

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

Who must file: Special permitted organizations that generate annual gross receipts of \$40,000 or less in a calendar year and realizing any gaming receipts for the quarter.

Required Form: Form 102-EZ is limited to special permitted organizations, reporting quarterly receipts, 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 and the organization was permitted under definition Type 18 of “Organization” pursuant §18.2-340.16 of the code of Virginia. **All other organizations must use Form 102 to report quarterly receipts.**
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

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

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 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 from the due date. Pursuant to section 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: Special permitted organizations that have received a permit under Type 15 definition of “Organization” pursuant to §18.2-340.16 to 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 are exempt from audit and administration fees.

Fee Payments:	If a check will accompany the financial report, make payable to the Treasurer of Virginia. A financial report is not considered received until report and all associated fees are paid in full.
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IDENTIFY QUARTER AND FISCAL YEAR	
Reported Quarter:	Mark an X in the block of the appropriate quarter for the quarterly financial report being submitting.
Calendar Year:	Enter the four-digit calendar year for the quarterly report being submitting.

Instructions for Completing Form Fields

ORGANIZATION INFORMATION	
Organization Name:	Name of the organization as shown on the Charitable
OCRCP No.:	Provide the organization's 2 to 5-digit OCRCP number.
Mailing Address:	Provide complete mailing address of record, including city, state, and zip code.
Business Phone:	Provide the organization's telephone number.
E-Mail Address:	Provide an e-mail address for the organization or contact person.
Contact Person:	Provide the full name of the individual the OCRCP should contact if questions arise regarding this financial report.
Daytime Phone:	Provide the daytime phone number of the contact person.

PART 1 - CHARITABLE GAMING SUMMARY	
Line 1	<p>Receipts From All Bingo Sessions: Enter the total gross sales of all charitable gaming activities occurring during all bingo sessions held in the quarter. This will include all bingo games from paper or hard cards (Include all sales: admission, floor, decision, early birds, late birds, jackpot, Progressive Bingo Games, etc.), paper pull-tabs, raffles conducted during the bingo session(s), and miscellaneous sales. This should equal the total of line 3d + line 5 + line 6 + line 7 from Form 103, Bingo Session Reconciliation Summary, for all sessions held during the quarter.</p> <p><i>Note: Receipts from all bingo sessions whether played inside or outside of social quarters are reportable.</i></p>
Line 2	Receipts From Raffles Outside of Bingo Sessions: Enter the gross receipts from the sale of raffle tickets outside of bingo sessions.
Line 3	Receipts From Paper Pull -Tabs Sold Outside of Bingo Sessions: Enter the gross receipts from all paper instant bingo, seal cards, and pull tabs sold in social quarters or outside bingo sessions.
Line 4	Total Receipts: Add Lines 1 thru 3
Line 5	All Gaming Expenses: Enter total disbursements for prizes and expenses directly related to the operation of charitable gaming activities.

Line 6	Total Funds Available To Support Organization's Mission: Subtract Line 5 from Line 4
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PART 2 - USE OF FUNDS

<p>Provide an explanation describing how funds, reported on Line 6 of this report, will be or have been used to support the organization's mission.</p> <p><i>Note: Documentation to support the disbursement of all charitable gaming funds must be maintained for a minimum of three years pursuant to section § 18.2-340.30 D of the Code of Virginia.</i></p>

PART 3 - FEES

Line 7	<p>a. Late Fee: \$25.00 per day past the due date. Using the postmark date or if not mailed, the date received by OCRP.</p> <p>b. Amount Remitted with Report: Enter the amount remitted with report.</p>
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<p>ACKNOWLEDGEMENT: 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.</p>
