
+/- Expected Gross Receipts	\$	_____
<b>Over / Short</b>	\$	_____
<b>Deposit</b>	\$	_____

Total deposit may be adjusted for prizes paid at the time of the event. If credit card sales, no deposit is required. The bank statement will show deposit amount. If cash and credit card sales, cash will be deposited.

**Explanation of Over / Short**

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**Prize Calculation**

Total raffle receipts	\$	_____	
	\$	_____	
<b>Subtotal</b>	\$	=====	
Less Expenses	\$	_____	(may not exceed \$2000 actual expenses per raffle)
<b>Equals Prize Amount</b>	\$	=====	
Winning Ticket Number	\$	_____	

Signature of Preparer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Raffle Manager: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** Attach validated deposit slip and prize winner record.

# SAMPLE



## ELECTRONIC RAFFLE DAILY SUMMARY

Organization: \_\_\_\_\_

Event / Game: \_\_\_\_\_ Date: \_\_\_\_\_

**(1) Sales Report (sold tickets):** Licensees must maintain the system sellers report for detailed backup.

<u>Sales Unit #</u>	<u>Tickets Sold</u>	<u>-</u>	<u>Voided Tickets</u>	<u>=</u>	<u>Total Tickets Sold</u>
<b>1</b>	<b>1400</b>		<b>20</b>		<b>1380</b>
<b>2</b>	<b>895</b>		<b>0</b>		<b>895</b>
<b>3</b>	<b>1650</b>		<b>10</b>		<b>1640</b>
<b>4</b>	<b>1750</b>		<b>0</b>		<b>1755</b>
<b>Kiosk 1</b>	<b>1000</b>		<b>3</b>		<b>997</b>
<b>Total</b>	<b>6700*</b>		<b>33</b>		<b>6667</b>

**(2) Sales Report (Expected Gross Receipts):** Licensees must maintain the system sellers report for detailed backup.

<u>Pricing Levels</u>	<u># of Sold Tickets</u>	<u>-</u>	<u>Voided Tickets</u>	<u>X</u>	<u>Cost Per Ticket</u>	<u>=</u>	<u>Total Sales</u>
<b>1 for \$1</b>	<b>1118</b>		<b>12</b>		<b>\$ 1.00</b>		<b>\$ 1,106</b>
<b>6 for \$5</b>	<b>2772</b>		<b>6</b>		<b>\$ 0.83</b>		<b>\$ 2,296</b>
<b>15 for \$10</b>	<b>2370</b>		<b>15</b>		<b>\$ 0.67</b>		<b>\$ 1,578</b>
<b>40 for \$20</b>	<b>440</b>		<b>0</b>		<b>\$ 0.50</b>		<b>\$ 220</b>
<b>Total</b>	<b>6700*</b>		<b>33</b>				<b>\$ 5,200</b>

\* Explain differences, if any, between the two totals.

## ELECTRONIC RAFFLE DAILY SUMMARY

### Raffle Receipts Reconciliation

Cash (include starting bank)	\$	<u>2,000.00</u>
CC / debit (trans. Rec.)	\$	<u>4,050.00</u>
Other (checks ?)	\$	<u>150.00</u>
<b>Total</b>	\$	<u><u>6,200.00</u></u>
Less beginning bank	\$	<u>1,000.00</u>
<b>Total Raffle Receipts</b>	\$	<u><u>5,200.00</u></u>
+/- Expected Gross Receipts	\$	<u>5,200.00</u>
<b>Over / Short</b>	\$	<u>0.00</u>
<b>Deposit</b>	\$	<u><u>5,000.00</u></u>

Total deposit may be adjusted for prizes paid at the time of the event. If credit card sales, no deposit is required. The bank statement will show deposit amount. If cash and credit card sales, cash will be deposited.

### Explanation of Over / Short

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### Prize Calculation

Total Raffle Receipts	\$	<u>5,200.00</u>	
	X \$	<u>0.50</u>	
<b>Subtotal</b>	\$	<u><u>2,600.00</u></u>	
Less Expenses	\$	<u>500.00</u>	(may not exceed \$2,000 actual expenses per raffle)
<b>Equals Prize Amount</b>	\$	<u><u>2,100.00</u></u>	
Winning Ticket Number	\$	<u><u>XR1336725</u></u>	

Signature of Preparer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Raffle Manager: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** Attach validated deposit slip and prize winner record.

# SAMPLE

## MONTHLY ELECTRONIC RAFFLE RECORD

<u>Drawing Date</u>	<u>Game</u>	<u>Gross Receipts</u>	<u>Prizes Paid</u>	<u>Net Receipts</u>	<u>Over / Short</u>	<u>Avg. Price Per ticket</u>	<u>Date Prize Claimed</u>	<u>Raffle Expenses</u>	<u>Deposit</u>
6/21/2021	Panther	\$ 4,200.00	\$ 2,111.50	\$ 2,088.50	\$ (23.00)	\$ 1.00	7/1/2021	\$ 200.00	\$ 2,065.50
6/25/2021	Bucs	\$ 4,250.00	\$ 2,125.00	\$ 2,125.00	\$ 00.00	\$ 0.75	7/2/2021	\$ 250.00	\$ 2,125.00

In addition to the requirements in [WAC 230-07-130](#), electronic raffle licensees must keep a set of permanent monthly records of electronic raffle activity to include at least: (sample above)

- (1) The drawing date; and
- (2) Gross receipts; and
- (3) Prizes paid; and
- (4) Net income; and
- (5) Documentation of expenses; and
- (6) Documentation of how the proceeds were used; and
- (7) Cash over/short.

NOTE: Cash receipts and disbursement journals, check register, and general ledger must be maintained along with supporting records. If proceeds are being used for a specific individual, licensees must first obtain approval from their gambling agent.



### REMOTE ACCESS CONTROL LOG

Access Date	Authorizing Member	Manufacturer / Representative Name	Access Logon Time	Access Logoff Time	Nature of Activity

- Electronic raffle licensees must give authorization prior to any remote access ([WAC 230-16-153](#)).

