

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



Form 101 (Rev. PENDING)  
 ANNUAL FINANCIAL REPORT  
 SEVEN PAGES - COMPLETE ALL  
 VDACS FINANCE CODE: 988-02199

COMMONWEALTH OF VIRGINIA  
 DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
 OFFICE OF CHARITABLE AND REGULATORY PROGRAMS  
 ANNUAL FINANCIAL REPORT FOR CALENDAR YEAR JANUARY 1st - DECEMBER 31st  
 DUE DATE: MARCH 15th

REPORT YEAR

**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.	<b>TOTAL RECEIPTS FOR BINGO SESSIONS</b>	(Line 1 thru Line 5)
7.	Bingo Session Discounts Given	
8.	<b>ADJUSTED RECEIPTS FOR BINGO SESSIONS</b>	(Line 6 - Line 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	
	<b>d. Total Line 9a + Line 9b + 9c</b>	(Line 9a + 9b + 9c)
10.	<b>TOTAL RECEIPTS FOR YEAR</b>	(Line 8 + 9d)

**PART 7 - FEES - Bingo Sessions, Raffles, Texas Hold'em and Paper Pull-Tabs**

58.	a. Audit and Administrative Fee Based on Gross Receipts- <i>Fire and Rescue Organizations are exempt from these fees</i>	(Line 10 X 0.75%)	For 1Q/2Q 2022, fees are Line 10*1.375%
	b. Late Fees	(\$25 per day after due date)	
	c. Audit & Administrative Fees paid with quarterly reports - <i>Typically, this amount will equal Line 58a unless Line 10 is greater than the total of all four quarterly reports</i>		
	<b>d. TOTAL FEES DUE WITH REPORT</b>	(Line 58a+58b-58c)	
	e. Account Balance Carried Forward - <i>Enter a Credit as a negative amount</i>		
	<b>f. TOTAL AMOUNT DUE</b>	(Line 58d+58e)	
	g. Amount Remitted with Report		

<b>PART 2 - PRIZES - <i>Electronic Device Prizes are reported in Part 6A</i></b>		
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		
<b>h. TOTAL PRIZES AWARDED</b>	<b>(Lines 11a thru 11g)</b>	

<b>PART 3 - EXPENSES- Bingo Sessions, Raffles, Texas Hold'em and Paper Pull Tabs</b>		
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<b>Part 3A - Bingo Session Expenses - <i>If no Bingo Session Expenses, skip to Part 3B</i></b>		
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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		
<b>f. TOTAL BINGO SESSION EXPENSES</b>	<b>(Lines 12a thru 12e)</b>	

<b>Part 3B - Gaming Conducted Outside of Bingo Sessions- <i>If no expenses for raffles or paper pull tabs sold outside of bingo sessions, skip to 3C</i></b>		
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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. Payments to Registered Operator to Administer Texas Hold'em Poker Tournament		
f. All Other Outside Bingo Gaming Expenses		
<b>g. TOTAL OUTSIDE BINGO SESSION EXPENSES</b>	<b>(Lines 13a thru 13f)</b>	

<b>Part 3C - General Disbursements- <i>Electronic Device Expenses are reported in Part 6A</i></b>		
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14. a. Use of Proceeds Internal Disbursements		
b. Use of Proceeds External Donations		
c. Use of Proceeds Transfers to Restricted Account		
<b>d. TOTAL USE OF PROCEEDS- (UOP)</b>	<b>(Lines 14a thru 14c)</b>	

<b>For informational purposes, this year's UOP requirement for this portion that must be met by December 31st based on reported receipts is:</b>		<b>(Line 10 * .10)</b>
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15. Payments to Office of Charitable and Regulatory Programs		
16. Business Disbursements		
<b>17. TOTAL DISBURSEMENTS (Prizes &amp; Expenses)</b>	<b>(Lines 11h+12f+13g+14d+15+16)</b>	

REPORT YEAR \_\_\_\_\_

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

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

**PART 4 - CASH RECONCILIATION- *Electronic Device Cash Reconciliation is reported in Part 6B***

18.	Beginning Reconciled Bank Balance (Ending Reconciled Bank Balance from Previous Report)		
19.	a. Beginning Bingo Session Cash on Hand		
	b. Beginning Other Cash on Hand		
	<b>c. Total Beginning Cash on Hand</b>	(Lines 19a + 19b)	
20.	Returned Checks Collected - (Redeposit of Bad Checks)		
21.	Earned Interest Income		
22.	Deposits from Non-Gaming Sources		
23.	<b>Total Receipts for Year</b>	(Part 1, Line 10)	
24.	<b>TOTAL FUNDS AVAILABLE</b>	(Lines 18+19c+20+21+22+23)	
<b>ENDING BANK BALANCE</b>			
25.	a. Bank Statement Balance -End of Year		
	b. Add Deposits in Transit		
	c. Outstanding Checks		
	<b>d. ENDING RECONCILED BANK BALANCE</b>	(Line 25a+25b-25c)	
26.	a. Ending Bingo Session Cash on Hand		
	b. Ending Other Cash on Hand		
	<b>c. Total Ending Cash on Hand</b>	(Line 26a + 26b)	
27.	Returned Checks from Players		
28.	Bank Charges		
29.	<b>Total Disbursements for Year</b>	(Part 3C, Line 17)	
30.	<b>TOTAL FUNDS ACCOUNTED FOR</b>	(Lines 25d+26c+27+28+29)	
Line 24 must equal Line 30 for this report to be in balance			
31.	<b>REPORT IS OUT OF BALANCE BY</b>		

**PART 5 - BINGO SESSION REQUIRED INFORMATION**

32.	a. Bingo Player Count	
	b. All Progressive Bingo Game Receipts	

REPORT YEAR \_\_\_\_\_

OCR # \_\_\_\_\_

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

PART 6 - ELECTRONIC DEVICE RECEIPTS AND EXPENSES		
Part 6A - Electronic Device Receipts and Expenses		
33. Electronic Device Instant Bingo, Seal Cards, Pull Tab Ticket Sales		
34. Electronic Device Instant Bingo, Seal Cards, Pull Tab Prizes Paid		
35. Cash Shortage or Overage (If this is overage, enter as a negative amount)		
36. Payments to Registered Manufacturers for Electronic Device Rentals		
37. All Other Electronic Device Expenses		
38. a. Use of Proceeds Internal Disbursements		
b. Use of Proceeds External Donations		
c. Use of Proceeds Transfers to Restricted Account		
<b>d. TOTAL USE OF PROCEEDS (UOP)</b>	<b>(Lines 38a thru 38c)</b>	
<b>For informational purposes, this year's UOP requirement for this portion that must be met by December 31st based on reported receipts is:</b>		<b>(Line 33-34) * .20</b>
39. Payments to Office of Charitable and Regulatory Programs		
40. Business Disbursements		
<b>41. TOTAL DISBURSEMENTS (Prizes &amp; Expenses)</b>	<b>(Lines 34+35+36+37+38d+39+40)</b>	
Part 6B- Electronic Device Cash Reconciliation		
42. Beginning Reconciled Bank Balance (Ending Reconciled Bank Balance from Previous Report)		
43. Beginning Electronic Devices Cash on Hand (Pull Tabs)		
44. Returned Checks Collected - (Redeposit of bad checks)		
45. Earned Interest Income		
46. Deposits from Non-Gaming Sources		
<b>47. Total Receipts</b>	<b>(Part 6A, Line 33)</b>	
<b>48. TOTAL FUNDS AVAILABLE</b>	<b>(Lines 42 thru 47)</b>	
49. a. Bank Statement Balance - End Of Year		
b. Deposits in Transit		
c. Outstanding Checks		
<b>d. ENDING RECONCILED BANK BALANCE</b>	<b>(Line 49a+49b-49c)</b>	
50. Ending Electronic Devices Cash on Hand		
51. Returned Checks From Players		
52. Bank Charges		
<b>53. TOTAL DISBURSEMENTS</b>	<b>(Part 6A, Line 41)</b>	
<b>54. TOTAL FUNDS ACCOUNTED FOR</b>	<b>(Line 49d+50+51+52+53)</b>	
Line 48 must equal Line 54 for this report to be in balance		
<b>55. REPORT IS OUT OF BALANCE BY</b>		

**Part 6C - Electronic Device Information**

56. Indicate below any manufacturer providing Electronic Devices for the year:

<input type="checkbox"/> Arrow International, Inc.	<input type="checkbox"/> Powerhouse VA	<input type="checkbox"/> eTabs, Inc.
<input type="checkbox"/> Grover Gaming, Inc.	<input type="checkbox"/> Creative Game Technologies, LLC	<input type="checkbox"/> TicTabs, LLC
<input type="checkbox"/> Other (Please Specify) _____		

57. Electronic Device Calculated Fees: This information is provided based on information reported on lines 33 and 34. Typically the manufacturer will assume responsibility to remit these fees on your behalf. If your agreement with the manufacturer requires you to remit these fees, do not remit with this report. Remit separately with a "Form 102V, Electronic Device Fee Voucher". The voucher may be found on the VDACS website.

a. Electronic Device Fees if Paid by Manufacturer		(Line 33-34) * 0.75%
b. Electronic Device Fees if Paid by Organization		(((Line 33-34) * .5%) +(Line 33*.25%))

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.

Signature of President or Designee _____	Date: _____
Print Name: _____	Title: _____

**INCLUDE THE FOLLOWING ATTACHMENTS TO THE ANNUAL REPORT:**

<b>Use of Proceeds Listings</b>	Listing of disbursement to include "Date of Check", "Check #", "Payee", "Purpose" and "Amount of Check" that equals to the amounts listed on Lines 14a, 14b, and 14c. A separate listing must be attached for amounts listed on Lines 38a, 38b, and 38c
<b>Copy of Ending Bank Statement</b>	Copy of December 31st year end bank statements for all gaming accounts, including regular checking, savings, restricted & special funds.

**A report is not considered complete and submitted unless it has been signed and the audit and administration fee has been paid.**

**PART 8 - INVENTORY**

**PART 8A - SUPPLIERS**

LIST ALL SUPPLIERS PROVIDING GAMING SUPPLIES OR EQUIPEMENT

Supplier Name:		<input type="checkbox"/> Bingo	<input type="checkbox"/> Outside of Bingo
Supplier Name:		<input type="checkbox"/> Bingo	<input type="checkbox"/> Outside of Bingo
Supplier Name:		<input type="checkbox"/> Bingo	<input type="checkbox"/> Outside of Bingo

**PART 8B - INVENTORY OF INSTANT SUPPLIES - BINGO SESSIONS**

DEALS	DEAL NAME	Form Number	Number of Deals on Hand	Number of Tickets Per Deal	Price per Ticket	Number of Free Tickets	Cash Payout Per Deal
	(List each deal name with the same take-in and payout)						
Ending Inventory On Hand As Of December 31st							

**PART 8C - INVENTORY OF INSTANT SUPPLIES - OUTSIDE OF BINGO SESSIONS**

DEALS	DEAL NAME	Form Number	Number of Deals on Hand	Number of Tickets Per Deal	Price per Ticket	Number of Free Tickets	Cash Payout Per Deal
	(List each deal name with the same take-in and payout)						
Ending Inventory On Hand As Of December 31st							

REPORT YEAR \_\_\_\_\_

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

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

**PART 8D - INVENTORY OF BINGO PAPER SUPPLIES**

**BINGO PAPER - SINGLE SHEETS AND PACKS**

PAPER	TYPE OF PAPER (Description for all types and color if a single sheet)	Unit of Issue	ON	UP	Quantity on Hand
Ending Inventory On Hand As Of December 31st					

NOTE: ADDITIONAL PAGES MAY BE ADDED, IF NECESSARY

**PART 9 - RESTRICTED ACCOUNT TRANSACTIONS**

Name of Bank(s): _____		Last 4 digit of account number (s): _____	
Purpose of Fund(s): _____			
1.	Beginning Restricted Bank Account Balance		
<b>Deposits and Other Credits:</b>			
2.	Interest Income		
3.	Deposits from Gaming Account(s) (Part 3C, Line 14c + Part 6A, Line 38c)		
4.	Other Deposits		
5.	Total Credits for Period		(Lines 2 + 3 + 4)
6.	Total Funds Available		(Line 1 + Line 5)
<b>Checks and Other Debits:</b>			
7.	Bank Charges		
8.	Checks: Disbursements <i>Provide Details Below</i>		
9.	Other Debits <i>Provide Details Below</i>		
10.	Total Debits for Period		(Lines 7 + 8 + 9)
11.	Ending Restricted Bank Account Balance		(Line 6 - Line 10)

**ITEMIZATION OF CHECKS DISBURSED (Must equal the amount from Line 8 and 9 above from Restricted Account)**

Date of Check	Check #	Payee	Purpose	Amount of Check
<b>Total</b>				