

Online Submission of Financial Reports

The Division of Charitable Gaming now offers an online service for the filing of Quarterly and Annual Financial Reports. To use this service an account must have been created with DCG via the online registration process. See General Instructions below. Please read and print the following information before proceeding to the online service.

The Online Financial Report service includes the following:

- Password protected access to your organization's information, current and previously submitted online Quarterly and Annual Financial Reports.
- Reporting for receipts, disbursements and cash reconciliation.
- Automated calculation of report field values.
- Online "Help" for clarification on various report fields.
- Ability to save working version of the report to be completed at a later time.
- Electronic payment of fees via ACH debits or by credit card.

General Instructions

Prior to using this service, your organization must complete the Electronic Financial Filing Authorization Form and forward it to the VA Department of Agriculture & Consumer Services, Division of Charitable Gaming, 101 N. 14th Street, Richmond, VA 23219. Once the completed forms have been mailed to the Division of Charitable Gaming (DCG), the authorized submitters will be emailed an authorized submitter number and temporary PIN which will be used to establish a User ID and password for accessing this service.

You may want to print the Help File or a blank Quarterly Report form (pdf format) or Annual Report form (pdf format) prior to beginning your report.

If you need help filing your financial report, please send an e-mail to FinReports.Assistance@dcg.virginia.gov. Please provide your DCG#, name, and telephone number where you can be reached. Division staff will call you for assistance in filing this report.

Commonwealth of Virginia	Governor	Skip to Content	Web Policy	FOIA Policy
<h2 style="color: green;">DEPARTMENT OF CHARITABLE GAMING</h2>				
Home >> Create User				
<p style="color: blue;">Welcome to the Department of Charitable Gaming(DCG)</p>				
<p>New Users: Before entering your financial information, you must first create a User ID and Password using the Authorized Submitter Number and PIN supplied to you by DCG</p>				
<p>Authorized Submitter Number: <input type="text"/> [eg.xxxx-xxxx] This is the number with a dash in the middle emailed to you by DCG. Copy this number and paste it in the box.</p>				
<p>PIN: <input type="text"/> [eg.xxxxxxxxxx]</p>				
<input type="button" value="Create UserID/Password"/>				
<p>Returning Users: Click the Login button below to enter your User ID and Password.</p>				
<input type="button" value="Login"/>				

The first time you access the system, go to the DCG webpage: www.dcg.virginia.gov, proceed to "Financial Reporting", then to "Creating User ID and Password for Electronic Financial Reporting". Enter the Authorized Submitter Number and PIN that was emailed to you. The PIN is case sensitive.

Press the **Enter** key, or click on the "Create User ID/Password" button.

Enter all fields and click on the "Register" button.

Creating the User ID and Password for Electronic Financial Reporting

[Front Page](#)

Please complete the following form to register:

- Complete the required information and choose a User ID and a password. This User ID and Password will be your means to access the online portal to submit financial reports to the DCG. You will be asked to create a secret question and provide an answer. The answer to this question can be used to change your password should it be misplaced or forgotten.
- Fields marked with an asterisk(*) are required for registration.
- Upon completion of this form, click the Register button to submit your registration. You will then be asked to login before submitting financial reports.

First Name:

*Last Four Digits of SSN:

Last Name:

*Birth Date:
[eg. mm-dd-yyyy]

*User ID:

*Enter Your Secret Question:
(Ex what is your mother's maiden name?
What is your favorite color?)

*Password:

*Enter the Answer to Your Question:

*Confirm Password:

Email:

Phone:

This screen will be displayed verifying your registration.

If you are ready to begin entering your financial report. Click [here](#) to

continue to the login screen.

[Front Page](#)

You have been successfully registered.
Click [here](#) to login using your new username and password.

When you are ready to enter your financial report, go to the DCG webpage: www.dcg.virginia.gov, proceed to “Financial Reporting”, then to “Submit Report Electronically.”

Enter your User ID and Password

Press the **Enter** key, or click on the "Login" button.


If you have forgotten your User ID or Password, you can click on the purple [this link to reset](#) link. After verifying your registration information including the answer to your secret question, your User ID will be displayed and you will be allowed to establish a new password. Should you still experience log in issues please contact DCG at (804) 225-2801.

Login for Submitting Financial Reports

To Login, enter the username and password you created during the registration process.
Click [this link to reset](#) your Login ID or Password.

User ID:

Password:



Copyright© 2006 -- Department of Charitable Gaming

After you successfully log in, you will be presented with an organization information screen. You must verify

the information included on this screen.

If your name is displayed in the User Information and if you are still authorized to submit financial reports for your organization, you must click in the checkbox and then click on the "Continue" button to proceed to the next report screen.

If the information is no longer valid, you must contact DCG by email at webmaster@dcg.virginia.gov or by phone at (804) 225- 2801.

If your telephone number is listed incorrectly, click [Edit Phone Number](#) and you will be allowed to update your telephone number.

If your email address is listed incorrectly, click [Edit Email Address](#) and you will be allowed to update your email address.

Upon confirming your organization information, this screen will be displayed.

Depending on the current reporting window, you will be given access to either the Quarterly or Annual report functions.

NOTE: Please note you must submit

Organization Information	User Information
<p>798 Test Organization</p> <p>Address: P.O. Box 999 Danville, VA 24543</p>	<p>John Doe</p> <p>8044567890 Edit Phone Number</p> <p>John.Doe@aol.com Edit Email Address</p>
<p><input type="checkbox"/> I certify that I am the person displayed above and am authorized to enter/submit financial data on behalf of the organization listed above.</p> <p style="text-align: center;">Continue</p> <p style="text-align: center;">Note: If your organization information has changed, please contact the Department Of Charitable Gaming at WebMaster@DCG.virginia.gov or call (804)225-2598</p>	

all quarter reports prior to submitting the Annual Report. .

To enter and submit a financial report, click the "Add" button.

If your organization did not realize any gross gaming receipts during the quarter, click on the "Continue" button. This will automatically fill all blanks with zeroes and mark all parts of the report as complete..

To view or print a previously submitted report, click on the [View](#) link that corresponds to the report you would like to view and/or print.

To log out of the system, click on [LogOut](#) in the upper right-hand corner of the screen.

After selecting to add or edit a financial report, you will be presented with a screen for Part 1 - Receipts.

At this point, you will begin entering report values. ENTER NUMERIC VALUES ONLY (no commas or dollar signs, Example: enter 10000.89 not \$10,000.89).

To move from field to field, use the mouse cursor or tab key. As you

Home >> Financial Report List LogOut

DCG #799-Elks Lodge 227

Report Name	Due Date	Add
SECOND QUARTER 2006	09/01/2006	<input type="button" value="Add"/>

If your organization is not required to submit a report for this quarter, click Continue.

DCG #799-Elks Lodge 227

Report Name	Submitted On	Submitted By	View
FIRST QUARTER 2006	08/21/2006	TEST 799	View

enter values in the form fields, calculations will begin to appear for line items 6, 8 and 10.

To navigate through the report, the following buttons must be used:
 "Done with Receipts" - Saves the current screen's information and designates the part completed by displaying a check in the box to the left of the part. The next part will then be displayed.

"Save" - Saves the current screen's information and redisplay the same screen.

"Exit" - Saves the current screen's information and returns to the report selection menu screen. The report can then be accessed and completed at a future time.

Clicking on a purple underlined Part on the left-hand side of the page saves the current screen's information and moves to the selected part.

Example click on [Part 3 - Expenses](#) to display the page for Part 3. You cannot click on the box to the left of Part 3 - Expenses.

Note: The parts can be entered in any order.

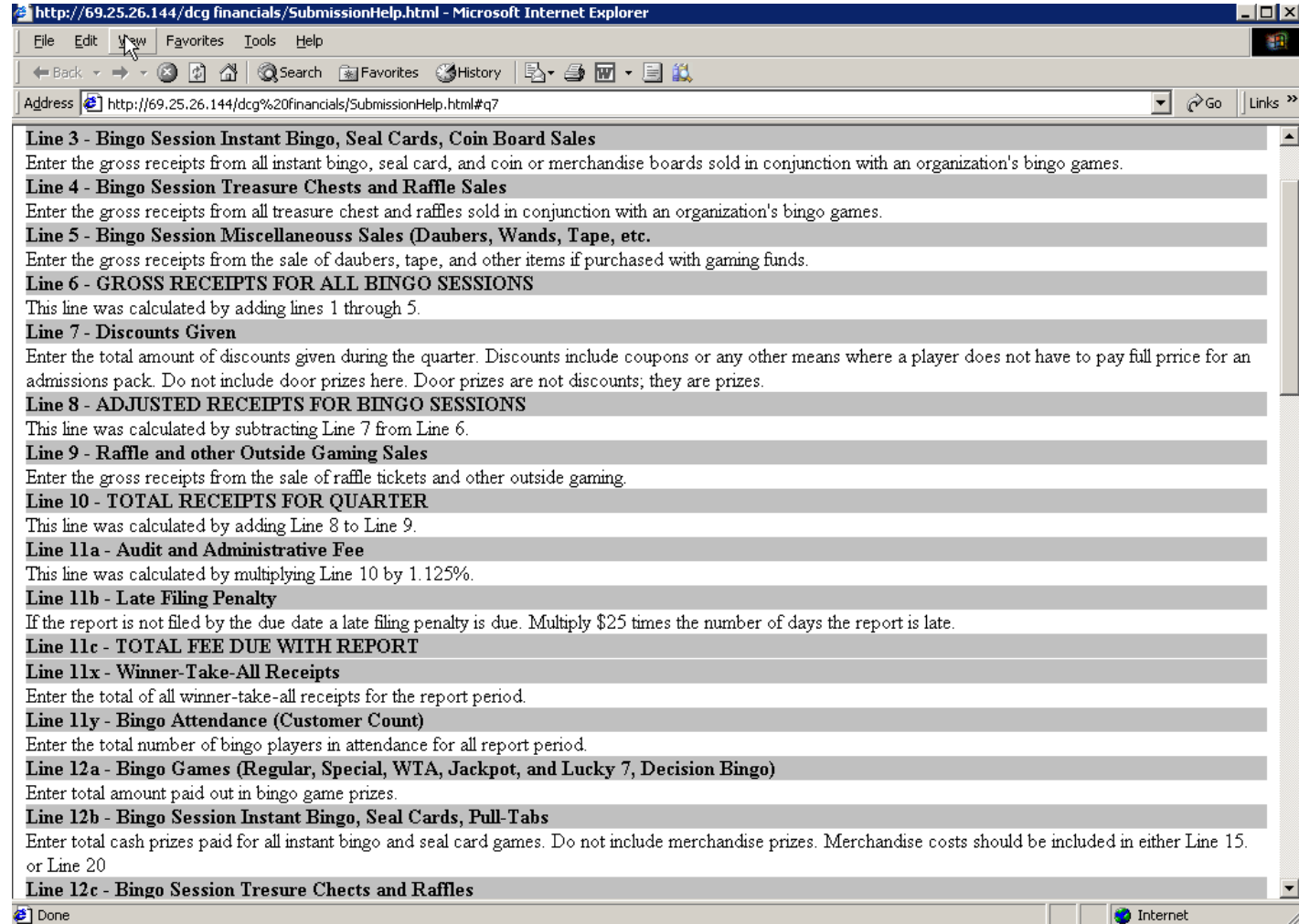
Home >>Part1 - Receipts LogOut

Note: Use the tab key to navigate this document.

DCG #799-ELKS LODGE 227	PART 1 - RECEIPTS	SECOND QUARTER 2006
<input type="checkbox"/> Back To Report List	1. Bingo Paper Sales Before Discounts	\$ <input type="text" value="0.00"/> ?
<input type="checkbox"/> Part 1 - Receipts	2. Electronic Bingo Device Sales Before Discounts	\$ <input type="text"/> ?
<input type="checkbox"/> Part 2 - Prizes	3. Bingo Session instant Bingo, Seal Cards, Coin Board Sales	\$ <input type="text"/> ?
<input type="checkbox"/> Part 3 - Expenses	4. Bingo Session treasure chests and raffle Sales	\$ <input type="text"/> ?
<input type="checkbox"/> Part 4 - Cash Reconciliation	5. Bingo Session Miscellaneous Sales	\$ <input type="text"/> ?
<input type="checkbox"/> Part 5 - Requested Information	6. GROSS RECEIPTS FOR ALL BINGO SESSIONS	\$ <input type="text" value="0.00"/> ?
<input type="checkbox"/> Part 6 - Fees	7. Discounts Given	\$ <input type="text"/> ?
<input type="checkbox"/> View Full Report	8. ADJUSTED RECEIPTS FOR BINGO SESSIONS	\$ <input type="text" value="0.00"/> ?
	9. Raffle and other Outside Gaming Sales	\$ <input type="text"/> ?
	10. TOTAL RECEIPTS FOR QUARTER	\$ <input type="text" value="0.00"/> ?

Clicking on any blue [?](#) at the far right-hand of the screen opens the Help File with additional information. For the example at the right, the blue [?](#) at the far right of line 3 in Part 1 was selected.

Help Example:



Select [Part 1 – Receipts](#)

Part 1 will be displayed. At this point, you will begin entering report values. ENTER NUMERIC VALUES ONLY (no commas or dollar signs. Example: 10000.89 not \$10,000.89)

After you have completed Part 1, click on the "Done with Receipts" button at the bottom of the page.

Note: The check box to the left of Part 1 – Receipts now is checked.

Even though a part has been designated as being complete, you can still return to that part and make changes. Once the report is submitted, you can no longer make changes.

Home >>Part1 - Receipts LogOut

Note:Use the tab key to navigate this document.

DCG #799-ELKS LODGE 227	PART 1 - RECEIPTS	SECOND QUARTER 2006
<input checked="" type="checkbox"/> Back To Report List	1. Bingo Paper Sales Before Discounts	\$ <input type="text" value="0.00"/> ?
<input checked="" type="checkbox"/> Part 1 - Receipts	2. Electronic Bingo Device Sales Before Discounts	\$ <input type="text"/> ?
<input checked="" type="checkbox"/> Part 2 - Prizes	3. Bingo Session instant Bingo,Seal Cards,Coin Board Sales	\$ <input type="text"/> ?
<input checked="" type="checkbox"/> Part 3 - Expenses	4. Bingo Session treasure chests and raffle Sales	\$ <input type="text"/> ?
<input checked="" type="checkbox"/> Part 4 - Cash Reconciliation	5. Bingo Session Miscellaneous Sales	\$ <input type="text"/> ?
<input checked="" type="checkbox"/> Part 5 - Requested Information	6. GROSS RECEIPTS FOR ALL BINGO SESSIONS	\$ <input type="text" value="0.00"/> ?
<input checked="" type="checkbox"/> Part 6 - Fees	7. Discounts Given	\$ <input type="text"/> ?
<input checked="" type="checkbox"/> View Full Report	8. ADJUSTED RECEIPTS FOR BINGO SESSIONS	\$ <input type="text" value="0.00"/> ?
	9. Raffle and other Outside Gaming Sales	\$ <input type="text"/> ?
	10. TOTAL RECEIPTS FOR QUARTER	\$ <input type="text" value="0.00"/> ?

When you select the [Part 2 - Prizes](#) link, you will be presented with a screen for entering Part 2 - Prizes.

At this point, you will begin entering report values. ENTER NUMERIC VALUES ONLY (no commas or dollar signs. Example: 10000.89 not \$10,000.89).

To move from field to field, use the mouse cursor or tab key. As you enter values in the form fields, calculations will begin to appear for line item 12f.

Home >>Part2 - Prizes LogOut

Note:Use the tab key to navigate this document.

DCG # 799-ELKS LODGE 227	PART 2 - PRIZES	SECOND QUARTER 2006
← Back To Report List	12a. Bingo Games	\$ <input type="text" value="0.00"/> ?
<input checked="" type="checkbox"/> Part 1 - Receipts	12b. Bingo Session Instant Bingo, Seal Cards, Pull-Tabs	\$ <input type="text"/> ?
<input type="checkbox"/> Part 2 - Prizes	12c. Bingo Session Treasure Chests and Raffles	\$ <input type="text"/> ?
<input type="checkbox"/> Part 3 - Expenses	12d. Door Prizes	\$ <input type="text"/> ?
<input type="checkbox"/> Part 4 - Cash Reconciliation	12e. Raffle and other Outside Gaming	\$ <input type="text"/> ?
<input type="checkbox"/> Part 5 - Requested Information	12f. TOTAL PRIZES AWARDED	\$ <input type="text" value="0.00"/> ?
<input type="checkbox"/> Part 6 - Fees		
→ View Full Report		

When you select the [Part 3 - Expenses](#) link, you will be presented with a screen for entering Part 3 - Expenses.

At this point, you will begin entering report values. ENTER NUMERIC VALUES ONLY (no commas or dollar signs, Example: enter 10000.89 not \$10,000.89).

To move from field to field, use the mouse cursor or tab key. As you enter values in the form fields, calculations will begin to appear for line items 21d and 23.

Home >>Part3 - Expenses LogOut

Note:Use the tab key to navigate this document.

DCG # 799-ELKS LODGE 227 PART 3 - EXPENSES SECOND QUARTER 2006

<p>← Back To Report List</p> <p><input checked="" type="checkbox"/> Part 1 - Receipts</p> <p><input checked="" type="checkbox"/> Part 2 - Prizes</p> <p><input type="checkbox"/> Part 3 - Expenses</p> <p><input type="checkbox"/> Part 4 - Cash Reconciliation</p> <p><input type="checkbox"/> Part 5 - Requested Information</p> <p><input type="checkbox"/> Part 6 - Fees</p> <p>→ View Full Report</p>	<table border="0"> <tr><td>13. Cash Payments from Funds at Bingo Session</td><td style="text-align: right;">\$</td><td style="border: 1px solid black; width: 100px; text-align: right;">0.00</td><td style="text-align: center;">?</td></tr> <tr><td>14. Cash Shortage or Overage (If overage,enter negative)</td><td style="text-align: right;">\$</td><td style="border: 1px solid black; width: 100px;"></td><td style="text-align: center;">?</td></tr> <tr><td>15. Payments to Registered Suppliers</td><td style="text-align: right;">\$</td><td style="border: 1px solid black; width: 100px;"></td><td style="text-align: center;">?</td></tr> <tr><td>16. Rent paid for Electronic Bingo Devices</td><td style="text-align: right;">\$</td><td style="border: 1px solid black; width: 100px;"></td><td style="text-align: center;">?</td></tr> <tr><td>17. Raffle Supplies</td><td style="text-align: right;">\$</td><td style="border: 1px solid black; width: 100px;"></td><td style="text-align: center;">?</td></tr> <tr><td>18. Bingo Hall Lease Payments</td><td style="text-align: right;">\$</td><td style="border: 1px solid black; width: 100px;"></td><td style="text-align: center;">?</td></tr> <tr><td>19. Payments to Department of Charitable Gaming</td><td style="text-align: right;">\$</td><td style="border: 1px solid black; width: 100px;"></td><td style="text-align: center;">?</td></tr> <tr><td>20. All other Gaming Expenses</td><td style="text-align: right;">\$</td><td style="border: 1px solid black; width: 100px;"></td><td style="text-align: center;">?</td></tr> <tr><td>21a. Use of Proceeds Facility Disbursements</td><td style="text-align: right;">\$</td><td style="border: 1px solid black; width: 100px;"></td><td style="text-align: center;">?</td></tr> <tr><td>21b. Use of Proceeds Charitable Donations</td><td style="text-align: right;">\$</td><td style="border: 1px solid black; width: 100px;"></td><td style="text-align: center;">?</td></tr> <tr><td>21c. Use of Proceeds Transfers to Restricted Account</td><td style="text-align: right;">\$</td><td style="border: 1px solid black; width: 100px;"></td><td style="text-align: center;">?</td></tr> <tr><td>21d. TOTAL USE OF PROCEEDS</td><td style="text-align: right;">\$</td><td style="border: 1px solid black; width: 100px; text-align: right;">0.00</td><td style="text-align: center;">?</td></tr> <tr><td>22. Business Expenses</td><td style="text-align: right;">\$</td><td style="border: 1px solid black; width: 100px;"></td><td style="text-align: center;">?</td></tr> <tr><td>23. TOTAL DISBURSEMENTS</td><td style="text-align: right;">\$</td><td style="border: 1px solid black; width: 100px; text-align: right;">150.00</td><td style="text-align: center;">?</td></tr> </table>	13. Cash Payments from Funds at Bingo Session	\$	0.00	?	14. Cash Shortage or Overage (If overage,enter negative)	\$?	15. Payments to Registered Suppliers	\$?	16. Rent paid for Electronic Bingo Devices	\$?	17. Raffle Supplies	\$?	18. Bingo Hall Lease Payments	\$?	19. Payments to Department of Charitable Gaming	\$?	20. All other Gaming Expenses	\$?	21a. Use of Proceeds Facility Disbursements	\$?	21b. Use of Proceeds Charitable Donations	\$?	21c. Use of Proceeds Transfers to Restricted Account	\$?	21d. TOTAL USE OF PROCEEDS	\$	0.00	?	22. Business Expenses	\$?	23. TOTAL DISBURSEMENTS	\$	150.00	?
13. Cash Payments from Funds at Bingo Session	\$	0.00	?																																																						
14. Cash Shortage or Overage (If overage,enter negative)	\$?																																																						
15. Payments to Registered Suppliers	\$?																																																						
16. Rent paid for Electronic Bingo Devices	\$?																																																						
17. Raffle Supplies	\$?																																																						
18. Bingo Hall Lease Payments	\$?																																																						
19. Payments to Department of Charitable Gaming	\$?																																																						
20. All other Gaming Expenses	\$?																																																						
21a. Use of Proceeds Facility Disbursements	\$?																																																						
21b. Use of Proceeds Charitable Donations	\$?																																																						
21c. Use of Proceeds Transfers to Restricted Account	\$?																																																						
21d. TOTAL USE OF PROCEEDS	\$	0.00	?																																																						
22. Business Expenses	\$?																																																						
23. TOTAL DISBURSEMENTS	\$	150.00	?																																																						

When you select the [Part 4 - Cash Reconciliation](#) link, you will be presented with a screen for entering Part 4 - Cash Reconciliation.

At this point, you will begin entering report values. ENTER NUMERIC VALUES ONLY (no commas or dollar signs, Example: enter 10000.89 not \$10,000.89).

To move from field to field, use the mouse cursor or tab key. As you enter values in the form fields, calculations will begin to appear for line items 29, 30, 31d, 34, and 35.

NOTE: Line 30 must equal Line 35 to be able to finish and submit the report. If these values do not match, you must check your information and make the changes necessary for your report to balance. Lines 24 and 25 will carry forward from previous reports ending balances.

Home >> Part4 - Cash Reconciliation LogOut

DCG # 799-ELKS LODGE 227	PART 4 - CASH RECONCILIATION	SECOND QUARTER 2006
<ul style="list-style-type: none"> ← Back To Report List <input checked="" type="checkbox"/> Part 1 - Receipts <input checked="" type="checkbox"/> Part 2 - Prizes <input checked="" type="checkbox"/> Part 3 - Expenses <input type="checkbox"/> Part 4 - Cash Reconciliation <input type="checkbox"/> Part 5 - Requested Information <input type="checkbox"/> Part 6 - Fees → View Full Report 	<ul style="list-style-type: none"> 24. Beginning Reconciled Bank Balance 25. Beginning Cash on Hand 26. Returned Checks Collected 27. Earned Interest Income 28. Deposits from Non-Gaming Sources 29. Total Receipts for Quarter (line 10 part 1) 30. TOTAL FUNDS AVAILABLE 31a. Bank Statement Balance - End of Quarter 31b. Add Deposits in Transit 31c. Subtract Outstanding Checks 31d. ENDING RECONCILED BANK BALANCE 32. Ending Cash on Hand 33. Returned Checks (bad checks from players) 34. Total Disbursements for Quarter 35. TOTAL FUNDS ACCOUNTED FOR Form Out of Balance by: 	<ul style="list-style-type: none"> \$ <input type="text" value="17.00"/> ? \$ <input type="text" value="0.00"/> ? \$ <input type="text"/> ? \$ <input type="text"/> ? \$ <input type="text"/> ? \$ <input type="text"/> ? \$ <input type="text" value="415.00"/> ? \$ <input type="text" value="432.00"/> ? \$ <input type="text" value="17.00"/> ? \$ <input type="text"/> ? \$ <input type="text"/> ? \$ <input type="text" value="0.00"/> ? \$ <input type="text" value="0.00"/> ? \$ <input type="text"/> ? \$ <input type="text" value="195.00"/> ? \$ <input type="text" value="195.00"/> ? \$ <input type="text" value="237.00"/> ?
<input type="button" value="Done with Cash Reconciliation"/> <input type="button" value="Exit"/> <input type="button" value="Save"/>		

When you select the [Part 5 - Requested Information](#) link, you will be presented with a screen for entering Part 5 - Requested Information.

At this point, you will begin entering report values. ENTER NUMERIC VALUES ONLY (no commas or dollar signs, Example: enter 10000.89 not \$10,000.89).

To move from field to field, use the mouse cursor or tab key.

Home >>Part5 - Requested Information LogOut

Note:Use the tab key to navigate this document.

DCG #799-ELKS LODGE 227 PART 5 - REQUESTED INFORMATION SECOND QUARTER 2006

<p>← Back To Report List</p> <p><input checked="" type="checkbox"/> Part 1 - Receipts</p> <p><input checked="" type="checkbox"/> Part 2 - Prizes</p> <p><input checked="" type="checkbox"/> Part 3 - Expenses</p> <p><input checked="" type="checkbox"/> Part 4 - Cash Reconciliation</p> <p><input type="checkbox"/> Part 5 - Requested Information</p> <p><input type="checkbox"/> Part 6 - Fees</p> <p>→ View Full Report</p>	<table border="0"> <tr> <td style="width:50%;">36. Winner-Take-All Receipts</td> <td style="width:10%; text-align:right">\$</td> <td style="width:20%; border:1px solid black; text-align:right;">0.00</td> <td style="width:10%; text-align:center;">?</td> </tr> <tr> <td>37. Bingo Attendance (Customer Count)</td> <td></td> <td style="border:1px solid black;"></td> <td style="text-align:center;">?</td> </tr> </table>	36. Winner-Take-All Receipts	\$	0.00	?	37. Bingo Attendance (Customer Count)			?
36. Winner-Take-All Receipts	\$	0.00	?						
37. Bingo Attendance (Customer Count)			?						

When you select the [Part 6 - Fees](#) You will view a completed Fee Form

Home >>Part6 - Fees LogOut

DCG #799-ELKS LODGE 227 PART 6 - FEES SECOND QUARTER 2006

<p>← Back To Report List</p> <p><input checked="" type="checkbox"/> Part 1 - Receipts</p> <p><input checked="" type="checkbox"/> Part 2 - Prizes</p> <p><input checked="" type="checkbox"/> Part 3 - Expenses</p> <p><input checked="" type="checkbox"/> Part 4 - Cash Reconciliation</p> <p><input checked="" type="checkbox"/> Part 5 - Requested Information</p> <p><input type="checkbox"/> Part 6 - Fees</p> <p>→ View Full Report</p>	<table border="0"> <tr> <td style="width:50%;">38a. Audit & Administrative Fee</td> <td style="width:10%; text-align:right">\$</td> <td style="width:20%; border:1px solid black; text-align:right;">4.67</td> <td style="width:10%; text-align:center;">?</td> </tr> <tr> <td>38b. Late Filing Penalty</td> <td></td> <td style="border:1px solid black; text-align:right;">0.00</td> <td style="text-align:center;">?</td> </tr> <tr> <td>38c. TOTAL FEE DUE WITH REPORT</td> <td></td> <td style="border:1px solid black; text-align:right;">4.67</td> <td style="text-align:center;">?</td> </tr> </table>	38a. Audit & Administrative Fee	\$	4.67	?	38b. Late Filing Penalty		0.00	?	38c. TOTAL FEE DUE WITH REPORT		4.67	?
38a. Audit & Administrative Fee	\$	4.67	?										
38b. Late Filing Penalty		0.00	?										
38c. TOTAL FEE DUE WITH REPORT		4.67	?										

After completing all parts of the financial report and clicking on the "View Full Report" button, you will be

presented with a Confirmation screen, showing all the values that have been entered for your report. You must review your information carefully. Any necessary changes must be made at this point. Use the "Edit" buttons to return to update any report parts.

Once you have verified that the information is valid, click on the "Submit Report" button to finalize and submit your financial report.

To print the displayed report, click on the "Print" button.

Commonwealth of Virginia		Governor		Skip to Content		Web Policy		FOIA Policy	
DEPARTMENT OF CHARITABLE GAMING									
Home >> Final Report		Please print this Report and retain it for your organization's financial records.						LogOut	
Submit Report		Print						8/22/2006	
DCG # 799-ELKS LODGE 227									
DCG#799		Report Not Submitted							
Elks Lodge 227		No payment has been made							
P.O. Box 227									
Danville, VA 24543									
Part 1 - Receipts									
1. Bingo Paper Sales Before Discounts		\$ 250.00							
2. Electronic Bingo Device Sales Before Discounts		\$ 0.00							
3. Bingo session instant Bingo, Seal Cards, Coin Board Sales		\$ 130.00							
4. Bingo session Treasure chests and raffle Sales		\$ 45.00							
5. Bingo session Miscellaneous Sales		\$ 0.00							
6. GROSS RECEIPTS FOR ALL BINGO SESSIONS		\$ 425.00							
7. Discounts Given		\$ 10.00							
8. ADJUSTED RECEIPTS FOR BINGO SESSIONS		\$ 415.00							
9. Raffle and other Outside Gaming Sales		\$ 0.00							
10. TOTAL RECEIPTS FOR QUARTER		\$ 415.00							
Edit Receipts									
Part 2 - Prizes									
12a. Bingo Games		\$ 120.00							
12b. Bingo session instant bingo, seal cards, pull-Tabs		\$ 25.00							
12c. Bingo Session Treasure Chests and Raffles		\$ 0.00							
12d. Door Prizes		\$ 5.00							
12e. Raffle and other Outside Gaming		\$ 0.00							
12f. TOTAL PRIZES AWARDED		\$ 150.00							
Edit Prizes									
Part 3 - Expenses									
13. Cash Payments from Funds at Bingo Session		\$ 0.00							
14. Cash Shortage or Overage (overage, enter negative)		\$ 0.00							
15. Payments to Registered Suppliers		\$ 45.00							
16. Rent paid for Electronic Bingo Devices		\$ 0.00							
17. Raffle Supplies		\$ 0.00							
18. Bingo Hall Lease Payments		\$ 0.00							
19. Payments to Department of Charitable Gaming		\$ 0.00							
20. All other Gaming Expenses		\$ 0.00							
21a. Use of Proceeds Facility Disbursements		\$ 0.00							
21b. Use of Proceeds Charitable Donations		\$ 0.00							
21c. Use of Proceeds Transfers to Restricted Account		\$ 0.00							
21d. TOTAL USE OF PROCEEDS		\$ 0.00							
22. Business Expenses		\$ 0.00							
23. TOTAL DISBURSEMENTS		\$ 195.00							
Edit Expenses									
Part 4 - Cash Reconciliation									
24. Beginning Reconciled Bank Balance		\$ 17.00							
25. Beginning Cash on Hand		\$ 0.00							
26. Returned Checks Collected		\$ 0.00							
27. Earned Interest Income		\$ 0.00							
28. Deposits from Non-Gaming Sources		\$ 0.00							
29. Total Receipts for Quarter (line 10 part 1)		\$ 415.00							
30. TOTAL FUNDS AVAILABLE		\$ 432.00							
31a. Bank Statement Balance - End of Quarter		\$ 217.00							
31b. Add Deposits in Transit		\$ 20.00							
31c. Subtract Outstanding Checks		\$ 0.00							
31d. ENDING RECONCILED BANK BALANCE		\$ 237.00							
32. Ending Cash on Hand		\$ 0.00							
33. Returned Checks (bad checks from players)		\$ 0.00							
34. Total Disbursements for Quarter		\$ 195.00							
35. TOTAL FUNDS ACCOUNTED FOR		\$ 432.00							
36. Form Out of Balance by:		\$ 0.00							
Edit Cash Reconciliation									
Part 5 - Requested Information									
37. Winner-Take-All Receipts		\$ 78.00							
38. Bingo Attendance (Customer Count)		40							
Edit Requested Information									
Part 6 - Fees									
38a. Audit & Administrative Fee		\$ 4.67							
38b. Late Filing Penalty		\$ 0.00							
38c. TOTAL FEE DUE WITH REPORT		\$ 4.67							
Submit Report		Print							

This screen will be displayed showing the amount of fees including late fees that are due.

Click on the "Pay Fees & Submit Report" button to continue.

Home >> Pay Fees LogOut

Fees

Fee Type	Total Amount Due
Audit and Administration Fee	\$0.63
Late Filing Penalty	\$2050.00
Credit Balance	\$0.00
TOTAL FEE DUE WITH REPORT	\$2050.63

[Pay Fees & Submit Report](#)

[Go To Report List](#) [Return to Full Report](#)

This screen will be displayed to allow you to select the payment type for your fees.

After selecting either Credit Card or Electronic Check, click on the "Continue" button to continue.

Home >> Untitled Page LogOut

Please select method of payment below

Credit Card

Electronic Check

[Continue](#)

This screen will be displayed if Credit Card is selected.

After entering the required information, click on the "Submit" button to process the payment.

This will conclude your reporting process and initiate the transfer of your fees to the Division of Charitable Gaming.

Home >>Untitled Page LogOut

Credit Card

First Name:

Last Name:

Company Name :

Credit Card Type:

Credit Card Number:

Expiry Date:

Amount:

Street

City

State

Zip

CVV2(CARD SECURITY CODE)

This screen will be displayed if Electronic Check is selected.

After entering the required information, click on the "Submit" button to process the payment.

This will conclude your reporting process and initiate the transfer of your fees to the Division of Charitable Gaming.

Home >>Untitled Page LogOut

eCheck Payment

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
CompanyName:	<input type="text"/>
Street	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip	<input type="text"/>
Email	<input type="text"/>
Account Number:	<input type="text"/>
Routing Number:	<input type="text"/>
Check Number:	<input type="text"/>
Amount:	<input type="text" value="\$2050.06"/>
Trx Code	<input type="text" value="Debit to checkings"/>

Your Payment Report Receipt screen will be displayed. Please click on the "Print" button to print a copy of the report for your records. Your report is now finished and you may either return to other sections of the DCG site or close out your browser.

Commonwealth of Virginia	Governor	Skip to Content	Web Policy	FOIA Policy
--------------------------	----------	-----------------	------------	-------------

DEPARTMENT OF CHARITABLE GAMING

Home >> Final Report LogOut

Please print this Report and retain it for your organization's financial records.

Print [Back To Report List](#) 8/23/2006

DCG # 2787-AMVETS POST 5 LADIES AUXILIARY - DCG# 2787
SECOND QUARTER 2006 FINANCIAL REPORT

DCG#2787 Amvets Post 5 Ladies Auxiliary - DCG# 2787 P. O. Box 1352 Anywhere, VA 22222	Report Submitted ONLINE SUBMISSION Submitted By: John Doe Submitted on: 8/23/2006 1:40:16 AM Confirmation Number: 278712246108-23-2006 Submitter Phone: 4233835755 Submitter Email: johndoe@aol.com Payment Date: 8/23/2006 1:38:16 AM Payment Mode: CS Payment Amount: 0.07 Payment Confirmation Number:
--	---

Part 1 - Receipts	
1. Bingo Paper Sales Before Discounts	\$ 1.00
2. Electronic Bingo Device Sales Before Discounts	\$ 2.00
3. Bingo session instant Bingo, Seal Cards, Coin Board Sales	\$ 3.00
4. Bingo session Treasure chests and raffle Sales	\$ 1.00
5. Bingo session Miscellaneous Sales	\$ 3.00
6. GROSS RECEIPTS FOR ALL BINGO SESSIONS	\$ 10.00
7. Discounts Given	\$ 5.00
8. ADJUSTED RECEIPTS FOR BINGO SESSIONS	\$ 5.00
9. Raffle and other Outside Gaming Sales	\$ 1.00
10. TOTAL RECEIPTS FOR QUARTER	\$ 6.00
Part 2 - Prizes	
12a. Bingo Games	\$ 12.00
12b. Bingo session instant bingo, seal cards, pull-Tabs	\$ 12.00
12c. Bingo Session Treasure Chests and Raffles	\$ 12.00
12d. Door Prizes	\$ 12.00
12e. Raffle and other Outside Gaming	\$ 12.00
12f. TOTAL PRIZES AWARDED	\$ 60.00
Part 3 - Expenses	
13. Cash Payments from Funds at Bingo Session	\$ 13.00
14. Cash Shortage or Overage (overage, enter negative)	\$ 14.00
15. Payments to Registered Suppliers	\$ 15.00
16. Rent paid for Electronic Bingo Devices	\$ 16.00
17. Raffle Supplies	\$ 17.00
18. Bingo Hall Lease Payments	\$ 18.00
19. Payments to Department of Charitable Gaming	\$ 19.00
20. All other Gaming Expenses	\$ 20.00
21a. Use of Proceeds Facility Disbursements	\$ 21.00
21b. Use of Proceeds Charitable Donations	\$ 21.00
21c. Use of Proceeds Transfers to Restricted Account	\$ 21.00
21d. TOTAL USE OF PROCEEDS	\$ 63.00
22. Business Expenses	\$ 22.00
23. TOTAL DISBURSEMENTS	\$ 277.00
Part 4 - Cash Reconciliation	
24. Beginning Reconciled Bank Balance	\$ 7314.00
25. Beginning Cash on Hand	\$ 1000.00
26. Returned Checks Collected	\$ 0.00
27. Earned Interest Income	\$ 0.00
28. Deposits from Non-Gaming Sources	\$ 0.00
29. Total Receipts for Quarter (line 10 part 1)	\$ 6.00
30. TOTAL FUNDS AVAILABLE	\$ 8320.00
31a. Bank Statement Balance - End of Quarter	\$ 7043.00
31b. Add Deposits in Transit	\$ 0.00
31c. Subtract Outstanding Checks	\$ 0.00
31d. ENDING RECONCILED BANK BALANCE	\$ 7043.00
32. Ending Cash on Hand	\$ 1000.00
33. Returned Checks (bad checks from players)	\$ 0.00
34. Total Disbursements for Quarter	\$ 277.00
35. TOTAL FUNDS ACCOUNTED FOR	\$ 8320.00
36. Form Out of Balance by:	\$ 0.00
Part 5 - Requested Information	
37. Winner-Take-All Receipts	\$ 11.00
38. Bingo Attendance (Customer Count)	3455
Part 6 - Fees	
38a. Audit & Administrative Fee	\$ 0.07
38b. Late Filing Penalty	\$ 0.00
38c. TOTAL FEE DUE WITH REPORT	\$ 0.07

Print

