

Mail To:
VDACS
OCRP
PO Box 526
Richmond, VA 23218



Form 102 (Rev. 05/09/2024)
QUARTERLY FINANCIAL REPORT
 Must be filed by any organization realizing any
 charitable gaming receipts in the quarter.
SIX PAGES - COMPLETE ALL
 VDACS FINANCE CODE: 988-02199

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

Select the Quarter that is being reported

" X " the Reported Quarter

1st 1/1 thru 3/31 June 1st	2nd 4/1 thru 6/30 Sept. 1st	3rd 7/1 thru 9/30 Dec. 1st	4th 10/1 thru 12/31 March 1st	Year
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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 QUARTER	(Line 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. TOTAL FEES DUE WITH REPORT	(Lines 59c + 59d)	
f. Account Balance Carried Forward - <i>Enter a Credit as a negative amount</i>		
g. TOTAL AMOUNT DUE	(Lines 59e + 59f)	
h. Amount Remitted with Report		

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 Part 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 quarter's UOP requirement for this portion that must be met by December 31st based on reported receipts is:		(Line 10 x .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)

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 Quarter	(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 Quarter		
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	(Lines 27a + 27b)	
28 Returned Checks from Players		
29 Bank Charges		
30 Total Disbursements for Quarter	(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 quarter'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 Quarter		
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		

