



David Peters – State Treasurer

393 Rymal Rd. West, Suite 201, Hamilton, ON L9B 1V2
Tel.: 905-388-2731 Toll free: 1-800-759-0959 Fax: 905-388-8738
stateoffice@ontariokofc.ca

MEMORANDUM

To: Councils participating in the 2017 Charities Lottery
CC: State Board Officers, District Deputies, State Directors
From: David Peter –State Treasurer
Date: December 2016
Subject: 2017 Knights of Columbus Ontario Charities Lottery

Enclosed please find the following documents for the 2017 Knights of Columbus Ontario Charities Lottery:

- Copy of the Lottery Licence
- Copy of the Letters of Permission from Hamilton and Toronto (Councils within the boundaries of Greater Hamilton and the Greater Toronto Area need not apply to their municipality for permission to sell tickets).
- Copy of Qualifying Charities
- Copy of the Lottery Rules and Regulations
- Copy of the 2016 Charities Lottery Report

As it was last year, there will only be **one type** of books of tickets available to purchasers.

(background colour of tickets is green) Each book of tickets will contain a total of 10 tickets and each ticket will be worth \$ 5.00. These books are to be sold at \$ 5.00 per ticket. Tickets from these books are NOT TO BE DISCOUNTED IN ANY MANNER. The tickets will be packaged in shrink wrapped packages of 10 books. Each book is worth \$ 50.00. Each shrink wrapped package of books is worth \$ 500.00. Partial returns will be allowed on these books.

Winning tickets **will NOT be** eligible for other draws since our draw sequence is from prizes of highest to lowest in value. The “Rules & Regulations” booklet for the 2017 Annual Charities Lottery is enclosed. Please ensure that all members involved with the selling of the charities lottery tickets are aware of the important information found in this booklet.

As it was last year, there will be no transferring of tickets between Councils. All requests for additional tickets are to be handled through your District Deputy and/or the State Office. District Deputies must inform the State Office if a Council wishes to order any additional tickets or return tickets.

The package of tickets **will require a signature at the destination to prove delivery.** If delivery cannot be made, a notice will be left, requiring you to go to the post office to claim the tickets. Upon receipt of your tickets, please confirm that ticket numbers received correspond exactly to the package label. **Any discrepancy must be reported by January 31, 2017. Councils will be responsible for the value of any discrepancies not reported by this date.**

We encourage all councils to participate in this Charities Lottery to help Special Olympics Ontario, The Arthritis Society, Ontario Division and the other charities to which the Knights of Columbus Ontario Charities Foundation donates. If there is a significant increase in sales this year, it is hoped to be able to return to a higher percentage for charitable allocations in 2017.

Councils that will not be participating in the annual Charities Lottery must return their complete allotment of tickets to the State Office. This must be done no later than February 3, 2017. We need your support to make the 2017 Charities Lottery a success for our Councils and charitable partners; we thank you in advance for your support and participation in this program.

KNIGHTS OF COLUMBUS ONTARIO CHARITY FOUNDATION

393 RYMAL RD W SUITE 201

HAMILTON ON L9B 1V2

ATTN: DAVID PETERS



Alcohol and Gaming
Commission of Ontario
Commission des alcools
et des jeux de l'Ontario

Lottery Licence Licence de loterie

GIN/NIG: KCG2377

Licensee / Titulaire de licence: KNIGHTS OF COLUMBUS ONTARIO CHARITY FOUNDATION
393 RYMAL RD W SUITE 201
HAMILTON ON L9B 1V2

Lottery Type / Type de loterie: Raffle

Raffle Type/Types de tombola: STUB DRAW

Value of Prize(s)/Valeur des prix: 501786.64

Total Number of Prizes/Nombre total de prix: 500

Draw Type(s)/Type(s) de tirage: FINAL STUB DRAW

Draw Start Date/Date de début du tirage: July 13, 2017

Draw End Date/Date de fin du tirage: July 13, 2017

Raffle Details/Détails de la tombola:

The draw(s) must be held on the date(s), time(s) and the location(s) specified on the application for licence, as submitted to and approved by the Registrar, regardless of the outcome of the raffle ticket sales. Failure to hold a draw as specified is a breach of the Terms and Conditions of this licence.

Le(s) tirage(s) doit(vent) se dérouler à la(les) date(s), l'heure ou les heures et l'emplacement ou les emplacements précisés sur la demande de licence, telle que soumise et approuvée par le registrateur, indépendamment du résultat de la vente des billets de la tombola. Le défaut de procéder à un tirage tel qu'indiqué est un manquement aux modalités de la présente licence.

Lottery Licence Number /Numéro de la licence de loterie: 8510

Original Licence Issue Date/Date de délivrance de la licence de loterie: November 21, 2016

Amended Licence Issue Date/Date de délivrance de la licence modifiée:

Registrar of Alcohol and Gaming /Registrateur des alcools et des jeux

Not Transferable / Incessible



Lottery Licence Licence de loterie

Special Terms and Conditions/Modalités spéciales

ONLY TICKETS THAT HAVE BEEN PAID FOR AND/OR HAVE BEEN VERIFIED AS PAID FOR ARE ELIGIBLE TO BE ENTERED FOR THE RESPECTIVE DRAW/S. THE LICENSEE IS TO ENSURE THAT THIS REQUIREMENT IS STRICTLY ADHERED TO.

ANY CHANGES IN THE APPLICATION MUST BE MADE BEFORE A LICENSE NUMBER HAS BEEN ASSIGNED AND WILL REQUIRE THE APPROVAL OF THE ALCOHOL AND GAMING COMMISSION OF ONTARIO.

THE DRAW MUST BE HELD ON THE DATE(S), TIME(S) AND LOCATION SPECIFIED ON THE APPLICATION FOR LICENCE, AS SUBMITTED AND APPROVED BY THE REGISTRAR, REGARDLESS OF THE OUTCOME OF THE RAFFLE TICKET SALES. FAILURE TO HOLD A DRAW AS SPECIFIED IS A BREACH OF THE TERMS AND CONDITIONS OF THIS LICENCE.

LICENSEE MUST INDICATE THE DETAILED PROCEDURES TO BE FOLLOWED FOR ALL DRAWS AND FOR ALL PRIZES TO BE AWARDED; HOW MANY TIMES IS DRUM SPUN AFTER EACH DRAW; AND ANY OTHER PROCEDURES INCLUDING THOSE WHICH A SPECTATOR MAY EXPECT TO SEE DURING THE STUB DRAWS.

IF A LICENSEE WISHES TO SELL PROVINCIALLY LICENSED TICKETS FROM AN ESTABLISHED POINT OF SALE OR DOOR-TO-DOOR IN MORE THAN ONE MUNICIPALITY, IT MUST SEND A LETTER OF NOTIFICATION TO EACH MUNICIPALITY IN WHICH IT PROPOSES TO SELL TICKETS, INCLUDING COPY OF THE LICENSE AND THE LICENSE APPLICATION.

LICENSEES ARE RESPONSIBLE FOR COMPLIANCE WITH THE RAFFLE LICENSE TERMS AND CONDITIONS AND ANY ADDITIONAL TERMS ATTACHED TO THE LICENSE, AND ALSO MUST INCLUDE IN RULES OF TICKET A NOTICE REGARDING ODDS OF WINNING (IF APPLICABLE). SAMPLES OF PRINT ADVERTISING AND SCRIPTS FOR RADIO/TV ARE SUBMITTED TO THE ALCOHOL AND GAMING COMMISSION OF ONTARIO FOR REVIEW AS PART OF THE LICENSING PROCESS. THE AGCO DOES NOT APPROVE ADVERTISING. IT REMAINS THE RESPONSIBILITY OF THE LICENSEE TO ENSURE THAT ADVERTISING CONTENT COMPLIES WITH THE TERMS AND CONDITIONS AND ANY OTHER REQUIREMENTS. THE REGISTRAR OF ALCOHOL AND GAMING HAS THE RIGHT TO REQUIRE A LICENSEE TO REMOVE OR AMEND ADVERTISING AT ANY TIME.

LOTTERY REPORT (FORM #6347) MUST BE SUBMITTED WITHIN 30 DAYS OF FINAL DRAW DATE OR BEFORE THE NEXT LICENSE CAN BE ISSUED. THE LICENSEE SHALL ALSO PROVIDE A VERIFIED FINANCIAL STATEMENT WITHIN 180 DAYS OF THE ORGANIZATION'S YEAR END OUTLINING THE FINANCIAL DETAILS OF THE RAFFLE LOTTERY CONDUCTED DURING THAT YEAR.

LICENSEE IS REQUIRED TO MAINTAIN A PROPER AUDIT TRAIL IN RESPECT OF THE SALE OF TICKETS. A DETAILED SUBMISSION OF THE SALE OF SINGLE AND DISCOUNTED TICKETS IS REQUIRED TO BE SUBMITTED WITH THE LOTTERY REPORT (FORM #6347) AND ALSO LISTING NAMES OF WINNERS AND AMOUNTS WON.

IF TOTAL PRIZE BOARD IS NOT \$1,000,000.00 OR OVER, THE USE OF INTERNET/WEBSITE IS NOT PERMITTED FOR ACCEPTANCE OF TICKET ORDERS. SEE INFORMATION BULLETIN NO. 61 ON AGCO WEB SITE. PUBLISHING NAMES OF WINNERS AND ADVERTISING OF THE LOTTERY IS PERMITTED.

The licensee must observe all terms and conditions of this licence as approved on its application. The conduct of this lottery scheme is restricted to the dates, hours and limits specified on this licence.

Le titulaire de licence doit respecter toutes les modalités de la présente licence telles qu'approuvées sur sa demande. Cette loterie ne peut avoir lieu qu'aux dates, aux heures et selon les restrictions précisées sur cette licence.

Lottery Licence Number /Numéro de la licence de loterie:

8510

Original Licence Issue Date/Date de délivrance de la licence de loterie:

November 21, 2016

Amended Licence Issue Date/Date de délivrance de la licence modifiée:

Registrar of Alcohol and Gaming /Registreur des alcools et des jeux

Not Transferable / Incessible



Hamilton

City of Hamilton
Mailing Address:
Hamilton City Hall
71 Main St. West
Hamilton, ON L8P 4Y5

Planning and Economic Development Department
Parking and By-law Services Division
Municipal Law Enforcement (Licensing) Section
Physical Address: 77 James Street North, Suite 250
Phone: 905.546.2782 Fax: 905.540.6280

October 19, 2016

Alcohol and Gaming Commission of Ontario
Attn: Jammie Line, Gaming Registration Officer
90 Sheppard Avenue East, Suite 200
Toronto, ON
M2N 0A4

Dear Madam:

Re: Knights of Columbus KCG 2377 (GIN) Lottery July 13, 2017

Please be advised that the City of Hamilton has no objection to the subject charity selling Raffle Lottery Tickets for their 46th Annual Charities Lottery to be held on July 13, 2017 at 9:00 am at the Best Western Premier C Hotel, Hamilton, Ontario.

This approval would be subject to the Knights of Columbus KCG 2377 satisfying the applicable Provincial Terms and Conditions for Raffle Lottery Licenses.

Further inquiries may be directed to Kimberley Peele, Lottery Licensing Officer at (905) 546-2424, extension 2742.

Yours truly,

A handwritten signature in black ink, appearing to read 'Dan Smith', written over a horizontal line.

Dan Smith, MLEO(c)
Supervisor, Licensing
City of Hamilton

cc: Ontario State Council-Knights of Columbus

e-mail: jammie.line@agco.ca

City Clerk's Office
Ulli S. Watkiss, City ClerkElection Services
Mary Villa, Gaming Supervisor (Acting)
City Hall, 1st Floor, North
100 Queen Street West
Toronto, Ontario M5H 2N2Tel: 416-397-7760
Fax: 416-392-3781
mvilla@toronto.ca
www.toronto.ca

October 24, 2016

Gaming Registration & Lotteries
Alcohol & Gaming Commission of Ontario
90 Sheppard Avenue East, Suite 200
Toronto, Ontario
M2N 0A4**Re: Letter of Permission - Knights Of Columbus Ontario Charities Foundation**

Please be advised that the City of Toronto has no objection to the Knights of Columbus Ontario Charities Foundation to sell raffle lottery tickets in the City of Toronto issued by the Alcohol and Gaming Commission of Ontario.

Organization has sent completed application package directly to your office.

Should you have any concerns or require further clarification with the application, please contact the organization directly.

Yours truly,

Mary Villa
Acting Supervisor, Gaming Services

KNIGHTS OF COLUMBUS
2017 CHARITIES LOTTERY
AUTHORIZED DONATION RECIPIENTS

Non-Profit or Charitable:

Arthritis Society
Big Brothers
Birthright
Scouts Canada
Children Wishes
Children's Aid
Churches
Crime Stoppers
Food Banks
Foster Parents
Girl Guides of Canada
Homes for the Aged
Hospices
Hospital Foundations
Meals on Wheels
Relief Shelters
Rosalie Hall
Salvation Army
Special Olympics Ontario

Bursaries / Scholarships:

High School
University

Community / Church:

Church Renovation
Family Centres
Inner City Homes
Needy Families
Playground Equipment
Seniors Groups

Education / Research:

Birthright Pregnancy Service
Marguerite Bourgeois Family
Planning
Serena Ontario
Natural Family Planning (NFP)
Pontifical Institute of Mediaeval
Studies
Right to Life Association

Youth Programmes:

4H Clubs
Basketball
Handicapped Kids
Science Fairs
Columbian Squires
V.I.P. Programs
Youth Camps
Youth Groups

Vocations:

Help Centre
Religious Orders
Seminarians
Ontario Conference of Catholic
Bishops

**KNIGHTS OF COLUMBUS
ONTARIO CHARITY FOUNDATION
2016 CHARITIES LOTTERY**

Licence No. 7780 - G.I.N. KCG 2377

FINANCIAL REPORT

<u>ITEM</u>	<u>Cr</u>	<u>Db</u>
GROSS RECEIPTS(GR)	\$867,105	
EXPENSES		
Twenty two (22) Cash Prizes		\$298,000
Four Hundred and Sixty Five (465) Prepaid Cash Cards		\$82,000
One (1) car - 2016 Ford Mustang Eco-Boost Premium Convertible		\$48,645
One(1) car - 2016 Chevrolet Colorado 4WD Crew Cab		\$38,058
One (1) car - 2016 Chevrolet Sonic Hatchback LS model		\$20,899
Ten (10) 2016 Jena E-Bikes, 500 W, 48 V		\$12,859
Total Value of Prizes awarded		\$500,462
License Fee		\$5,048
Letter of Guarantee		\$13,220
Commissions (5% of Gross Receipts)		\$43,355
Draw Drum rental and maintenance		\$1,500
Printing & Distribution		\$33,955
Advertising		\$7,441
Audit & Legal		\$12,068
Sundry (see attached)		\$7,294
Total Administrative Costs incurred		\$123,881
Net Proceeds Derived		\$242,762
DONATIONS		
Councils' share for local Charitable projects (20.02% of Gross Receipts)		\$173,575
The Arthritis Society (Ontario Branch)		\$2,000
Youth Leadership Camp		
K of C Ontario Charities Foundation - 107798100RR001		\$20,000
Ontario Conference of Catholic Bishops		\$20,000
Education		
Columbian Squires		
Youth Programmes		
NET Ministries - 894116854RR0001		
Martyrs' Shrine - 107673733RP0001		
Special Olympics Ontario		\$20,000
Total value of proceeds actually donated for Charitable or religious purposes Para 4		\$235,575
Balance of proceeds retained in Lottery Trust Account para 5		\$7,187
Paid from Retained proceeds		\$0
Balance		\$7,187

**KNIGHTS OF COLUMBUS
ONTARIO CHARITY FOUNDATION
2016 CHARITIES LOTTERY**

Licence No. 7780 - G.I.N. KCG 2377

Administrative Expenses Directly Related to Operating the 2016 Lottery

<u>ITEM</u>	<u>AMOUNT</u>
Hotel costs for raffle returns and draw	\$3,466
Office Supplies	
Printing & Copying	
Mileage and expenses for Regional Lottery Directors	\$2,041
Courier & Postage	
Eqpt Repair, Maintenance & Storage (Draw Drum 25 yrs. In service)	
Insurance	\$1,013
Telephone	\$774
Sundry	
Lease and set up of computers to facilitate control and registration of ticket returns and create database for financial control	
Provision of extra electrical services at hotel to operat the draw drum	
TOTAL	\$7,294
ADMIN EXPENSES CHARGED TO 2016 LOTTERY	\$7,294

REVIEW ENGAGEMENT REPORT

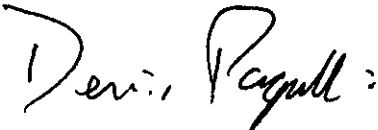
To The Knights of Columbus Ontario Charity Foundation

Re: Raffle, held July 14, 2016

I have reviewed The Knights of Columbus Ontario Charity Foundation's compliance as at October 4, 2016 with the Alcohol and Gaming Commission of Ontario's Raffle Licence terms and conditions of Raffle Licence #7780 dated December 14, 2015. My review was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussion related to information supplied to me by the Foundation.

A review does not constitute an audit and consequently I do not express an audit opinion on this matter.

Based on my review, nothing has come to my attention that causes me to believe that the Foundation is not in compliance with the Alcohol and Gaming Commission of Ontario's Raffle Licence terms and conditions of Raffle Licence #7780 referred to above.



Denis Paganelli, CPA, C.A.
Licensed Public Accountant

Toronto, Canada
October 4, 2016

Knights of Columbus 2017 Annual Charities Lottery

Rules & Regulations

2017 Prize Board

- (1) Grand Cash Prize of \$200,000**
- (1) 2017 Ford Mustang Convertible Eco boost**
- (1) 2017 Chevrolet Colorado 4WD Crew Cab**
- (1) \$ 25, 000 cash prize**
- (1) 2017 Chevrolet Sonic Hatchback LT**
- (5) \$ 10,000 cash prizes**
- (490) additional prizes consisting of cash prizes, E-bikes**

200,000 Tickets Printed

Tickets to be sold at \$5.00 each

Draw Date: July 13, 2017
Best Western Premier C Hotel by Carmen's
1530 Stone Church Rd. East, Hamilton, ON L8W 3P9

Lottery Licence Number 8510

(This information package has been produced by the Knights of Columbus Ontario Charity Foundation in accordance with The Alcohol and Gaming Commission's Rules and Regulations for TICKET STUB lotteries)

Knights of Columbus Ontario Charity Foundation

stateoffice@ontariokofc.ca

393 Rymal Road West, Suite 201, Hamilton, ON L9B 1V2 phone: (905) 388-2731 Toll free: 1-800-759-0959

Fax: (905) 388-8738

Introduction

This Rules & Regulations Booklet has been compiled for the use of anyone in your Council directly involved in the Annual Charities Lottery for 2017. **Please ensure that all members involved with the selling of lottery tickets have access to this information.**

AS IT WAS LAST YEAR:

1. There will only be **one type** of books of tickets available to purchasers.
 - A) (Background colour of tickets is green) Each book of tickets will contain a total of 10 tickets and each ticket will be worth \$ 5.00. These books are to be sold at \$ 5.00 per ticket. Tickets from these books are **NOT TO BE DISCOUNTED IN ANY MANNER**. The tickets will be packaged in shrink wrapped packages of 10 books. Each book is worth \$ 50.00. Each shrink-wrapped package of books is worth \$ 500.00. Partial returns will be allowed on these books.
 - B) **It is important to remember that buyers must be at least 18 years of age or older to purchase lottery tickets. Also, tickets cannot be purchased in the name of a minor. Tickets must not be sold outside the Province of Ontario.**
 - C) Winning tickets **will NOT** be eligible for other draws since our draw sequence is from prizes of highest to lowest in value.
2. ****IMPORTANT****The **SO-19 Sales Report Form** for reporting your sales of books can be found at the end of this booklet. Please make sure you review this form. **Also, please refer to the SAMPLE SO-19 form at the end of this booklet that shows the proper calculations for partially sold books. Please note that partially sold books must be calculated on the SO-19 form using decimal points not number of tickets since the SO-19 form deals with “books” returned not “tickets” returned.**

AS IT WAS LAST YEAR:

1. **There will be no transferring of tickets between Councils. All requests for additional tickets are to be handled through your District Deputy and/or the State Office. District Deputies must inform the State Office if a Council wishes to order any additional tickets or return tickets.** Please remember that our lottery tickets are not merely slips of paper. They are “MONEY”. Please treat them that way. **COUNCILS WILL BE HELD RESPONSIBLE AND CHARGED FOR LOST TICKETS.**

PLEASE NOTE THAT THESE INSTRUCTIONS ARE NOT SUGGESTIONS. We must follow these rules or we run the very real risk of being unable to obtain our annual lottery licence from the Ontario Alcohol & Gaming Commission (AGCO). Without this licence, there can be no Lottery. The Knights of Columbus Ontario Charities Foundation thanks everyone in advance for helping us fulfill our contractual obligations.

Councils must remit 100% of ticket sales money to the K of C Ontario Charities Foundation.

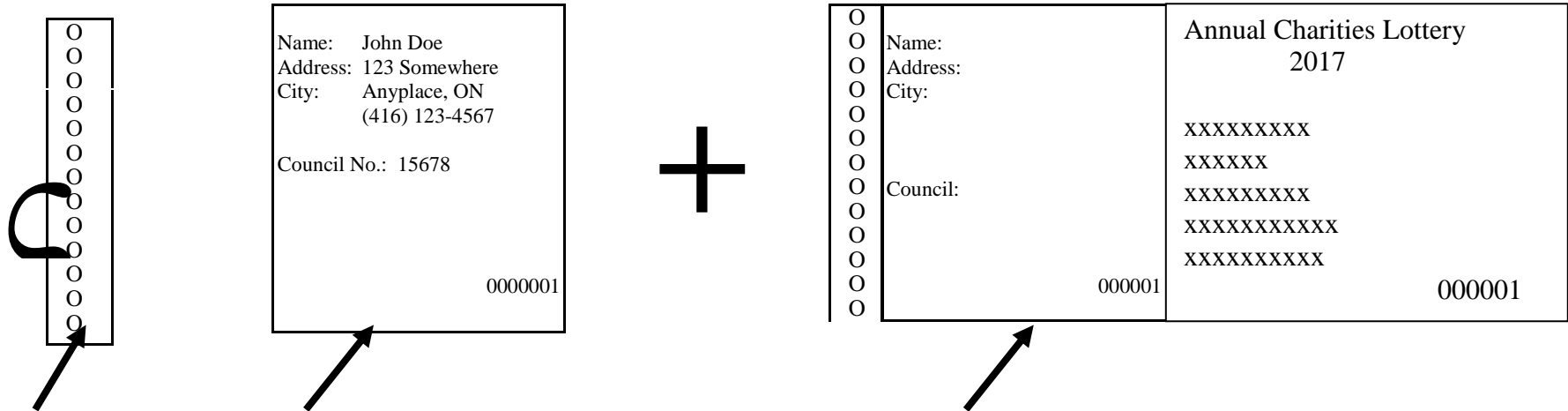
- Remit sales monies by cheque, money order, or cash only.
- Upon receipt of 100% of sales, two cheques will be sent to your Council by **September, 2017**
 - As commission for Council use – 5% of your total sales.
 - For local charitable donation –up to 35% of your total gross sales. ****see note below****

PLEASE NOTE: **In 2016, Councils received 5% of their total sales as commission for Council use and 20.02% of their total sales for local charitable donation. If there is a significant increase in sales this year, it is hoped to be able to return to a higher percentage for charitable allocations in 2017**

Charities Lottery 2017 Checklist

1	Receive Lottery Information Package, Posters and Tickets and advise your District Deputy
2	Confirm that you have the correct ticket numbers and number of tickets.
3	Please report any ticket discrepancies to the State Office by January 31, 2017 . Your Council will be responsible for any discrepancies not reported by that date.
4	For councils <u>not</u> within the boundaries of the Municipalities of Greater Toronto and Hamilton, take your copies of the Lottery Licence and application to your town hall or city hall to obtain permission to sell tickets locally. (If municipalities within Toronto and Hamilton require proof of permission from these cities, the letters of permission for Toronto and Hamilton are enclosed.)
5	File a copy of the Municipal letter of permission with the Ontario State Council.
6	Contact local merchants/malls for permission to sell tickets in their venues. (They will want to see all the paperwork listed above.)
7	If proof of insurance coverage is required to sell tickets in a public venue first contact your Council Insurance Provider (Hub International) at 1-800-232-2024 or contact the Ontario State Office.
8	Sell tickets. <u>PLEASE DO NOT ALLOW USE OF ADDRESS STICKERS, as this will disqualify that ticket from the draw. Similarly, do not use tape of any sort on ticket stubs!</u>
9	<u>PLEASE ENSURE THAT BUYERS PRINT THEIR NAME, COMPLETE ADDRESS and CONTACT NUMBER</u> on each ticket stub they purchase to eliminate the possible chance of disqualification.
10	Bundle sold ticket stubs in groups of approximately 100 stubs. <u>Please remember to remove the top portion of the sold ticket stubs (located above the arrow)</u>
11	REMEMBER to Fill out the SO-19 Sales Report Form in this booklet. The SO-19 form is also available on the State Office website www.ontariokofc.ca
12	Your Returns Package should contain bundled sold ticket stubs, unsold tickets, and your <u>completed SO-19 form</u> along with a cheque or money order for 100% of sales, made out to: <u>Knights of Columbus Ontario Charities Foundation</u> . Councils have until the <u>DEADLINE DATE OF JUNE 20, 2017</u> to ship their completed lottery return package to the STATE OFFICE in Hamilton, ON by courier, Canada Post Proof of Delivery or to drop it off in person at the State Office. Councils that have completed their ticket sales <u>prior</u> to the deadline date listed above can also ship their completed return to the State Office. Please note that Councils will <u>NOT</u> have the option to submit their completed Lottery Return at the “2017” State Convention.

Returns Overview 2017 – Ticket Stubs, Unsold Tickets, Cheque



- 1) Detach stub (recycle) 2) Bundle sold stubs in groups of approx. 100 3) bundle and return unsold tickets

PLEASE DO NOT mark your Council number on the unsold tickets!

Cheque or Money Order (refer to your completed SO-19 for amount)

Council No. _____	April
(CORRECT DATE), 2017	
K. of C. Ontario Charities Foundation	\$ _____
<hr/>	
Signature _____	
Signature _____	

+

**SO-19 Form
Completely
Filled Out**



Ontario State Office, Knights of Columbus
393 Rymal Road West, Suite 201
Hamilton, ON L9B 1V2
Fax (905) 388-8738
E-mail: stateoffice@ontariokofc.ca



Ontario State Office, Knights of Columbus
 393 Rymal Road West, Suite 201
 Hamilton, ON L9B 1V2
 Fax (905) 388-8738
 E-mail: stateoffice@ontariokofc.ca

Form SO-19 Annual Charities Lottery Sales Report

Council Name	sample SO-19 with partially sold books
Council Number	(please see attached sheet explaining calculations)
Location	
District	

BOOKS

Line 1	Total Books received from Printers, State Office and/or District Deputy	50.0
Line 2	Total UNSOLD Books returned to State Office and/or District Deputy	10.3
Line 3	Total Books for which payment must be made (Line 1 - Line 2)	39.70
Line 4	Total Revenue from Books sales (line 3 X \$50.00)	\$ 1,985.00

TOTALS

Total to be Remitted to Ontario Charities Foundation (Line 4)		\$ 1,985.00
(For auditing purposes only)	How many books were lost?	

- Payments to be made by Cheque, Money Order or Cash ONLY
 - Please make Cheque or Money Order payable to: Knights of Columbus Ontario Charities Foundation.

Grand Knight

Treasurer

RESET

PRINT

SAVE

SAMPLE S0-19 with partially sold books (explanation of calculations)

-In the **“Books” section** of the SO-19 form, under line 2, the number 10.3 represents 10 complete unsold books of 10 tickets plus one partially sold book containing 3 unsold tickets. Each unsold single ticket represents 0.1.

