

# SOUTH CAROLINA SECRETARY OF STATE

## PUBLIC CHARITIES DIVISION

### ANNUAL RAFFLE FINANCIAL REPORT

#### Filing Instructions

- The annual raffle financial report must be filed no later than the 15<sup>th</sup> day of the 5<sup>th</sup> month, or 4 ½ months, after the end of the charitable organization's fiscal year. For example, if the organization's fiscal year runs from January 1<sup>st</sup> to December 31<sup>st</sup>, this report is due on May 15<sup>th</sup>. If the organization's fiscal year runs from July 1<sup>st</sup> to June 30<sup>th</sup>, this report is due on November 15<sup>th</sup>.
- Raffles that are exempt under S.C. Code of Laws §33-57-120(B)(2) do not need to be included in this report.
- **We do not accept this filing by fax or email;** you may upload this report using our online filing system at [www.sos.sc.gov](http://www.sos.sc.gov), or you may mail this form to South Carolina Secretary of State, Attn: Division of Public Charities, 1205 Pendleton St., Suite 525, Columbia, SC 29201.
- Please type or print clearly. You may attach additional pages as necessary.
- Please contact our office with any questions at 803-734-1790 or [charities@sos.sc.gov](mailto:charities@sos.sc.gov).

This raffle report covers the fiscal year beginning \_\_\_\_\_, 20 \_\_, and ending \_\_\_\_\_, 20 \_\_.

Check if applicable:     Initial Filing     Amended Filing     Change in Fiscal Year

EIN: \_\_\_\_ - \_\_\_\_\_    Raffle Registration ID: \_\_\_\_\_

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

DBA: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Brief Description of Organization's Charitable Purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Number of Nonexempt Raffles Conducted During the Fiscal Year Covered by this Report: \_\_\_\_\_

**Please complete the information in Parts I through VI for each nonexempt raffle conducted during the fiscal year covered by this report. You may attach additional pages as necessary. For example, if your organization conducted 4 raffles during the prior fiscal year, you will need copy or print 4 copies of pages 2-4 of this form and complete Parts I through VI for each separate raffle.**

**Part I— General Raffle Information**

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Date of Raffle Drawing: \_\_\_\_\_

Number of Raffle Tickets Sold: \_\_\_\_\_ Cost of Each Raffle Ticket: \_\_\_\_\_

Was this a fifty-fifty raffle?     Yes             No

**Part II— Raffle Prizes**

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List the prizes offered and given in the raffle, including cash prizes; the estimated of the prizes; whether the prizes were donated to or purchased by your organization; and the total estimated value of all prizes. You may attach a separate sheet or additional pages as necessary.

**A. Cash Prizes**

List all cash prizes awarded in the raffle below. State the total value of all cash prizes awarded in line 1.

Cash Prizes	Prize Amount
<b>1. Total Value of All Cash Prizes Offered or Given</b>	

**B. Donated Noncash Prizes**

List the noncash prizes that were donated to the organization. Please list each prize valued at more than \$500.00 individually. You may report prizes valued at \$500.00 or less on an aggregate basis, by listing the number of prizes awarded, a general description of the prizes, and the cumulative value of the prizes. State the total value of all donated noncash prizes awarded in line 2.

Number of Prizes Awarded	Description of Noncash Prize(s)	Estimated Value of Prize(s)
<b>2. Total Value of All Donated Noncash Prizes Offered or Given</b>		

**C. Purchased Noncash Prizes**

List the noncash prizes that were purchased by the organization. Please list each prize valued at more than \$500.00 individually. You may report prizes valued at \$500.00 or less on an aggregate basis, by listing the number of prizes awarded, a general description of the prizes, the vendor from whom the prizes were purchased, and the cumulative value of the prizes. State the total value of all purchased noncash prizes awarded in line 3.

Number of Prizes Awarded	Description of Noncash Prize(s)	Name of Person or Entity from Whom the Prize(s) Was Purchased	Value/Purchase Price of Prize(s)
<b>3. Total Value of All Purchased Noncash Prizes Offered or Given</b>			

<b>4. Total Value of All Prizes (add lines 1, 2 &amp; 3)</b>	
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### Part III— Gross Receipts and Adjusted Gross Receipts

List the amount of gross receipts from the raffle, the total amount of cash prizes offered or given; the total amount your organization paid to purchase noncash prizes offered or given; and the amount of adjusted gross receipts. "Gross receipts" means all funds collected or received from conducting the raffle. "Adjusted gross receipts" means gross receipts less all cash prizes and the amount paid for any noncash prizes purchased by your organization.

<b>5. Amount of Gross Receipts</b>	
<b>6. Amount of Cash Prizes (amount from line 1)</b>	
<b>7. Amount Spent by Charity on Noncash Prizes (amount from line 3)</b>	
<b>8. Amount of Adjusted Gross Receipts (subtract lines 6 &amp; 7 from line 5)</b>	

### Part IV— Itemized List of Expenses and Expenditures

List all expenses or expenditures incurred by your organization in conducting the raffle, and the person, company, or governmental entity to whom the expense was paid or the expenditure will be made. You may attach a separate sheet or additional pages as necessary. Examples of allowable expenses for raffles include advertising; reasonable office supplies and copying; food and beverages for attendees and volunteers for raffle event; entertainment-related costs; bookkeeping, accounting and legal services; and costs for permits, fees, or taxes paid to local or state government. For a comprehensive list of allowable expenses, please see S.C. Code of Laws §33-57-150. **Do not include expenditures for raffle prizes in this section; these should be listed under Part II of this report.**

Type of Expense/ Expenditure	Person, Company, or Governmental Entity to Whom Expense Was Paid or Expenditure Will Be Made	Amount of Expense/ Expenditure
<b>9. Total Amount of All Expenses and Expenditures for Raffle</b>		

**Part V— Net Receipts**

List the total amount of net receipts from the raffle, and the use or uses to which the net receipts have been or will be applied. “Net receipts” means the adjusted gross receipts from the raffle (see Part III, line 7 of this form) less all expenses, charges, fees, and deductions that are authorized by law.

<b>10. Amount of Adjusted Gross Receipts</b> (amount from line 8)	
<b>11. Amount of Authorized Expenses/Expenditures</b> (amount from line 9)	
<b>12. Amount of Net Receipts</b> (subtract line 11 from line 10)	

**Part VI— Use of Net Receipts**

Provide a brief description of the use or purpose to which the net receipts have been or will be applied, and the amount of the net receipts dedicated to each use or purpose. The total amount of expenditures from the net receipts should be listed in line 13. Attach a separate sheet or additional pages as necessary.

<b>Use or Purpose to Which Net Receipts Were or Will Be Applied</b>	<b>Amount Dedicated to Use or Purpose</b>
<b>13. Total Expenditures from Net Receipts</b> (line 13 should match line 12)	

**Part VII—Certification**

This form must be certified as true and signed under penalty or perjury, pursuant to S.C. Code of Laws §33-57-150(C), by the Chief Executive Officer and the Chief Financial Officer of the charitable organization. If one person serves as both CEO and CFO for the charitable organization, he or she should sign in both places below.

**We hereby certify, under penalty of perjury, that the information furnished in this annual raffle financial report is true and correct to the best of our knowledge and belief.**

CEO Name : \_\_\_\_\_

CFO Name : \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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