

VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF CHARITABLE AND REGULATORY PROGRAMS

PO Box 526 - Richmond, VA 23218-0526
Phone: 804-786-1343 • www.vdacs.virginia.gov

OCRP-130 Revised 05/2023

REMITTANCE FORM
PROFESSIONAL SOLICITOR'S FINAL ACCOUNTING REPORT LATE FEES
FORM 130

YOU MUST USE THIS FORM TO RECEIVE PROPER CREDIT OF YOUR FEE(S)

Organization name: _____

Address: _____

Federal Employer Identification Number: _____

Campaign Solicitation Dates: From: _____ To _____

Name of charitable or civic organization on whose behalf this campaign was conducted:

Late Final Accounting Report Fees (\$25 per month or portion thereof), if applicable:

\$ _____ (910-02799)

Check Number _____

MAKE CHECKS PAYABLE TO "TREASURER OF VIRGINIA"

The Code of Virginia authorizes state agencies to assess interest, administrative charges and penalty fees for returned checks and past-due accounts in accordance with guidelines promulgated by the Department of Accounts.

PLEASE ATTACH COMPLETED REMITTANCE FORM TO FRONT OF REGISTRATION FORM WITH CHECK ATTACHED AND MAIL TO:

Virginia Department of Agriculture and Consumer Services
P.O. Box 526
Richmond, VA 23218-0526

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**FINAL ACCOUNTING REPORT
FORM 130**

The professional solicitor shall submit the final accounting report no later than 90 days after the completion date of the solicitation campaign, or in accordance with any extensions granted, in compliance with §57-61(E) of the Code of Virginia (1950), as amended. Untimely filing of this report shall result in the assessment of late fees as provided by law.

ALL SIGNATURES MUST BE ORIGINAL/WET SIGNATURES. No copies or digital signatures accepted.

1. Primary name of professional solicitor: _____

2. Name of charitable or civic organization: _____

3. Actual dates of solicitation in Virginia: From: _____ To: _____

4. Were written scripts used for the solicitation?

Y

N

If "Yes," attach copies of all written scripts used.

5. Attach a copy of the actual written request for a contribution, or written receipt made in response to an oral request for a contribution, including a copy of any return envelope.

6. For an advertising campaign, provide the number of publications/copies distributed: _____

7. Financial summary for this campaign:

➤ Total gross contributions collected for the entire campaign: _____

➤ Total fees and expenses paid by charitable or civic organization to Solicitor: _____

➤ Total contributions received or retained by the charitable or civic organization after Solicitor's fees and expenses were paid: _____

➤ Percentage of gross contributions retained by the charitable or civic organization: _____

VERIFICATION BY CHARITABLE OR CIVIC ORGANIZATION:

I, the Executive Officer of the charitable or civic organization, have reviewed this report at the conclusion of the solicitation campaign and I verify:

- All requests for information in this form are properly completed.
- The amount listed as the "Total funds received or retained by charitable or civic organization after all Solicitor's fees and expenses were paid" **IS** **is NOT** the actual amount received or retained by the charitable or civic organization.

If the amount listed is not the actual amount received or retained, I have attached a full explanation for the discrepancy

- If the donations were collected or received by the solicitor, I verify that I **HAVE** **have NOT** received copies of the bank statements for this campaign account from the professional solicitor monthly.

Signature of Executive Officer

Print name

Title

Telephone number

Date

ATTESTATION BY THE PROFESSIONAL SOLICITOR

I attest that this accounting is true and accurate and includes all required attachments.

Signature of professional solicitor's authorized representative

Print name

Title

Telephone number

Date

Professional Solicitor's Checklist:

"X"	ITEM
	Have you answered all questions? The form will not be considered as filed if there are any omissions. Any late fees will continue to accumulate until the complete form is filed.
	Have you signed the form? ORIGINAL/WET signature required.
	Have you obtained the charity's authorized signature? ORIGINAL/Wet signature required.
	Have you attached a copy of the first page of the original or amended Solicitation Notice you filed?
	Have you attached copies of scripts?
	Have you attached copies of all materials that were sent or given to donors?