

**COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
OFFICE OF CHARITABLE AND REGULATORY PROGRAMS  
QUARTERLY FINANCIAL REPORT**

**Who must file** All charitable gaming permit holders realizing any gaming receipts for the quarter.

**Required Form** The Quarterly Financial Report must be filed on either Form 102 or Form 102EZ. *Form 102-EZ is limited to special permitted organizations that raise funds by conducting raffles, bingo, instant bingo, pull tabs, or seal cards that generate annual gross receipts of \$40,000 or less in a calendar year. All other organizations must use Form 102. Unless the organization applied for permit under definition Type 18 of "Organization" under § 18.2-340.16 of the Code of Virginia, a form 102 must be used.* Approved forms are available on our website <https://www.vdacs.virginia.gov/charitable-gaming-financial-reporting.shtml>. For filing questions contact [finreports.assistance@vdacs.virginia.gov](mailto:finreports.assistance@vdacs.virginia.gov)

<b>When to File</b>	<b><u>Quarter</u></b>	<b><u>Quarter Ending</u></b>	<b><u>Due Date</u></b>
	First Quarter	March 31 <sup>st</sup>	June 1 <sup>st</sup>
	Second Quarter	June 30 <sup>th</sup>	September 1 <sup>st</sup>
	Third Quarter	September 30 <sup>th</sup>	December 1 <sup>st</sup>
	Fourth Quarter	December 31 <sup>st</sup>	March 1 <sup>st</sup>

**Where to File** The completed Quarterly Financial Report – Form 102 or Form 102EZ, properly signed and including a check for fees due, if applicable, should be mailed to:

If no payment is enclosed: VDACS, OCRP PO Box 1163 Richmond, VA 23218	If enclosing payment: VDACS, OCRP PO Box 526 Richmond, VA 23218
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**Failure to File** Organizations are subject to a late filing penalty of \$25 per day after the due date. Pursuant to §18.2-340.30 E of the Charitable Gaming Statute; *“Failure to file reports within 30 days of the time such reports are due shall cause the automatic revocation of the permit, and no organization shall conduct any bingo game or raffle thereafter until the report is properly filed and a new permit is obtained.”* Pursuant to section 18.2-340.30 F. *“For purposes of this section, the requirement to file a report shall also include the payment of any applicable fees required to accompany such report.”*

**Fee Calculation** The audit and administrative percentage fee is as follows:

- .50% or .0050 of gross receipts derived from bingo, raffles, paper pull-tabs and Texas Hold'em Poker Tournaments gaming activities.
- .50% or .0050 of adjusted gross receipts derived from electronic device gaming activities.

The additional percentage fee is as follows:

- .25% or .0025 of gross receipts derived from bingo, raffles, paper pull-tabs and Texas Hold'em Poker Tournaments gaming activities.
- .25% of .0025 of adjusted gross receipts from electronic device gaming are **required** to be paid by the electronic device Manufacturer.

Volunteer Fire Departments and Rescue Squads or auxiliary units thereof are exempt from paying the audit and administration and the additional fee, with the exception of fees due from electronic device gaming activities.

The audit and administrative fee and the additional fee are due, with this report, on gross receipts or adjusted gross for the reporting period.

<b>Fee Payments</b>	A check for fees due must accompany the report. Checks must be made payable to the Treasurer of Virginia. A financial report is <b>not</b> considered received until the report and all associated fees are paid.
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### Instructions for Completing Form Fields

<b>IDENTIFY QUARTER AND FISCAL YEAR</b>	
<b>Quarter</b>	Mark an <b>X</b> in the block of the appropriate quarter for the quarterly financial information you are submitting.
<b>Calendar Year</b>	Enter the four-digit calendar year for the quarterly report you are submitting.

<b>ORGANIZATION INFORMATION</b>	
<b>Organization Name</b>	Fill in the official name of the organization as shown on the Charitable Gaming Permit.
<b>OCRP No.</b>	Provide the organization's 2-5 digit Office of Charitable and Regulatory Programs (OCRP) number.
<b>Mailing Address</b>	Provide complete mailing address of record, including city, state, and zip code.
<b>Business Phone</b>	Provide the organization's telephone number.
<b>E-Mail</b>	Provide an e-mail address for the organization or contact person.
<b>Contact Person</b>	Provide the full name of the individual the OCRP should contact if questions arise regarding this financial report.
<b>Daytime Phone</b>	Provide the daytime phone number of the contact person.

<b>PART 1 – RECEIPTS</b>	
<b>Line 1</b>	<b>Bingo Paper Sales Before Discounts</b> – Enter the total gross sales of all bingo games from paper or hard cards sold during the quarter. (Include all sales: admission, floor, decision, early birds, late birds, jackpot, Progressive Bingo Games, etc.). Note: There is no distinction between public and social quarters bingo sessions as all are reportable and require the same game management documentation. <i>This should equal the total of line 3d from Form 103, Bingo Session Reconciliation Summary, for all sessions held during the quarter.</i>
<b>Line 2</b>	<b>Electronic Bingo Device Sales Before Discounts</b> – Enter the total gross receipts from the sale or rental of electronic bingo devices during the quarter. <i>This should equal the total of line 4 from Form 103, Bingo Session Reconciliation Summary, for all sessions held during the quarter.</i>
<b>Line 3</b>	<b>Bingo Session Instant Bingo, Seal Card, Coin Board Sales</b> – Enter the gross receipts from all paper instant bingo, seal card, and coin or merchandise boards sold at bingo sessions during the quarter. Paper pull-tabs sold outside of a bingo session should be reported on Line 9b. <i>This should equal the total of line 5 from Form 103, Bingo Session Reconciliation Summary, for all sessions held during the quarter.</i>
<b>Line 4</b>	<b>Bingo Session Treasure Chest and Raffle Sales</b> – Enter the gross receipts from all treasure chest and raffle receipts held in conjunction with an organization's bingo session during the quarter. <i>This should equal the total of line 6 from Form 103, Bingo Session Reconciliation Summary, for all sessions held during the quarter.</i>

<b>Line 5</b>	<b>Bingo Session Miscellaneous Sales</b> – Enter the gross receipts from the sale of daubers, tape and other items if these items were purchased with gaming funds. <i>This should equal the total of line 7 from Form 103, Bingo Session Reconciliation Summary, for all sessions held during the quarter.</i>
<b>Line 6</b>	<b>TOTAL RECEIPTS FOR BINGO SESSIONS</b> – Add lines 1 through 5.
<b>Line 7</b>	<b>Discounts Given</b> – Enter the total amount of discounts given during the quarter. Discounts include coupons or any other means where a player does not have to pay full price for an admissions pack. Bingo programs with specials offered to all players are not considered discounts. Do not include door prizes here. Door prizes are not discounts; and are reported on Line 11d on this report. <i>This should equal the total of line 9 from Form 103, Bingo Session Reconciliation Summary, for all sessions held during the quarter.</i>
<b>Line 8</b>	<b>ADJUSTED RECEIPTS FOR BINGO SESSIONS</b> – Subtract Line 7 from Line 6.
<b>Line 9</b>	<p><b>a. Raffles Conducted Outside of Bingo Sessions</b> – Enter the gross receipts from the sale of raffle tickets outside of bingo sessions. <i>This should equal the total from Forms 104D (line 5), 110(column 10), and/or 114 (line5) for all raffle activities held during the reporting period.</i></p> <p><b>b. Paper Instant Bingo, Seal Cards, Pull Tabs sold in Social Quarters or Outside Bingo Sessions</b> - Enter the gross receipts from all paper instant bingo, seal cards, and pull tabs sold in social quarters or as part of an annual fund-raising event, by a qualified organization that is an athletic association, booster club or a band booster club. <i>This should equal the total of line 22 from Form 111 for all sessions held during the reporting period.</i></p> <p><b>c. Texas Hold'em Poker Tournaments-</b> Enter the gross receipts from Texas Hold'em Poker Tournaments. <i>This should equal the total of line 4 from Form 117 for all tournaments held during the reporting period.</i></p> <p><b>d. Total Line 9a + 9b + 9c</b> - Add lines 9a + 9b + 9c.</p>
<b>Line 10</b>	<b>TOTAL RECEIPTS FOR QUARTER</b> – Add Line 8 to Line 9d.

### PART 7- FEES

<b>Line 59</b>	<p><b>a. Audit and Administrative Fees Based on Gross Receipts-</b> a. Line 10 * .0050</p> <p><b>b. Additional Fees Based on Gross Receipts-</b> a. Line 10 * .0025</p> <p><i>Volunteer Fire and Rescue Organizations: When using the Excel version, mark "X" in the Organization Information section to ensure no fees are calculated.</i></p> <p><b>c. Total Fees due on Gross Receipts-</b> Add lines 59a + 59b.</p> <p><b>d. Late Fees-</b> \$25 per day past the due date. Use the postmark date or date delivered to OCRP if not mailing. <b>A financial report is <u>not</u> considered received until the report is submitted and all associated fees are paid.</b></p> <p><b>e. Total Fees Due with Report-</b> Line 59c +Line 59d <i>Fees due for electronic device gaming are calculated separately in Part 6.</i></p> <p><b>f. Account Balance Brought Forward-</b> Charitable gaming account balance prior to the new fees due with this report. Enter a credit balance as a negative amount.</p> <p><b>g. Total Amount Due-</b> Line 59e + 58f.</p> <p><b>h. Amount Remitted with Report-</b> Enter the amount remitted with the report; A report is not considered remitted until all fees, including late fees, are received. The amount remitted should equal Line 58g. If Line 58g is a credit amount, no amount should be remitted.</p>
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**PART 2 –PRIZES**

*Electronic Device Expenses are reported in Part 6A*

<b>Line 11</b>	<p><b>a. Bingo Games</b> (Regular, Special, Jackpot, and Progressive Bingo Games, Decision Bingo) – Enter the total of all bingo prizes paid. <i>This should equal the total of line 13d. from Form 103, Bingo Session Reconciliation Summary, for all sessions held during the quarter.</i></p> <p><b>b. Bingo Session Instant Bingo, Seal Cards, Pull Tabs</b> – Enter total cash prizes paid for all instant bingo, seal card, and pull-tab games. Prizes from instant bingo / pull-tabs conducted outside of bingo sessions are reported on Line 11f. <i>This should equal the total of line 14 from Form 103, Bingo Session Reconciliation Summary, for all sessions held during the quarter.</i></p> <p><b>c. Bingo Session Treasure Chests and Raffles</b> – Enter total cash prizes paid for treasure chests, raffles, etc. awarded during bingo sessions. Do not include merchandise prizes. Merchandise costs should be included on either Line 12c or Line 12e and reported in the period purchased. Note: Do not include value of donated prizes. Donated prizes do not have any value for financial reporting purposes However, the value of the donated prize may not exceed prize limitations set by statute. <i>This should equal the total of line 15 from Form 103, Bingo Session Reconciliation Summary, for all sessions held during the quarter.</i></p> <p><b>d. Bingo Session Door Prizes-</b> Enter the amount of all cash door prizes and coupons redeemed. <i>This should equal the total of line 16c from Form 103, Bingo Session Reconciliation Summary, for all sessions held during the quarter.</i></p> <p><b>e. Raffles Conducted Outside of Bingo Sessions-</b> Enter the total of all raffle prizes for raffles conducted outside of bingo sessions. For cash prizes report in the period awarded. Merchandise prizes are reported in the period purchased. Merchandise prizes are reported in the period purchased on line 13b or 13e on financial reports. Do not include value of donated prizes. Donated prizes do not have any value for financial reporting purposes. <i>Example: An organization that spent \$500 for a TV as a prize would enter \$500 on this line. If the TV had been donated, they would enter –0-.</i></p> <p><b>f. Paper Instant Bingo, Seal Cards, Pull Tabs sold in Social Quarters or Outside Bingo Sessions-</b> Enter total cash prizes paid for paper instant bingo, seal cards, pull tabs sold in social quarters or as part of an annual fund-raising event, by a qualified organization that is an athletic association, booster club or a band booster club.</p> <p><b>g. Texas Hold'em Poker Tournaments-</b> Enter the total prizes paid for Texas Hold'em Tournaments. <i>This should equal the total of line 7 from Form 117, Texas Hold'em Poker Tournament Reconciliation Summary, for all tournaments held during the quarter.</i></p> <p><b>h. TOTAL PRIZES AWARDED-</b> Add lines 11a thru 11g.</p>
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**PART 3 – EXPENSES**

**Bingo Sessions, Raffles and Paper Pull-Tabs**

**Part 3A- Bingo Session Expenses-** *If no Bingo Sessions Conducted, skip to Part 3B*

<b>Line 12</b>	<p><b>a. Cash Payments from Funds at Bingo Sessions-</b> Enter the total amount of all cash payments, other than prizes reported on lines 11a thru 11d, during bingo sessions. Report the actual amount but note regulations allow only for cash payments for prizes and food for volunteers. <i>This should equal the total of line 17 from Form 103, Bingo Session Reconciliation Summary, for all sessions held during the quarter.</i></p> <p><b>b. Cash Shortage or Overage-</b> Enter the combined total of all bingo session shortages/overages. If the combined total is an overage, then enter it as a negative figure so it will subtract from the expenses. <i>This should equal the total of line 23 from Form 103, Bingo Session Reconciliation Summary, for all sessions held during the quarter.</i></p> <p><b>c. Payments to Registered Suppliers-</b> Enter the total amount paid to registered suppliers for rent paid for electronic bingo devices or purchases of supplies to include paper, instants, seal cards, merchandise, boards, daubers, tickets, etc.</p> <p><b>d. Bingo Hall Lease Payments-</b> Enter the total amount paid to a landlord for rental of a facility or space to conduct bingo sessions.</p> <p><b>e. All Other Bingo Session Expenses-</b> Enter total disbursements for expenses directly</p>
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	<p>related to the operation of charitable gaming activities, during bingo sessions, that have not been recorded elsewhere on this report.</p> <p><b>f. TOTAL BINGO SESSION EXPENSES-</b> Add lines 12a thru 12e.</p>
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**Part 3B – Gaming Conducted Outside of Bingo Sessions-** *If no raffles conducted, electronic pull tabs or pull tabs sold outside of bingo session, skip to 3C. Electronic Devices are reported in Part 6A*

<b>Line 13</b>	<p><b>a. Cash Shortage or Overage-</b> Enter the combined total for all shortages/overages for gaming activity outside of bingo sessions. If the combined total is an overage, then enter it as a negative figure so it will subtract from the expenses. <i>This should equal the Over/short line from Forms 110, 111, and/or 114 for all activities held during the report period.</i></p> <p><b>b. Payments to Registered Suppliers for Supplies Outside of Bingo Sessions-</b> Enter total purchase of supplies, to include paper, instant deals, seal cards, merchandise boards, daubers, tickets, etc. paid to a registered charitable gaming supplier during the report period.</p> <p><b>c. Raffle Supplies-</b> Enter total paid for all raffle supplies, not purchased from a registered supplier, for outside of bingo sessions.</p> <p><b>d. Lease Payments Made for Gaming Activities Outside of Bingo Sessions-</b> Enter the total amount paid to a landlord for rental of facility or space to conduct raffle drawings.</p> <p><b>e. All Other Outside Bingo Gaming Expenses-</b> Enter total disbursements for expenses directly related to the operation of charitable gaming activities, but not related to bingo sessions or electronic devices, that have not been recorded elsewhere on this report.</p> <p><b>f. TOTAL OUTSIDE BINGO SESSION EXPENSES-</b> Add lines 13a thru 13e.</p>
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**Part 3C- Texas Hold'em Poker Tournament Expenses-** *If no Texas Hold'em Expenses, skip to part 3D*

<b>Line 14</b>	<p><b>a. Cash Shortage or Overage-</b> Enter the combined total for all shortages/overages for all Texas Hold'em Poker Tournaments. If the combined total is an overage, then enter it as a negative figure so it will subtract from the expenses. <i>This should equal the total of line 14 from Form 117, Texas Hold'em Poker Tournament Reconciliation Summary, for all tournaments held during the report period.</i></p> <p><b>b. Payment to Registered Suppliers for Texas Hold'em Poker Supplies-</b> Purchases of supplies to include decks of cards, poker chips, merchandise, tickets, etc. paid to a registered charitable gaming supplier during the report period.</p> <p><b>c. Texas Hold'em Poker Tournaments Hall Lease Payments -</b> Enter the total amount paid to a landlord for rental of a facility or space to conduct Texas Hold'em Poker Tournaments.</p> <p><b>d. Payments to Registered Texas Hold'em Poker Tournament Operators -</b> Enter total payments made to Registered Operators to conduct the activities associated with the production of all poker tournaments conducted during the report period.</p> <p><b>e. All Other Texas Hold'em Poker Tournament Expenses-</b> Enter total disbursements for expenses directly related to the operation of poker tournaments, that have not been recorded elsewhere on this report.</p> <p><b>f. TOTAL TEXAS HOLD'EM POKER TOURNAMENT EXPENSES-</b> Add lines 14a thru 14e.</p>
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**Part 3D – General Disbursements-** *Electronic Device Expenses are Reported in Part 6A*

<b>Line 15</b>	<b>Use of Proceeds</b> <b>a. Use of Proceeds Internal Disbursements-</b> Enter the total amount of all disbursements for payments related to services, equipment, supplies or other expenses for those lawful religious, charitable, community or educational purposes for which the organization is specifically chartered. <b>b. Use of Proceeds External Donations-</b> Enter the total amount of all donations to external organizations or payments to support sick, indigent, or deceased individuals that support the lawful religious, charitable, community, or educational purposes for which the organization is specifically chartered or organized. <b>c. Use of Proceeds Transfers to Restricted Account-</b> Enter the total amount of all transfers of funds from a gaming account to a restricted gaming account that were credited to the restricted account by the end of the quarter. <b>d. TOTAL USE OF PROCEEDS-(UOP)-</b> Add lines 15a thru 15c.
<b>UOP Informational</b>	<b>This line is for informational purposes only. This shows the organization’s UOP requirement based on reported bingo, raffle and paper instant / pull-tab receipts. Organizations are required to disburse 10% of total receipts annually towards allowable UOP purposes.</b>
<b>Line 16</b>	<b>Payments to Office of Charitable and Regulatory Programs- Payments to Office of Charitable and Regulatory Programs-</b> Enter the total amount disbursed to OCRP for fees associated with charitable gaming other than electronic devices during the report period.
<b>Line 17</b>	<b>Business Disbursements-</b> Enter the total amount of disbursements for business expenses during the report period. See §18.2-340.16 for definition of business expenses.
<b>Line 18</b>	<b>TOTAL DISBURSEMENTS (Prizes &amp; Expenses) –</b> Add lines 11h+12f+13f+14f+15d+16+17.

**PART 4 – CASH RECONCILIATION**

*Electronic Device Cash Reconciliation is reported in Part 6B*

<b>Line 19</b>	<b>Beginning Reconciled Bank Balance(s) –</b> Enter the reconciled bank balance at the beginning of the quarter for <u>all</u> gaming bank accounts. Do not Include: <ul style="list-style-type: none"><li>• Electronic device bank accounts, reported in Part 6.</li></ul> This amount should agree with the Ending Reconciled Bank Balance (Line 26d) from the prior reporting period. If the amounts do not agree, report the actual amount, and attach an explanation and any amendments needed.
<b>Line 20</b>	<b>Beginning Cash on Hand</b> <b>a. Beginning Bingo Session Cash on Hand -</b> Enter total cash on hand at the beginning of the quarter for bingo sessions. This amount should agree with the amount reported as Ending Bingo Session Cash on Hand (Line 27a) from the prior reporting period. If the amounts do not agree, report the actual amount, and attach an explanation and any amendments needed, <i>Receipts not yet deposited are considered deposits in transit and not reported as cash on hand.</i> <b>b. Beginning Other Cash on Hand – –</b> Enter total petty cash or change funds available on hand at the beginning of the year for gaming activity reported on Lines 9a thru 9c. Do not include Electronic Device cash on hand as it is reported in Part 6. The amount should agree with the amount reported Ending Other Cash Hand (Line 27b) from the prior reporting period. If the amounts do not agree, report the actual amount, and attach an explanation and any amendments needed. <i>Receipts not yet deposited are considered deposits in transit and not reported as cash on hand.</i> <b>c. Total Beginning Cash on Hand –</b> Add Lines 20a + 20b
<b>Line 21</b>	<b>Returned Checks Collected –</b> Enter the amount collected and redeposited on bad checks. <i>Do not include restricted or electronic device bank account information.</i>
<b>Line 22</b>	<b>Earned Interest Income –</b> Enter total interest earned during the reporting period from <u>all</u> gaming bank accounts. <i>Do not include restricted or electronic device bank account information.</i>

<b>Line 23</b>	<b>Deposits from Non-Gaming Sources</b> – Enter total funds received from non-gaming sources deposited into the organization’s charitable gaming account(s). <i>Do not include restricted or electronic device bank account information.</i>
<b>Line 24</b>	<b>Total Receipts Available for Quarter</b> – Enter the amount from Line 10 of this report
<b>Line 25</b>	<b>TOTAL FUNDS AVAILABLE- Add Lines 19 + 20c + 21 + 22 + 23 + 24</b>
<b>Line 26</b>	<p><b>Ending Reconciled Bank Balance-</b> <i>Do not include restricted bank or electronic device account information.</i></p> <ul style="list-style-type: none"> <li><b>a. Bank Statement Balance</b> – Enter the ending bank balance as reported on your statement from your financial institution for all charitable gaming accounts at the end of the quarter.</li> <li><b>b. Deposits in Transit</b> – Enter total amounts to be deposited from gaming activities occurring during the quarter that were not deposited or did not clear the gaming account(s) prior to the end of the quarter.</li> <li><b>c. Outstanding Checks</b> – Enter total checks issued before the end of the quarter that did not clear the organization’s gaming account(s) prior to the end of the quarter.</li> <li><b>d. Ending Reconciled Bank Balance</b> – Add Lines 26a + 26b - 26c</li> </ul>
<b>Line 27</b>	<p><b>Ending Cash on Hand-</b> <i>Do not include restricted bank or electronic device account information.</i></p> <ul style="list-style-type: none"> <li><b>a. Ending Bingo Session Cash on Hand</b> – Enter total cash on hand at the end of the quarter for bingo sessions. <i>This should equal the total of line 21 from Form 103, Bingo Session Reconciliation Summary, for the last session held for the quarter plus any withdrawals from the gaming account to increase the bingo cash on hand after the last session of the quarter and before the next quarter. Receipts not yet deposited are considered deposits in transit and are not reported as cash on hand.</i></li> <li><b>b. Ending Other Cash on Hand</b> - Enter total cash on hand at the end of the quarter for paper pull-tab gaming or raffle activities held outside of bingo sessions. <i>Receipts not yet deposited are considered deposits in transit and not reported as cash on hand.</i></li> <li><b>c. Total Ending Cash on Hand</b> – Add lines 27a + 27b.</li> </ul>
<b>Line 28</b>	<b>Returned Check from Players</b> – Enter the total of all non-payable checks returned during the report period. <i>Do not include restricted or electronic device account information.</i>
<b>Line 29</b>	<b>Bank Charges</b> – Enter the total charges assessed to the organization’s bank account(s) during the quarter. This includes maintenance, overdraft, and returned check fees. <i>Do not include restricted bank or electronic device account information.</i>
<b>Line 30</b>	<b>Total Disbursements</b> – Enter the amount from Line 18 from this report
<b>Line 31</b>	<b>TOTAL FUNDS ACCOUNTED FOR</b> – Add lines 26d + 27c + 28 + 29 + 30
<b>Line 32</b>	<b>Report Out of Balance</b> – Subtract Line 25 from Line 31. If there is an amount other than \$0, the organization must review line items to determine if receipts, disbursements or funds available at the end of quarter were either over reported or underreported. If further assistance is needed, email <a href="mailto:finreports.assistance@vdacs.virginia.gov">finreports.assistance@vdacs.virginia.gov</a>
<b>PART 5 – BINGO SESSION REQUIRED INFORMATION</b>	
<b>Line 33</b>	<p><b>Bingo Session Required Information</b></p> <ul style="list-style-type: none"> <li><b>a. Bingo Player Count</b> – Enter the total number of players in attendance for all bingo sessions during the quarter. <i>This should equal the total of line 1 from Form 103, Bingo Session Reconciliation Summary, for all sessions held during the quarter.</i></li> <li><b>b. Progressive Receipts</b> – Enter the total of all progressive bingo receipts from all bingo sessions during the quarter. <i>This should equal the total of progressive admission sales from the Information Entries section on page 1 from Form 103, Bingo Session Reconciliation Summary, for all sessions held during the quarter.</i></li> </ul>

**Part 6- ELECTRONIC DEVICE RECEIPTS AND EXPENSES**

**Part 6A- Electronic Device Receipt and Expenses**

<b>Line 34</b>	<b>Electronic Device Instant Bingo, Seal Cards, Pull Tab Ticket Sales-</b> Enter the total gross receipts (tickets played) for all electronic device ticket sales. <i>Do not report "cash in" as your gross receipts.</i>
<b>Line 35</b>	<b>Electronic Device - Instant Bingo, Seal Cards, Pull Tab Prizes Paid-</b> Enter total prizes won (claimed or unclaimed) for all electronic instant bingo, seal cards, and pull tab games. <i>Do not report "cash out" as your prizes paid.</i>
<b>Line 36</b>	<b>Cash Shortage or Overage-</b> Enter the combined total for all shortages/overages for electronic device instant bingo, seal cards and pull-tab gaming activity. If the combined total is an overage, then enter it as a negative figure so it will subtract from the expenses. <i>This should be the difference between expected deposits and actual deposits along with any deposits in transit for electronic device activity during the reporting period.</i>
<b>Line 37</b>	<b>Payments to Registered Manufacturers for Electronic Device Rentals-</b> Enter total rent paid for electronic devices during the quarter. Expenses are reported on a cash basis or in the period disbursed.
<b>Line 38</b>	<b>All Other Electronic Device Expenses -</b> Enter total disbursements for expenses directly related to the operation of electronic devices that have not been recorded elsewhere in Part 6. Expenses are reported on a cash basis or in the period disbursed.
<b>Line 39</b>	<p><b>Use of Proceeds</b></p> <p><b>a. Use of Proceeds Internal Disbursements-</b> Enter the total amount of all disbursements for payments related to services, equipment, supplies, or other expenses for those lawful religious, charitable, community or educational purposes for which the organization is specifically chartered.</p> <p><b>b. Use of Proceeds External Donations-</b> Enter the total amount of all donations to external organizations or payments to support sick, indigent, or deceased individuals that support the lawful religious, charitable, community, or educational purposes for which the organization is specifically chartered or organized.</p> <p><b>c. Use of Proceeds Transfers to Restricted Account-</b>Enter the total amount of all transfers of funds from electronic device gaming accounts to the restricted account that were credited to the restricted account by the end of the quarter.</p> <p><b>a. TOTAL USE OF PROCEEDS-(UOP)-</b> Add lines 39a thru 39c.</p>
<b>UOP Informational</b>	This line is for informational purposes only. This shows the organization's UOP requirement based on gross receipts reported on line 34 minus prizes paid on line 35. <b>Organizations are required to disburse 20% of electronic gaming adjusted gross receipts annually towards allowable UOP purposes.</b>
<b>Line 40</b>	<b>Payments to Office of Charitable and Regulatory Programs-</b> Enter the total paid to the OCRP for fees associated with electronic device (electronic instant bingo, seal cards, pull tabs) gaming activities.
<b>Line 41</b>	<b>Business Disbursements-</b> Enter the total amount of disbursements for business expenses during the report period. See §18.2-340.16 for definition of business expenses.
<b>Line 42</b>	<b>TOTAL DISBURSEMENTS- (Prizes &amp; Expenses)-</b> Add lines 35+36+37+38+39d+40+41.



<b>Part 6B- Electronic Device Cash Reconciliation</b>	
<b>Line 43</b>	<b>Beginning Reconciled Bank Balance(s)</b> – Enter the reconciled bank balance at the beginning of the quarter for <u>all</u> electronic device gaming bank accounts. Do not include restricted bank account information or other gaming bank account information reported in Part 4. This amount should agree with the Ending Reconciled Bank Balance (Line 50d) from the prior reporting period. If the amounts do not agree, report the actual amount, and attach an explanation and any amendments needed.
<b>Line 44</b>	<b>Beginning Electronic Devices Cash on Hand (Pull-Tabs)</b> - - Enter the total funds on hand at the beginning of the quarter for electronic device gaming. This amount includes total funds available in gaming kiosks or in cash drawers to pay for prizes. This amount should agree with the amount reported as Ending Electronic Devices Cash on Hand (Line 51) from the prior reporting period. If the amounts do not agree, report the actual amount and attach an explanation and any amendments needed. <i>Receipts not yet deposited are considered deposits in transit and not reported as cash on hand.</i>
<b>Line 45</b>	<b>Returned Checks Collected</b> –Enter the total of all non-payable checks returned during the reporting period for electronic device gaming accounts only.
<b>Line 46</b>	<b>Earned Interest Income</b> – Enter total interest earned during the reporting period from <u>all</u> electronic device gaming bank accounts. Do not include restricted bank account information.
<b>Line 47</b>	<b>Deposits from Non-Gaming Sources</b> – Enter total funds received from non-gaming sources deposited into the organization’s charitable electronic device gaming account(s). Do not include restricted bank account information.
<b>Line 48</b>	<b>Total Receipts</b> – Enter the amount from Line 34 of this report
<b>Line 49</b>	<b>TOTAL FUNDS AVAILABLE-</b> Add lines 43+44+45+46+47+48
<b>Line 50</b>	<b>Ending Electronic Device Reconciled Bank Balance</b> <ul style="list-style-type: none"> <li><b>a. Bank Statement Balance</b> – Enter the ending bank balance as reported on your statement from your financial institution for all electronic device gaming accounts at the end if the report period. <b>Do not include other gaming bank account information reported in Part 4.</b></li> <li><b>b. Deposits in Transit</b> – Enter total amounts to be deposited from electronic device activities occurring during the quarter that were not deposited into electronic device gaming account(s) prior to the end of the quarter.</li> <li><b>c. Outstanding Checks</b> – Enter total checks issued before the end of the quarter that did not clear the organization’s gaming account(s) prior to the end of the quarter.</li> <li><b>d. Ending Reconciled Bank Balance</b> – Add lines 50a+50b – 50c</li> </ul>
<b>Line 51</b>	<b>Ending Electronic Devices Cash on Hand</b> – Enter total cash on hand at the end of the quarter for electronic pull-tab gaming at the end of the quarter. This amount includes total funds available in gaming devices, kiosks or in cash drawers to pay for prizes. <i>Receipts not yet deposited are considered deposits in transit and not reported as cash on hand.</i>
<b>Line 52</b>	<b>Returned Check from Players</b> – Enter the total of all non-payable checks returned during the reporting period from electronic device players during the reporting period. <b>Do not include other gaming bank account information reported in Part 4.</b>
<b>Line 53</b>	<b>Bank Charges</b> – Enter the total charges assessed to the organization’s electronic device gaming bank account(s) during the quarter. This includes maintenance, overdraft, and returned check fees. Do not include other gaming bank account information reported in Part 4.
<b>Line 54</b>	<b>Total Disbursements</b> – Enter the amount from Line 42 from this report.
<b>Line 55</b>	<b>TOTAL FUNDS ACCOUNTED FOR-</b> Add lines 50d + 51 + 52 + 53 + 54

<b>Line 56</b>	<b>Report Out of Balance</b> – Subtract Line 49 from Line 55. If there is an amount other than \$0, the organization must review line items to determine if receipts, disbursements, or funds available at the end of quarter were either overreported or underreported. If further assistance is needed, email <a href="mailto:finreports.assistance@vdacs.virginia.gov">finreports.assistance@vdacs.virginia.gov</a>
<b>Part 6C - Electronic Device Informational</b>	
<b>Line 57</b>	<b>Electronic Device Informational</b> Check the box to indicate <u>all</u> manufacturers providing electronic devices during the quarter
<b>Line 58</b>	<p><b>a. Electronic Device Audit and Administrative Fees:</b></p> <ul style="list-style-type: none"> <li>• (Lines 34-35) * .0050</li> </ul> <p><b>b. Electronic Device Additional Fees:</b></p> <ul style="list-style-type: none"> <li>• (Lines 34-35) * .0025</li> <li>• Per §18.2-340.31(D) the additional fee (0.25%) of adjusted gross receipts shall be paid by the Manufacturer</li> </ul> <p><b>Electronic Device Audit &amp; Administrative Fees if Paid by Organization-</b> Remit payment with Form 102V, Electronic Device Fee Voucher. The voucher may be found on the VDACS website. <b>Check with your Manufacturer(s) to confirm they are not remitting audit &amp; administrative fees on the organization’s behalf prior to remitting any audit &amp; administrative fee due.</b></p>

<b>ACKNOWLEDGEMENT</b>	The President or Designee must sign, and date attesting to the accuracy of the report data. They must provide their title, print their name, and enter the date signed.
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