



*Lottery Licensing Office  
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## **Check List for Annual Filing Requirements**

Annual Files must include the following documents:

### **Cover Letter**

Outlining the amount of funds hoping to raise and proposed use proceeds

### **Board of Directors**

Current list of Board of Directors including names, term elected, and City and Province location of each Director

### **Operating Budget**

Proposed revenue and expenditures for the entire operation

### **Financial Statements**

Financial statements for the entire operation

### **Athlete Listing\***

Athlete information including names and birthdates

### **Compliance Report**

Completed and signed Statement of Compliance

**\*does not apply to amateur sports organizations for athletes with a disability**