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 VDACS
 OCRP
 PO Box 526
 Richmond, VA 23218



Form 101 (Rev. 05/09/2024)
 ANNUAL FINANCIAL REPORT
 NINE PAGES - COMPLETE ALL
 VDACS FINANCE CODE: 988-02199

COMMONWEALTH OF VIRGINIA
 DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
 OFFICE OF CHARITABLE AND REGULATORY PROGRAMS
 ANNUAL FINANCIAL REPORT FOR CALENDAR YEAR JANUARY 1st - DECEMBER 31st
 DUE DATE: MARCH 15th

REPORT YEAR

ORGANIZATION INFORMATION

If this organization is either a Volunteer Fire Department or Rescue Squad enter **X** in the adjacent box

Organization Name _____ OCRP No. _____

Mailing Address _____

City _____ State _____ Zip _____

Business Phone _____ E-Mail _____

Contact Person _____ Daytime Phone _____

PART 1 - RECEIPTS - *Electronic Devices are reported in Part 6A*

1. Bingo Paper Sales Before Discounts	
2. Electronic Bingo Device Sales Before Discounts	
3. Bingo Session Instant Bingo, Seal Cards, Pull Tab Sales	
4. Bingo Session Treasure Chests and Raffle Sales	
5. Bingo Session Miscellaneous Sales (<i>Daubers, Tape, etc.</i>)	
6. TOTAL RECEIPTS FOR BINGO SESSIONS	(Lines 1 thru 5)
7. Bingo Session Discounts Given	
8. ADJUSTED RECEIPTS FOR BINGO SESSIONS	(Lines 6 - 7)
9. a. Raffles Conducted Outside of Bingo Sessions	
b. Paper Instant Bingo, Seal Cards, Pull Tabs Sold Outside Bingo Sessions	
c. Texas Hold'em Poker Tournaments	
d. Total Line 9a + Line 9b+Line 9c	(Lines 9a thru 9c)
10. TOTAL RECEIPTS FOR YEAR	(Lines 8 + 9d)

PART 7 - FEES - Bingo Sessions, Raffles, Paper Pull-Tabs and Texas Hold'em Poker Tournaments

59. a. Audit and Administrative Fee Based on Gross Receipts- <i>Volunteer Fire Department or Rescue Squad Organizations are exempt from these fees</i>	(Line 10 x 0.50%)	
b. Additional Fee Based on Gross Receipts- <i>Volunteer Fire Department or Rescue Squad Organizations are exempt from these fees</i>	(Line 10 x 0.25%)	
NOTE: Total fee of 0.75% remains unchanged.		
c. Total Fees due on Gross Receipts	(Lines 59a + 59b)	
d. Late Fees	(\$25 per day after due date)	
e. Audit & Administrative & Additional Fees paid with quarterly reports - <i>Typically, this amount will equal Line 59c unless Line 10 is different from the total of all four quarterly reports</i>		
f. TOTAL FEES DUE WITH REPORT	(Lines 59c + 59d - 59e)	
g. Account Balance Carried Forward - <i>Enter a Credit as a negative amount</i>		
h. TOTAL AMOUNT DUE	(Lines 59f + 59g)	
i. Amount Remitted with Report		

REPORT YEAR _____

OCRP # _____

ORG NAME _____

PART 2 - PRIZES - <i>Electronic Device Prizes are reported in Part 6A</i>		
11. a. Bingo Games		
b. Bingo Session Instant Bingo, Seal Cards, Pull-Tabs		
c. Bingo Session Treasure Chests and Raffles		
d. Bingo Session Door Prizes		
e. Raffles Conducted Outside of Bingo Sessions		
f. Paper Instant Bingo, Seal Cards, Pull Tabs Sold Outside Bingo Sessions		
g. Texas Hold'em Poker Tournaments		
h. TOTAL PRIZES AWARDED	(Lines 11a thru 11g)	

PART 3 - EXPENSES- Bingo Sessions, Raffles, Texas Hold'em Poker Tournaments and Paper Pull Tabs		
Part 3A - Bingo Session Expenses - If no Bingo Session Expenses, skip to Part 3B		
12. a. Cash Payments from Funds at Bingo Sessions		
b. Cash Shortage or Overage (If this is overage, enter as a negative amount)		
c. Payments to Registered Suppliers		
d. Bingo Hall Lease Payments		
e. All Other Bingo Session Expenses		
f. TOTAL BINGO SESSION EXPENSES	(Lines 12a thru 12e)	
Part 3B - Gaming Conducted Outside of Bingo Sessions- If no expenses for raffles or paper pull tabs sold outside of bingo sessions, skip to 3C. Do not include Texas Hold'em Poker Tournament Expenses here.		
13. a. Cash Shortage or Overage (If this is overage, enter as a negative amount)		
b. Payments to Registered Suppliers for Supplies Outside of Bingo Sessions		
c. Raffle Supplies		
d. Lease Payments Made for Gaming Activities Outside of Bingo Sessions		
e. All Other Outside Bingo Gaming Expenses		
f. TOTAL OUTSIDE BINGO SESSION EXPENSES	(Lines 13a thru 13e)	
Part 3C - Texas Hold'em Poker Tournament Expenses - If no Texas Hold'em Expenses, skip to Part 3D		
14. a. Cash Shortage or Overage (If this is overage, enter as a negative amount)		
b. Payments to Registered Suppliers for Texas Hold'em Poker Supplies		
c. Texas Hold'em Poker Tournament Hall Lease Payments		
d. Payments to Registered Texas Hold'em Poker Tournament Operators		
e. All Other Texas Hold'em Poker Tournament Expenses		
f. TOTAL TEXAS HOLD'EM POKER TOURNAMENT EXPENSES	(Lines 14a thru 14e)	
Part 3D - General Disbursements- Electronic Device Expenses are reported in Part 6A		
15. a. Use of Proceeds Internal Disbursements		
b. Use of Proceeds External Donations		
c. Use of Proceeds Transfers to Restricted Account		
d. TOTAL USE OF PROCEEDS- (UOP)	(Lines 15a thru 15c)	
For informational purposes, this year's UOP requirement for this portion that must be met by December 31st based on reported receipts is:		(Line 10 * .10)
16. Payments to Office of Charitable and Regulatory Programs		
17. Business Disbursements		
18. TOTAL DISBURSEMENTS (Prizes & Expenses)	(Lines 11h + 12f + 13f + 14f + 15d + 16 + 17)	

REPORT YEAR _____

OCRP # _____

ORG NAME _____

PART 4 - CASH RECONCILIATION- <i>Electronic Device Cash Reconciliation is reported in Part 6B</i>		
19.	Beginning Reconciled Bank Balance (Ending Reconciled Bank Balance from Previous Report)	
20.	a. Beginning Bingo Session Cash on Hand	
	b. Beginning Other Cash on Hand	
	c. Total Beginning Cash on Hand (Lines 20a + 20b)	
21.	Returned Checks Collected - (Redeposit of Bad Checks)	
22.	Earned Interest Income	
23.	Deposits from Non-Gaming Sources	
24.	Total Receipts for Year (Part 1, Line 10)	
25.	TOTAL FUNDS AVAILABLE (Lines 19 + 20c + 21 + 22 + 23 + 24)	
ENDING BANK BALANCE		
26.	a. Bank Statement Balance -End of Year	
	b. Add Deposits in Transit	
	c. Outstanding Checks	
	d. ENDING RECONCILED BANK BALANCE (Line 26a+26b-26c)	
27.	a. Ending Bingo Session Cash on Hand	
	b. Ending Other Cash on Hand	
	c. Total Ending Cash on Hand (Line 27a + 27b)	
28.	Returned Checks from Players	
29.	Bank Charges	
30.	Total Disbursements for Year (Part 3D, Line 18)	
31.	TOTAL FUNDS ACCOUNTED FOR (Lines 26d + 27c + 28 + 29 +30)	
Line 25 must equal Line 31 for this report to be in balance		
32.	REPORT IS OUT OF BALANCE BY	

PART 5 - BINGO SESSION REQUIRED INFORMATION	
33.	a. Bingo Player Count
	b. All Progressive Bingo Game Receipts

PART 6 - ELECTRONIC DEVICE RECEIPTS AND EXPENSES		
Part 6A - Electronic Device Receipts and Expenses		
34. Electronic Device Instant Bingo, Seal Cards, Pull Tab Ticket Sales		
35. Electronic Device Instant Bingo, Seal Cards, Pull Tab Prizes Paid		
36. Cash Shortage or Overage (If this is overage, enter as a negative amount)		
37. Payments to Registered Manufacturers for Electronic Device Rentals		
38. All Other Electronic Device Expenses		
39. a. Use of Proceeds Internal Disbursements		
b. Use of Proceeds External Donations		
c. Use of Proceeds Transfers to Restricted Account		
d. TOTAL USE OF PROCEEDS (UOP)	(Lines 39a thru 39c)	
For informational purposes, this year's UOP requirement for this portion that must be met by December 31st based on reported receipts is:		(Line 34-35) * .20
40. Payments to Office of Charitable and Regulatory Programs		
41. Business Disbursements		
42. TOTAL DISBURSEMENTS (Prizes & Expenses)	(Lines 35 + 36 + 37 + 38 + 39d + 40 + 41)	
Part 6B- Electronic Device Cash Reconciliation		
43. Beginning Reconciled Bank Balance (Ending Reconciled Bank Balance from Previous Report)		
44. Beginning Electronic Devices Cash on Hand (Pull Tabs)		
45. Returned Checks Collected - (Redeposit of bad checks)		
46. Earned Interest Income		
47. Deposits from Non-Gaming Sources		
48. Total Receipts	(Part 6A, Line 34)	
49. TOTAL FUNDS AVAILABLE	(Lines 43 thru 48)	
50. a. Bank Statement Balance - End Of Year		
b. Deposits in Transit		
c. Outstanding Checks		
d. ENDING RECONCILED BANK BALANCE	(Line 50a + 50b - 50c)	
51. Ending Electronic Devices Cash on Hand		
52. Returned Checks From Players		
53. Bank Charges		
54. TOTAL DISBURSEMENTS	(Part 6A, Line 42)	
55. TOTAL FUNDS ACCOUNTED FOR	(Line 50d + 51 + 52 + 53 + 54)	
Line 49 must equal Line 55 for this report to be in balance		
56. REPORT IS OUT OF BALANCE BY		

Part 6C - Electronic Device Information

57 Indicate below any manufacturer providing Electronic Devices for the year:

Arrow International, Inc.
 Archer Gaming LLC/Powerhouse VA
 eTabs, Inc.
 Grover Gaming, Inc.
 Creative Game Technologies, LLC
 TicTabs, LLC
 Other (Please Specify) _____

58. This information is provided based on information reported on lines 34 and 35. Typically the manufacturer will assume responsibility to remit the Audit and Administrative fees on your behalf. If your agreement with the manufacturer requires you to remit the Audit and Administrative fees, do not remit with this report. Remit separately with a "Form 102V, Electronic Device Fee Voucher". The voucher may be found on the VDACS website.

a. Electronic Device Audit and Administrative Fees		(Lines 34 - 35) * 0.50%
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Electronic Device Additional Fee - § 18.2-340.31(D) Requires the .25% of adjusted gross receipts shall be paid by the electronic gaming manufacturer.

b. Electronic Device Fees for Manufacturer's required .25%		(Lines 34 - 35) * 0.25%
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NOTE: While the manufacturer may pay the audit and administrative fee, it is the sole responsibility of the organization to ensure the audit and administrative fee is paid in full pursuant to 11VAC-20-20-100(C) of the Charitable Gaming Regulations.

I, the undersigned, do hereby swear or affirm that the figures and statements on these pages and on the attachments are true, full, and correct to the best of my knowledge and belief.

Signature of President or Designee _____ Date: _____

Print Name: _____ Title: _____

INCLUDE THE FOLLOWING ATTACHMENTS TO THE ANNUAL REPORT:

Use of Proceeds Listings	Listing of disbursement to include "Date of Check", "Check #", "Payee", "Purpose" and "Amount of Check" that equals to the amounts listed on Lines 15a, 15b, and 15c. A separate listing must be attached for amounts listed on Lines 39a, 39b, and 39c
Copy of Ending Bank Statement	Copy of December 31st year end bank statements for all gaming accounts, including regular checking, savings, restricted & special funds.

A report is not considered complete and submitted unless it has been signed and the audit and administration fee has been paid.

PART 8 - INVENTORY

PART 8A - SUPPLIERS

LIST ALL SUPPLIERS PROVIDING GAMING SUPPLIES OR EQUIPEMENT	TYPE OF GAMING (Bingo, Texas Hold'em, Outside of Bingo)
Supplier Name:	
Supplier Name:	
Supplier Name:	

PART 8B - INVENTORY OF INSTANT SUPPLIES - BINGO SESSIONS

DEALS	DEAL NAME	Form Number	Number of Deals on Hand	Number of Tickets Per Deal	Price per Ticket	Number of Free Tickets	Cash Payout Per Deal
	(List each deal name with the same take-in and payout)						
Ending Inventory On Hand As Of December 31st							

PART 8C - INVENTORY OF INSTANT SUPPLIES - OUTSIDE OF BINGO SESSIONS

DEALS	DEAL NAME	Form Number	Number of Deals on Hand	Number of Tickets Per Deal	Price per Ticket	Number of Free Tickets	Cash Payout Per Deal
	(List each deal name with the same take-in and payout)						
Ending Inventory On Hand As Of December 31st							

PART 8D - INVENTORY OF BINGO PAPER SUPPLIES

BINGO PAPER - SINGLE SHEETS AND PACKS

PAPER	TYPE OF PAPER (Description for all types and color if a single sheet)	Unit of Issue	ON	UP	Quantity on Hand
Ending Inventory On Hand As Of December 31st					

NOTE: ADDITIONAL PAGES MAY BE ADDED, IF NECESSARY

PART 8E - INVENTORY OF POKER SUPPLIES

Inventory of Poker Decks

Number of Decks on Hand	
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Inventory of Poker Chips

Tournament Value of Chip	Amount on Hand

REPORT YEAR _____

OCRP # _____

ORG NAME _____

PART 9 - RESTRICTED ACCOUNT TRANSACTIONS

Name of Bank(s): _____		Last 4 digit of account number (s): _____
Purpose of Fund(s): _____		
1.	Beginning Restricted Bank Account Balance	
Deposits and Other Credits:		
2.	Interest Income	
3.	Deposits from Gaming Account(s) (Part 3D, Line 15c + Part 6A, Line 39c)	
4.	Other Deposits	
5.	Total Credits for Period	(Lines 2 + 3 + 4)
6.	Total Funds Available	(Lines 1 + 5)
Checks and Other Debits:		
7.	Bank Charges	
8.	Checks: Disbursements <i>Provide Details Below</i>	
9.	Other Debits <i>Provide Details Below</i>	
10.	Total Debits for Period	(Lines 7 + 8 + 9)
11.	Ending Restricted Bank Account Balance	(Lines 6 - 10)

ITEMIZATION OF CHECKS DISBURSED (Must equal the amount from Line 8 and 9 above from Restricted Account)

Date of Check	Check #	Payee	Purpose	Amount of Check
Total				