

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



Form 102 (Rev. TBD)  
 QUARTERLY FINANCIAL REPORT  
 Must be filed by any organization realizing  
 any charitable gaming receipts in the quarter.  
**THREE 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

| 1st<br>1/1 thru 3/31<br>June 1st | 2nd<br>4/1 thru 6/30<br>Sept. 1st | 3rd<br>7/1 thru 9/30<br>Dec. 1st | 4th<br>10/1 thru 12/31<br>March 1st | Year |
|----------------------------------|-----------------------------------|----------------------------------|-------------------------------------|------|
| " X " the Reported Quarter       |                                   |                                  |                                     |      |

**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**

|  |             |
|--|-------------|
| 1. Bingo Paper Sales Before Discounts                                |             |
| 2. Electronic Bingo Device Sales Before Discounts                    |             |
| 3. Bingo Session Instant Bingo, Seal Cards, Coin Board Sales         |             |
| 4. Bingo Session Treasure Chests and Raffle Sales                    |             |
| 5. Bingo Session Miscellaneous Sales ( <i>Daubers, Tape, etc.</i> )  |             |
| <b>6. TOTAL RECEIPTS FOR ALL BINGO SESSIONS</b> (Line 1 thru Line 5) | <b>\$ -</b> |
| 7. Discounts Given   |             |
| <b>8. ADJUSTED RECEIPTS FOR BINGO SESSIONS</b> (Line 6 minus Line 7) | <b>\$ -</b> |
| 9. Raffle and other Outside Gaming Sales                             |             |
| 10. Texas Hold'em Poker Tournament Sales                             |             |
| <b>11. TOTAL RECEIPTS FOR QUARTER</b> (Line 8 plus Line 10)          | <b>\$ -</b> |

**PART 6 - AUDIT AND ADMINISTRATION FEE CALCULATION**

|   |             |
|---|-------------|
| 12. a. Audit&Administration Fee (Line 10 X 1.375%)  | \$ -        |
| b. Late Filing Penalty All organizations subject to late filing penalty of \$25 per day after due date. |             |
| c. Payments already made for this report  |             |
| <b>d. TOTAL FEE DUE WITH REPORT</b> Make check payable to: Treasurer of Virginia (line 11a+11b-11c)     | <b>\$ -</b> |

Quarter

No Qtr Chosen'

OCRP# \_\_\_\_\_

ORG NAME \_\_\_\_\_

| <b>PART 2 - PRIZES</b>                                |                            |             |
|---|----------------------------|-------------|
| 13. a. Bingo Games                                    |                            |             |
| b. Bingo Session Instant Bingo, Seal Cards, Pull-Tabs |                            |             |
| c. Bingo Session Treasure Chests and Raffles          |                            |             |
| d. Door Prizes  |                            |             |
| e. Raffles and other Outside Gaming                   |                            |             |
| f. Texas Hold'em Poker Tournament Prizes              |                            |             |
| <b>g. TOTAL PRIZES AWARDED</b>                        | <b>(Line 13a thru 13f)</b> | <b>\$ -</b> |

| <b>PART 3 - EXPENSES</b>  |  |             |
|---|--|-------------|
| 14. Cash Payments from Funds at Bingo Sessions                      |  |             |
| 15. Cash Shortage or Overage  | (If this is overage, enter as a negative figure so it will subtract) |             |
| 16. Payments to Registered Suppliers                                |  |             |
| 17. Rent Paid for Electronic Bingo Devices                          |  |             |
| 18. Raffle Supplies   |  |             |
| 19. Facility Lease Payments   |  |             |
| 20. Texas Hold'em Poker Tournament Operator Payments                |  |             |
| 21. Payments to Office of Charitable and Regulatory Programs        |  |             |
| 22. All other Gaming Expenses                                       |  |             |
| 23. a. Use of Proceeds Facility Disbursements                       |  |             |
| b. Use of Proceeds Charitable Donations                             |  |             |
| c. Use of Proceeds Transfers to Restricted Account                  |  |             |
| d. Use of Proceeds Texas Hold'em Poker Tournament Operator Payments |  |             |
| <b>e. TOTAL USE of PROCEEDS</b>                                     | <b>(Line 23a thru 23d)</b>   | <b>\$ -</b> |
| 24. Business Expenses   |  |             |
| <b>25. TOTAL DISBURSEMENTS</b>                                      | <b>(Line 13g thru 24)</b>  | <b>\$ -</b> |

| PART 4 - CASH RECONCILIATION   |    |      |
|--|----|------|
| 26. Beginning Reconciled Bank Balance (Line 31d. from previous report) |    |      |
| 27. Beginning Cash on Hand   |    |      |
| 28. Returned Checks Collected (redeposit of bad checks)                |    |      |
| 29. Earned Interest Income   |    |      |
| 30. Deposits from Non-Gaming Sources                                   |    |      |
| 31. Total Receipts for Quarter (Line 10 from page one)                 |    | \$ - |
| 32. TOTAL FUNDS AVAILABLE (Lines 26 thru 31)                           |    | \$ - |
| <b>ENDING BANK BALANCE</b>   |    |      |
| 33. a. Bank Statement Balance -End of Quarter                          |    |      |
| b. Add Deposits in Transit   |    |      |
| c. Subtract Outstanding Checks   |    |      |
| d. ENDING RECONCILED BANK BALANCE (Line 33a thru 33c)                  |    | \$ - |
| 34. Ending Cash on Hand  |    |      |
| 35. Returned Checks (bad checks from players)                          |    |      |
| 36. Total Disbursements for Quarter (Line 25 from page two)            |    | \$ - |
| 37. TOTAL FUNDS ACCOUNTED FOR (Lines 33d thru 36)                      |    | \$ - |
| Line 32 must equal Line 37 for this report to be in balance            |    |      |
| REPORT IS OUT OF BALANCE BY  | \$ | -    |

| PART 5 - REQUESTED INFORMATION |                                     |  |
|--------------------------------|-------------------------------------|--|
| 36.                            | All Progressive Bingo Game Receipts |  |
| 37.                            | Bingo Attendance(Customer Count)    |  |

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.

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Signature of President or Designee
Date:

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Print Name: \_\_\_\_\_
Title: \_\_\_\_\_