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THE WORLD'S LARGEST MANUFACTURER OF  
**CHARITABLE & SOCIAL GAMING SOLUTIONS!**

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# VIRGINIA COMPLIANCE TRAINING

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October 2025



# Topics for Discussion



- **Gaming Locations**
- **Charitable Gaming Receipts**
- **Reasonable and Proper Business Expenses**
- **Gaming Expenses**
- **Use of Proceeds (External and Internal)**
- **Financial Accountability**
- **Recordkeeping**
- **Reporting**
- **Renewals**
- **IRS Tax Exemption and 990 Filings**

# ELECTRONIC GAMING LOCATIONS



# Gaming Locations



**Electronic gaming may only be conducted on the premises of a permitted and authorized “social organization.”**

## NOT LIMITED TO SOCIAL QUARTERS

May also be conducted in a designated “public space” by either:

- the social organization itself, OR
- another qualified organization leasing the “public space”

Controlled access still required for social quarters

- Social Quarters and Public Space must be separate, contiguous areas within the primary location
- May not overlap
- Must be outlined on permit application
- Still limited to 18 machines total

# Gaming Locations



## Gaming manager

Must be onsite at all times when gaming in a designated public space

Must be available within 30 minutes for gaming in social quarters

## Public gaming benefits

- Increased revenue
- Improves charity's public perception

- Potential new membership
- Sale of food and non-alcoholic beverage to players

# RECEIPTS AND DISTRIBUTIONS



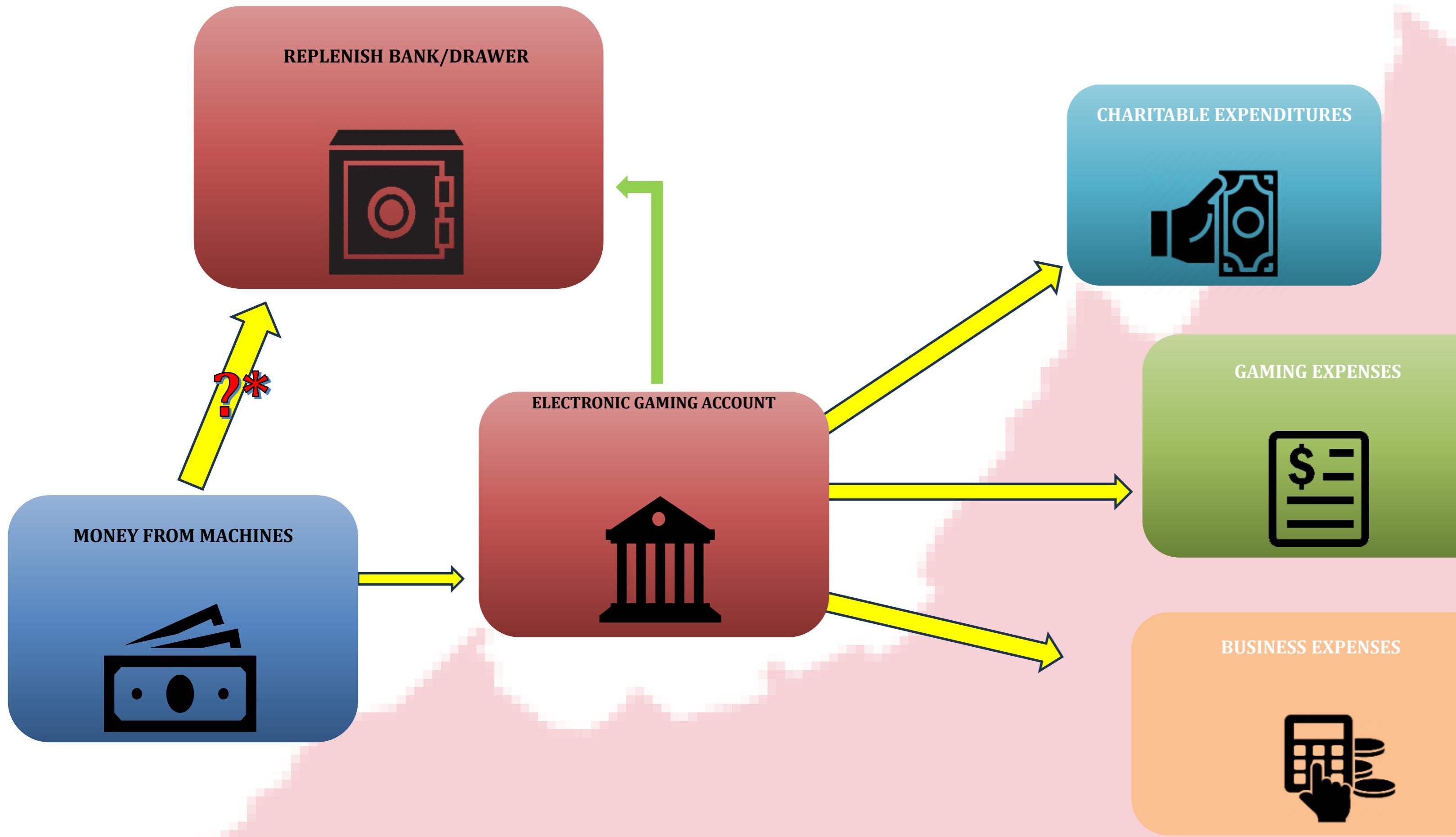
GENEROUS GIVING AWARENESS SERVICES ASSISTANCE  
CHARITY ALTRUISTIC LIFE MORAL CARE  
ADULT CONTRIBUTION ASSISTED RESCUE SUPPORT TEAMWORK PERSON  
COMMUNITY LIFE VOLUNTEER TIME  
HOPE DONATIONS TEAMWORK PERSON

# Charitable Gaming Receipts



- **eGaming Deposits** - at least once every 7 calendar days, must have a dedicated account, no comingling of funds, all other charitable monies shall have a separate account.
- **Expenditures** - All expenditures from electronic gaming accounts must be made by check or electronic funds transfer (EFT).
- **Other gaming deposits** - All receipts from each session of bingo games, network bingo games, raffles, instant bingo, paper pull tabs or seal cards shall be deposited by the second business day following that session.
- Expenditures are limited to those expressly authorized and must fall into one of these 3 categories:
  1. **Reasonable and Proper Business Expenses**
  2. **Gaming Expenses**
  3. **Charitable Use of Proceeds**

# Charitable Gaming Receipts



\* A strict interpretation of the regulations would require all electronic gaming "revenue" be deposited, however the reconciliation form provided by VDACS accounts for replenishments prior to deposit.

# Reasonable and Proper Business Expenses



***Business expenses are expenses actually incurred in the conduct of charitable gaming and not otherwise allowed by regulations.***

## ***Examples:***

- Legal and accounting fees
- Travel to national and regional conventions
- Utilities (Example: Wi-Fi, trash)
- Repair of real property

## ***Additional qualified Business Expenses:***

- Payments made to the volunteer firefighters' and rescue squad workers' service award fund
- Salaries/wages of employees whose primary responsibility is to provide services for the principal benefit of an organization's members
- Expenses for social or recreational activities for the principal benefit of a social organization's members may qualify as a business expense

# Gaming Expenses

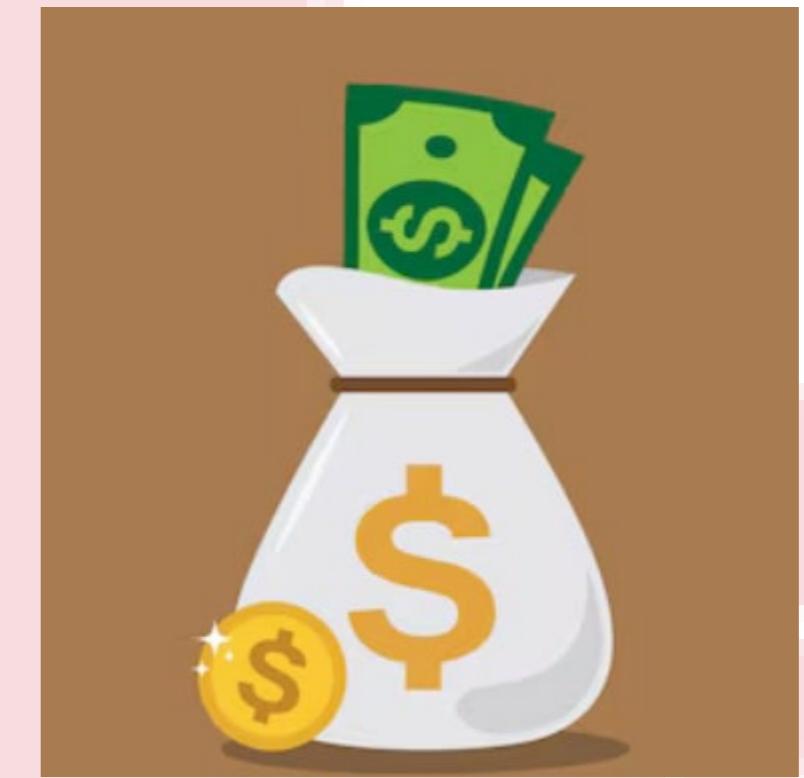


## GAMING EXPENSES:

- Gaming supplies.
- Prizes.
- Cost of security personnel.
- Costs of publicizing gaming activities. *(Other than electronic gaming.)*
- Audit and administration or permit fees.

## A portion of :

- Rent
- Utilities *(Also permissible as a business expense.)*
- Accounting and legal fees.
- Any other reasonable and proper expenses as are directly incurred for the conduct of charitable gaming.
- Neither the Act nor the regulations define what constitutes “a portion.” A reasonable interpretation is that it refers to the share of expenses directly attributable to gaming activities.
  - For example, if gaming activities use 20% of your facility’s space, you may allocate 20% of your rent as a gaming-related expense.



# Gaming Expenses

What expenses constitute “*any other reasonable and proper expenses as are directly incurred for the conduct of charitable gaming?*”

- In evaluating the permissibility of a “gaming expense,” consider using the acronym “**J.A.R.**,” where each expense must be Justifiable, Articulable, & Reasonable.

**J**

**Justifiable**

- Is the expense justifiable as a gaming expense?
- Does it relate to your organization’s ability to conduct gaming?

**A**

**Articulable**

- Can your organization adequately describe how the expense relates to its ability to conduct gaming?
- Are you able to logically tie the expense to gaming activity?

**R**

**Reasonable**

- Is the amount of the expense reasonable?
- Does it accurately reflect the amount or portion of the expenditure that is related to your organization’s ability to conduct gaming?

# Use of Proceeds

## Distribution – Use of Proceeds

Organizations are required to distribute at a portion of their proceeds for those lawful religious, charitable, community, or educational purposes for which the organization is specifically chartered or organized.

- **For Electronic Gaming:** at least **20%** of their **Adjusted Gross Receipts** (the gross receipts derived from electronic gaming less the total amount in prize money paid out to players);
- **For Charitable Gaming Other Than Electronic Gaming:** minimum percentage is **10%** of an organization's **gross receipts**, this includes paper pull-tabs.

# Internal Disbursements - UOP

**UOP Internal Disbursements - Disbursements for allowable educational, community, religious, or charitable purposes. These disbursements are made directly to the recipient from the gaming account.**

- Do not include donations made to other charitable organizations.
- Must be in the public/community interest.
- Members of the organization generally may not be the primary beneficiary of these expenditures.
- Includes expenses related to the rental of real property for certain organizations, subject to conditions.
  - used for lawful, religious, charitable, community or educational purposes. (J.A.R.)
- The benefit resulting from a UOP disbursement may be limited to a defined segment of the community; however, the limitation generally may not be related in any way to membership in the organization.
  - *EXAMPLE: An organization providing scholarships may limit eligibility to students of a local high school. However, no ties to membership in the organization may be included in the eligibility or selection criteria.*

**For reporting purposes, UOP expenditures must be separated into two categories:**

- Internal Disbursements.
- External Donations.

# Internal Disbursements – UOP (continued)



## EXAMPLES of UOP Internal Disbursements:

***Scholarships***

Available to the public

***Events open  
to the public***

Veterans/Seniors Dinners

Community Food Drives

Holiday Parties

Blood Drives

***Economic  
Relief***

Utility bill payments, support for  
home fire victims, etc.



# External Disbursements – UOP (continued)

Distribution – Use of Proceeds External Distributions

External Donations - Charitable donations to other charitable organizations from the charitable gaming account.

Red Cross, American Cancer Society, Moose Heart

Generally, 501(c)(3) organizations or those that would qualify

501(c)(3) designation is not expressly required

# Charitable Gaming Receipts

## Distribution of Gaming Proceeds

Organizations should implement controls/procedures to ensure they meet applicable UOP minimum disbursement requirements before disbursing gaming funds for allowable business and gaming expenses.

- Organizations have until the end of the calendar year to meet their 20%/10% UOP minimum requirements
- It is advantageous to make UOP disbursements throughout the year as funds become available.
- Any accounting method used should track or segregate the funds needed to meet UOP requirements.

# FINANCIAL ACCOUNTABILITY

## RECOMMENDED PRACTICES



# Financial Accountability

Why is it important?

## Why Strong Financial Procedures Matter

- Charitable gaming involves large sums of cash — and cash creates risk.
- Even trusted individuals may make poor decisions if controls are weak.
- Clear procedures protect your organization, your funds, and your volunteers.

## Best Practices:

- **Require two signers** on checks and withdrawals
- **Separate duties:** no one person handles all cash and records
- Keep cash **locked and secure** until deposited
- Review safety procedures **at every meeting** and record in minutes
- Use only **club-controlled accounts** — no personal banking
- Conduct **periodic internal checks** to catch issues early

# Financial Accountability

Elements of Effective Procedures

## Key Elements of Strong Financial Procedures

**Stay Compliant:** Timely deposits, reports, and only approved personnel handling funds

**Track Everything:** Record machine drops, payouts, replenishments, and who handled the cash

**Define Roles:** Clearly assign who counts, reports, deposits, and reviews

**Control Access:** Limit cash and machine access to the fewest needed, however, do not rely on kiosks to manage funds – POS must be used

**Use Checks & Balances:** Always two people for cash pulls; use reconciliation reports

**Be Audit-Ready:** Keep organized records that explain every dollar

# RECORDKEEPING



# Recordkeeping – Paper Pull Tabs

## Deposit Reconciliation – Form 111

- Required by VDACS
- <https://www.vdacs.virginia.gov/services-forms.shtml>
- There is an Excel and PDF version available
- Non-Bingo recording of pull tab sales for a social quarter's session/specific day
- Fill in the official name of the organization
- Complete the date of the session or specific day of the single event
- Cashier must sign at the end of the day
- Gaming manager must sign the completed form
- If additional sales need to be recorded, use continuation forms

### FORM 111

- Use this form to record all sales of instant bingo/seal cards/pull-tabs

### FORM 111A

- Use this form to continue the recording of instant bingo/seal card/pull-tab sales

### FORM 111B

- Use this form to continue recording of **carry-over** instant bingo/seal card/pull-tab deals

# Paper Pull Tab - Example



FORM 59540		\$1.00 per card
1000 cards @ \$1.00		\$1,000.00
PAYS OUT		
1 Event Winner		\$500.00
INSTANT WINNERS		
12 Winners @ \$5.00		\$60.00
130 Winners @ \$1.00		\$130.00
PAYS OUT		\$690.00
IDEAL PROFIT		\$310.00
69.0% payback	8 sets per case	
Win Ratio: 1 in 7.0		



# Form 111 – Paper Pull Tab Reconciliation

## Elements of Effective Procedures

VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES OFFICE OF CHARITABLE AND REGULATORY PROGRAMS INSTANT BINGO/SEAL CARDS/PULL-TABS RECONCILIATION FORM (NON-BINGO)								FORM 111	
I certify this form is complete and accurate to the best of my knowledge.									
<b>ORGANIZATION:</b> _____				<b>DATE:</b> _____				Signature of Cashier	Signature of Game Manager
Column:	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	
<b>Beginning inventory of opened deals carried forward from the previous session</b>									
<b>Line</b>	<b>Totals from the previous session's Form 111 (Line 20, Column G and H)</b>							<b>Take In</b>	<b>Payout</b>
<b>1.</b>									
<b>2.</b>									
<b>3.</b>									
<b>4.</b>									
<b>5.</b>									
<b>6.</b>									
<b>7.</b>									
<b>8.</b>									
<b>9.</b>									
<b>10.</b>									
<b>Totals from Form 111-A (Line 22, Column G and H of Page 1)</b>									
<b>11.</b>									
<b>12.</b>	<b>Total of the prizes added to the instant progressive pot amount from deals opened during this session</b>								
<b>Ending inventory of opened deals to be carried forward to the next session</b>									
<b>Line</b>	<b>Serial #</b>	<b>Deal Name</b>	<b>Form #</b>	<b>Ticket Price</b>	<b># of Tickets</b>	<b># of Free Tiks</b>	<b>Remaining Take In</b>	<b>Remaining Payout</b>	
<b>13.</b>									
<b>14.</b>									
<b>15.</b>									
<b>16.</b>									
<b>17.</b>									
<b>18.</b>									
<b>19.</b>									
<b>Totals from Form 111-B (Line 22, Column G and H of Page 1)</b>									
<b>20.</b>									
<b>21.</b>	<b>Total of the instant progressive pot paid by check or cash</b>								
<b>Instant Progressive Pot</b>								<b>Totals For The Session</b>	
Beginning Balance (previous day's carry over balance) Additions (from Line 12, column H above) Payouts (from Line 21 column H above) Carry Over Balance								<b>TOTAL TAKE IN (TOTAL GROSS RECEIPTS)</b>	<b>TOTAL PAYOUT (Line 22, Column H)</b>
								<b>22.</b>	
<b>Line 11 - 12 - 20 + 21 (Line 22, Column H)</b>									
<small>**The use of handwritten documentation during the day that would assist in the completion of this form will need to be kept as part of the organization's gaming records. **</small>									



# Form 111 (A)&(B) – Continuation Forms

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

INSTANT BINGO/SEAL CARDS/PULL-TABS RECONCILIATION CONTINUATION FORM (NON-BINGO)

ORGANIZATION: \_\_\_\_\_

DATE: \_\_\_\_\_ PAGE #: \_\_\_\_\_

FORM 111-A

Column:	A	B	C	D	E	F	G	H
Deals opened during the session								
Line	Serial #	Deal Name	Form #	Ticket Price	# of Tickets	# of Free Tks	Take In	Payout
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								
16.								
17.								
18.								
19.								
20.								
21.	Totals from Form 111-A, Page 2 (Line 22, Column G and H)							21.
22.	Total Lines 1 through 21							22.

\*\*The use of handwritten documentation during the session that would assist in the completion of this form will need to be kept as part of the organization's gaming records.\*\*

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

INSTANT BINGO/SEAL CARDS/PULL-TABS RECONCILIATION CONTINUATION FORM (NON-BINGO)

ORGANIZATION: \_\_\_\_\_

DATE: \_\_\_\_\_ PAGE #: \_\_\_\_\_

FORM 111-B

Column:	A	B	C	D	E	F	G	H
Ending inventory of opened deals to be carried forward to the next session								
Line	Serial #	Deal Name	Form #	Ticket Price	# of Tickets	# of Free Tks	Remaining Take In	Remaining Payout
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								
16.								
17.								
18.								
19.								
20.								
21.	Totals from Form 111-B, Page 2 (Line 22, Column G and H)							21.
22.	Total Lines 1 through 21							22.

\*\*The use of handwritten documentation during the session that would assist in the completion of this form will need to be kept as part of the organization's gaming records.\*\*



# Recordkeeping – eTabs

## Deposit Reconciliation – Form 115

- Required by VDACS
- <https://www.vdacs.virginia.gov/services-forms.shtml>
- There is an Excel and PDF version available
- Date and *official* name of organization required
- Completed each time you make a deposit
- Must be done at least once every 7 calendar days (but can be more often)
- All reports, gaming machines receipts, etc. used to assist in the completion of the form must be maintained with the charitable gaming records
- Identifies staff
- Gaming manager must complete, sign and date the form

FORM 115

**VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**  
**OFFICE OF CHARITABLE AND REGULATORY PROGRAMS**  
**ELECTRONIC GAMING/PULL-TAB DEPOSIT RECONCILIATION**

ORGANIZATION:	SESSION DATE(S):																								
The Game Manager must complete and sign this form at the time of reconciliation of the electronic gaming/pull-tab session(s). I certify this form is complete and accurate to the best of my knowledge.																									
Printed Name: _____ Game Manager	Date Signed: _____ Signature: _____ Game Manager																								
BEGINNING CASH ON HAND: (Include <i>all</i> Cash on Hand for Electronic Gaming/Pull-Tabs)																									
1. a. Beginning Amount in Kiosk b. Beginning Amount in Cash Bags/POS Registers c. All Other Cash on Hand (safe/drawers/any other location) d. Total Beginning Cash on Hand (Lines 1a thru 1c)	_____																								
2. Bank Withdrawals to Replenish Cash on Hand During Session	_____																								
RECEIPTS: (This information can be obtained directly from your manufacturer invoice report or online portal. Records obtained to complete this form should be attached.)																									
3. Expected Profit for the Session:	<table border="1"><thead><tr><th>Manufacturer</th><th>Tickets Played \$</th><th>Prizes Paid \$</th><th>Net Profit</th></tr></thead><tbody><tr><td>a.</td><td></td><td></td><td></td></tr><tr><td>b.</td><td></td><td></td><td></td></tr><tr><td>c.</td><td></td><td></td><td></td></tr><tr><td>d.</td><td></td><td></td><td></td></tr><tr><td>e.</td><td></td><td></td><td></td></tr></tbody></table>	Manufacturer	Tickets Played \$	Prizes Paid \$	Net Profit	a.				b.				c.				d.				e.			
Manufacturer	Tickets Played \$	Prizes Paid \$	Net Profit																						
a.																									
b.																									
c.																									
d.																									
e.																									
f. Total Net Profit for Session (Add Net Profit lines 3a thru 3e)	_____																								
4. Prizes Paid by Check	_____																								



# Recordkeeping

## Deposit Reconciliation – Form 115 (continued)

- Line 5: Total Cash to Account for represents the total amount of cash the organization should expect to have on hand at the conclusion of the session
- A physical count (Line 6) of all cash available is required to compare the actual cash on hand to Line 5
- Two members of the organization must be present to conduct a cash count and verify total cash on hand
- Must attach a deposit slip to this form to verify the deposit amount
- Attach an explanation for any variances greater than \$50\*

CASH RECONCILED: (Attach machine receipt tickets and any Kiosk load summary reports to this session's paperwork)		
5. Total Cash To Account For (Line 1d + 2 + 3f + 4)	<input type="text"/>	
6. Total Cash On Hand (Count all money on hand including kiosks, cash bags, money pulled from the electronic devices, or <u>any</u> other cash on hand for electronic gaming/pull-tabs)	<input type="text"/>	
Two members of the organization must verify the count of the total cash on hand on Line 6 and initial below at the conclusion of the session below.		
Member's Name	Member's Initials	Cash Count
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
7. Amount Withheld For Change Fund for Next Session	<input type="text"/>	
a. Ending Amount in Kiosk	<input type="text"/>	
b. Ending Amount in Cash Bags/POS Registers	<input type="text"/>	
c. Ending All Other Cash on Hand (safe/drawers/any other location)	<input type="text"/>	
d. Total Withheld as Change Fund for Next Session (Lines 7a thru 7c)	<input type="text"/>	
8. Deposit To Bank (Attach bank validated deposit slip to this form)	<input type="text"/>	
OVERAGE/SHORTAGE:		
9. Overage/Shortage (Shortage) If Line 5 is greater than Line 6. Overage If Line 6 is greater than Line 5.	<input type="text"/>	
(Attach a brief explanation for variances equal or greater than \$50 to this form)		

\*\*Kiosk summary reports, gaming machines receipts and any other documentation maintained during the session(s) and that was used to assist in the completion of this form will need to be kept as part of the organization's gaming records.\*\*

*\*Because Form 115 requires organizations to report activity using "tickets played" and "prizes paid" rather than actual cash-in and cash-out figures, organizations should expect some variance between reported activity and cash balances. In most cases, these discrepancies will be attributable to unredeemed vouchers.*



# Recordkeeping

## Example

**FORM 115**

**VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**  
**OFFICE OF CHARITABLE AND REGULATORY PROGRAMS**  
**ELECTRONIC GAMING/PULL-TAB DEPOSIT RECONCILIATION**

ORGANIZATION: <u>Official Organization Name</u>	SESSION DATE(S): <u>4/6/25-4/12/25</u>																														
<p>The Game Manager must complete and sign this form at the time of reconciliation of the electronic gaming/pull-tab session(s). I certify this form is complete and accurate to the best of my knowledge.</p> <p>Date Signed: <u>4/12/25</u></p> <p>Printed Name: <u>Name of Gaming Manager</u> Signature: <u>Game Manager</u> <u>Game Manager</u></p>																															
<b>BEGINNING CASH ON HAND: (Include all Cash on Hand for Electronic Gaming/Pull-Tabs)</b>																															
1. a. Beginning Amount in Kiosk	<u>60000.00</u>																														
b. Beginning Amount in Cash Bags/POS Registers	<u>0</u>																														
c. All Other Cash on Hand (safe/drawers/any other location)	<u>10000.00</u>																														
d. Total Beginning Cash on Hand (Lines 1a thru 1c)	<u>70000.00</u>																														
2. Bank Withdrawals to Replenish Cash on Hand During Session	<u>50000.00</u>																														
<b>RECEIPTS: (This information can be obtained directly from your manufacturer invoice report or online portal. Records obtained to complete this form should be attached.)</b>																															
3. Expected Profit for the Session:																															
<table border="1"> <thead> <tr> <th>Manufacturer</th> <th>Tickets Played \$</th> <th>Prizes Paid \$</th> <th>Net Profit</th> </tr> </thead> <tbody> <tr> <td>PH</td> <td>120308.95</td> <td>115515.45</td> <td>4793.50</td> </tr> <tr> <td>Arrow</td> <td>97718.00</td> <td>94528.60</td> <td>3189.40</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>f. Total Net Profit for Session (Add Net Profit lines 3a thru 3e)</td> <td><u>7982.90</u></td> </tr> </tbody> </table>		Manufacturer	Tickets Played \$	Prizes Paid \$	Net Profit	PH	120308.95	115515.45	4793.50	Arrow	97718.00	94528.60	3189.40																	f. Total Net Profit for Session (Add Net Profit lines 3a thru 3e)	<u>7982.90</u>
Manufacturer	Tickets Played \$	Prizes Paid \$	Net Profit																												
PH	120308.95	115515.45	4793.50																												
Arrow	97718.00	94528.60	3189.40																												
f. Total Net Profit for Session (Add Net Profit lines 3a thru 3e)	<u>7982.90</u>																														
4. Prizes Paid by Check	<u>0</u>																														
<b>CASH RECONCILED: (Attach machine receipt tickets and any Kiosk load summary reports to this session's paperwork)</b>																															
5. Total Cash To Account For (Line 1d + 2 + 3f + 4)	<u>127982.90</u>																														
6. Total Cash On Hand (Count all money on hand including kiosks, cash bags, money pulled from the electronic devices, or any other cash on hand for electronic gaming/pull-tabs)	<u>128000.00</u>																														

Two members of the organization must verify the count of the total cash on hand on Line 6 and initial below at the conclusion of the session below.

Member's Name	Member's Initials	Cash Count
<u>Member #1 Name</u>	<u>Initials</u>	<u>Physical count \$</u>
<u>Member #2 Name</u>	<u>Initials</u>	<u>Physical count \$</u>

7. Amount Withheld For Change Fund for Next Session

a. Ending Amount in Kiosk	<u>60000.00</u>
b. Ending Amount in Cash Bags/POS Registers	<u>0</u>
c. Ending All Other Cash on Hand (safe/drawers/any other location)	<u>10000.00</u>
d. Total Withheld as Change Fund for Next Session (Lines 7a thru 7c)	<u>70000.00</u>

8. Deposit To Bank

(Line 6 - Line 7d)

(Attach bank validated deposit slip to this form)

**OVERTAGE/SHORTAGE:**

9. Overage/Shortage  
(Shortage) if Line 5 is greater than Line 6.  
Overage if Line 6 is greater than Line 5.

+17.10

(Attach a brief explanation for variances equal or greater than \$50 to this form)

\*\*Kiosk summary reports, gaming machines receipts and any other documentation maintained during the session(s) and that was used to assist in the completion of this form will need to be kept as part of the organization's gaming records.\*\*



# Recordkeeping

## Electronic Gaming Account Ledger Spreadsheet Example

ELECTRONIC GAMING ACCOUNT – 4TH QUARTER 2023																
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
DATE	ACTUAL PULL AMOUNT	EXPECTED PULL AMOUNT	OVERAGE OR (SHORTAGE) (35)	FUNDS TO REPLENISH CASH ON HAND	NET DEPOSIT	PAYEE / EXPENDITURE DESCRIPTION	CHECK NO.	MANF. INVOICE PAYMENT (36)	GAMING EXPENSES (37)	BUSINESS EXPENSES (40)	INTERNAL CHARITABLE DIST. (38a)	EXTERNAL CHARITABLE DONATIONS (38b)	TRANSFERS TO RESTRICTED ACCOUNT (38c)	ACCOUNT BALANCE	UOP	
07/01/23						(Beginning Balance)								5,000.00	(384.28)	
07/15/23	4,723.50	4,723.50	0.00	1,357.00	3,366.50	(Deposit)								8,366.50		
07/17/23						Powerhouse Invoice	EFT	1,653.00						6,683.25		
07/20/23						First Energy / Electric bill	423			425.00				6,258.25		
07/23/23	3,580.00	3,570.00	10.00	2,225.00	1,365.00	(Deposit)								7,613.25		
07/24/23						Feed VA / Food Pantry Donation	424					1,000.00		6,613.25		
07/24/23						Powerhouse Invoice	EFT	524.00						6,089.25		
07/26/23						ABC, LLC / Rent Payment			3,200.00					2,889.25		
07/30/23	4,255.00	4,260.00	(5.00)	3,165.00	1,085.00	(Deposit)								3,979.25		
07/31/23						Powerhouse Invoice	EFT	823.00						3,156.25		
08/03/23						Joy's Catering / Veteran's Dinner	425				1,846.98			1,309.27		
08/03/23						Transfer to Scholarship Fund	EFT						500.00	809.27		
08/06/23	6,345.00	6,345.00	0.00	2,343.00	4,002.00	(Deposit)								4,811.27		
TOTALS	12,558.50	12,553.50	5.00	6,747.00	5,816.50			3,000.00	3,200.00	425.00	1,846.98	1,000.00	500.00			

$$(D = B - C) \quad (F = B - E)$$

- Opening balance could be negative for new accounts.
  - The negative number would reflect an advance from another account to fund the cash on hand. (*bank*)
- In columns D & I thru N, the numbers under the header descriptions correspond to fields on quarterly/annual reports.
  - Including this number in memo line of checks can assist in categorizing expenditures.



# Recordkeeping

## Electronic Gaming Account Ledger Spreadsheet Example - UOP

ELECTRONIC GAMING ACCOUNT - 4 <sup>TH</sup> QUARTER 2023																	
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P		
DATE	ACTUAL PULL AMOUNT	EXPECTED PULL AMOUNT	OVERAGE OR (SHORTAGE) (35)	FUNDS TO REPLENISH CASH ON HAND	NET DEPOSIT	PAYEE / EXPENDITURE DESCRIPTION	CHECK NO.	MANF. INVOICE PAYMENT (36)	GAMING EXPENSES (37)	BUSINESS EXPENSES (40)	INTERNAL CHARITABLE DIST. (38a)	EXTERNAL CHARITABLE DONATIONS (38b)	TRANSFERS TO RESTRICTED ACCOUNT (38c)	ACCOUNT BALANCE	UOP		
07/01/23						(Beginning Balance)								5,000.00	(384.28)		
07/15/23	4,723.50	4,723.50	0.00	1,357.00	3,366.50	(Deposit)								8,366.50			
07/17/23						Powerhouse Invoice	EFT	1,653.00						6,683.25			
07/20/23						First Energy / Electric bill	423			425.00				6,258.25			
07/23/23	3,580.00	3,570.00	10.00	2,225.00	1,365.00	(Deposit)								7,613.25			
07/24/23						Feed VA / Food Pantry Donation	424					1,000.00		6,613.25			
07/24/23						Powerhouse Invoice	EFT	524.00						6,089.25			
07/26/23						ABC, LLC / Rent Payment			3,200.00					2,889.25			
07/30/23	4,255.00	4,260.00	(5.00)	3,165.00	1,085.00	(Deposit)								3,979.25			
07/31/23						Powerhouse Invoice	EFT	823.00						3,156.25			
08/03/23						Joy's Catering / Veteran's Dinner	425				1,846.98			1,309.27			
08/03/23						Transfer to Scholarship Fund	EFT						500.00	809.27			
08/06/23	6,345.00	6,345.00	0.00	2,343.00	4,002.00	(Deposit)								4,811.27			
TOTALS	12,558.50	12,553.50	5.00	6,747.00	5,816.50			3,000.00	3,200.00	425.00	1,846.98	1,000.00	500.00				

- Column P (UOP) is a running total of the club's UOP obligation.
- Figures in parentheses indicate the club is ahead in UOP disbursements/donations.
- The formula for column P is:  $[C(\text{Total}) \times .2] - L(\text{Total}) - M(\text{Total}) - N(\text{Total})$ .



# Recordkeeping

## Gaming Records

All required gaming records must be maintained for a minimum of three years following the close of the fiscal year, unless otherwise specified. (3 years + current year)

***Records must be maintained on Department approved forms, where provided.***

***Examples of required records:***

Invoices

Documentation of  
Operating Expenses

Reconciliations

Monthly Bank Statements/Cancelled  
Checks

Filed VDACS  
Reports

UOP Disbursement documentation – board meeting minutes,  
event details, scholarship details, etc.

# Recordkeeping

## Gaming Records - Continued

- A record of the name and address of all seal cards winners.
  - *Winning tickets and seal cards must also be maintained for a minimum of 90 days after the session. (Paper pull-tabs.)*
- A record of all door prizes awarded.
- The name, address, and amount of the prize for all players awarded a prize or jackpot of a value that meets or exceeds the reporting requirements of *IRS Publication 3079*.
- IRS regulations also require the organization awarding such a prize to issue the winner a W-2G.
  - Generally, electronic pull-tabs systems are designed to automatically notify the operating charity when a prize triggers a W-2G.
  - The organization's copies of W-2G forms issued to winners would likely suffice as a record.

# W-2G Examples

W2-G reporting required

This includes any prize awarded for a single chance valued at:

- \$600 or more **AND** at least 300 times the amount of the wager.

## Example #1

Ticket Price \$1 and top single prize \$599.

- Prize amount is less than \$600, no W-2G required

## Example #2:

Ticket Price \$2 and top single prize \$650

- $300 \times \text{amount of wager} (\$2) = \$600$
- \$650 is at least 300x the amount of wager
- W-2G required

## Example #3

Ticket price \$5 and top prize is \$700

- $300 \times \text{amount of wager} (\$5) = \$1500$
- \$700 is greater than \$600 BUT
- The prize amount is not at least 300x the amount of wager, W-2G not required

## Example #4

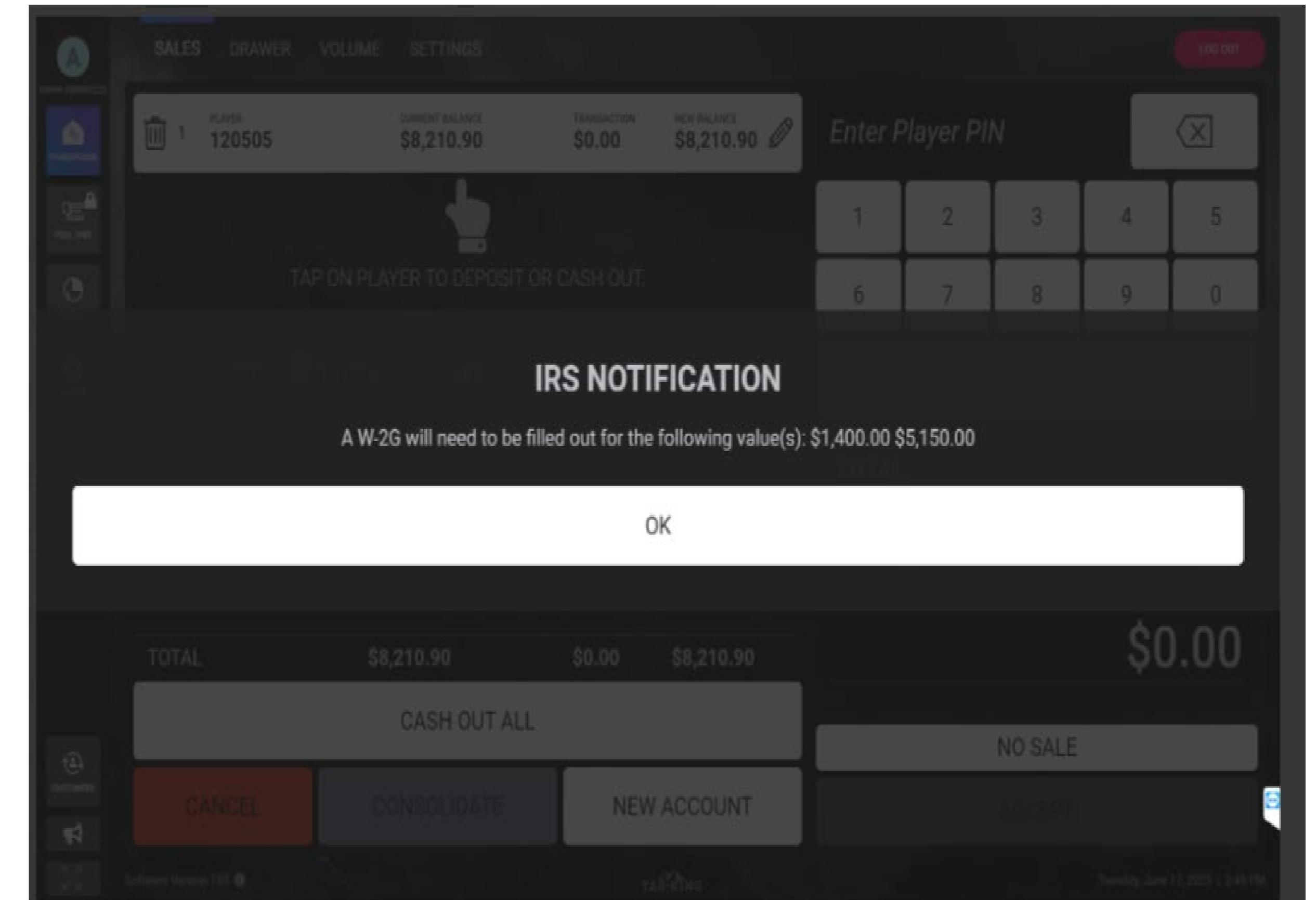
Ticket price \$5 and top prize \$1600

- $300 \times \text{amount of wager} (\$5) = \$1500$
- \$1600 prize IS \$600 or greater AND
- 300x amount of wager is less than prize amount, W-2G required

# W-2G Notification

## PH - Tab King

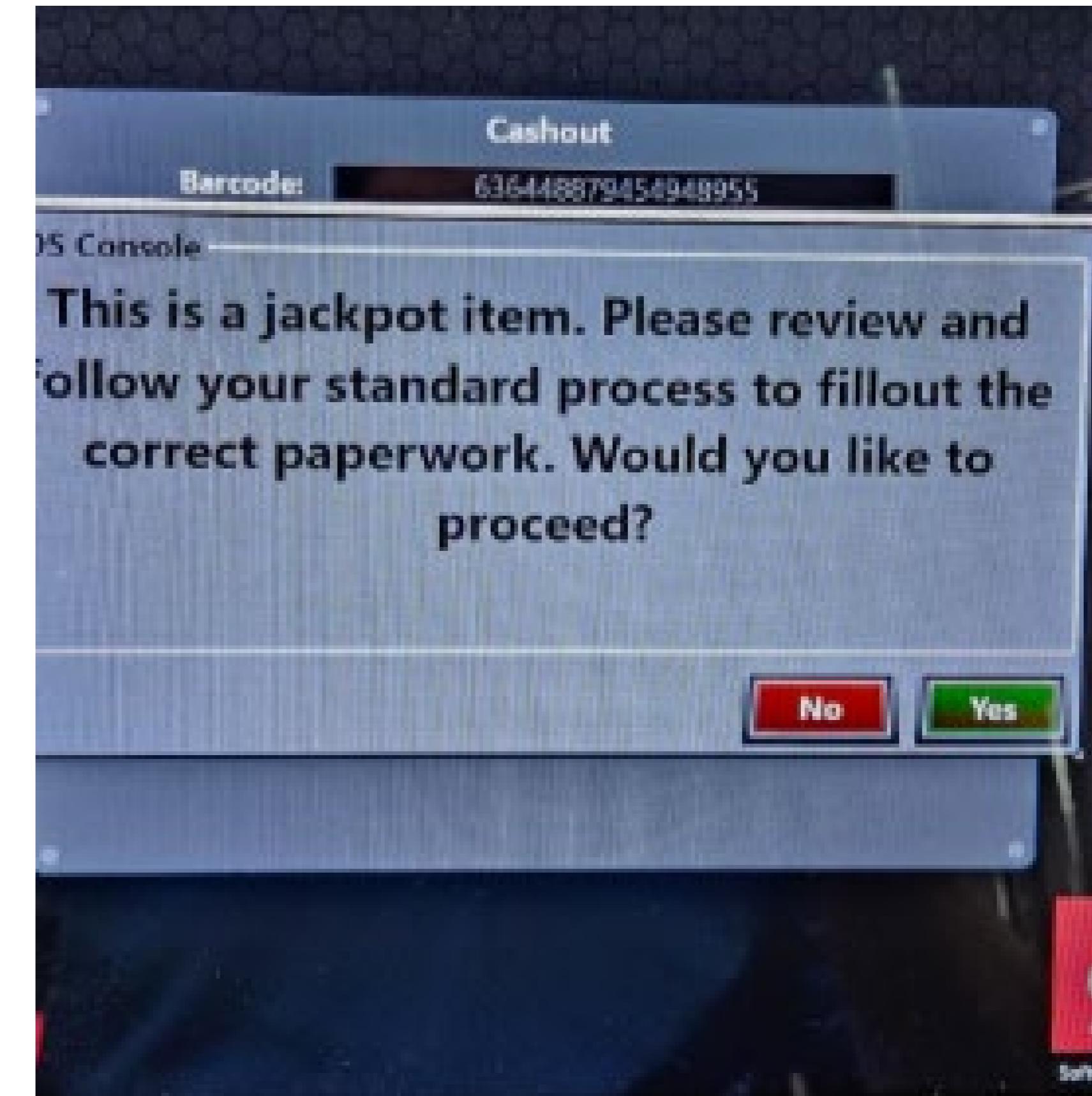
- A voucher will print indicating the player will have to see cashier
- Once the voucher is scanned this message will appear on the POS
- Organization is responsible for completing the W2G



# W-2G Notification

## Arrow

- User scans jackpot voucher and there is an override login popup
- After user enters credentials, there is a message “This is a jackpot Item. Please review and follow your standard process to fill out the correct paperwork.”
- User has to press Yes or No. If they select No, the voucher will have to be scanned again.
- User will also have to verify that the funds are being given to the player



# Required Reports



# Required Reports

## Reporting of Electronic Gaming Receipts

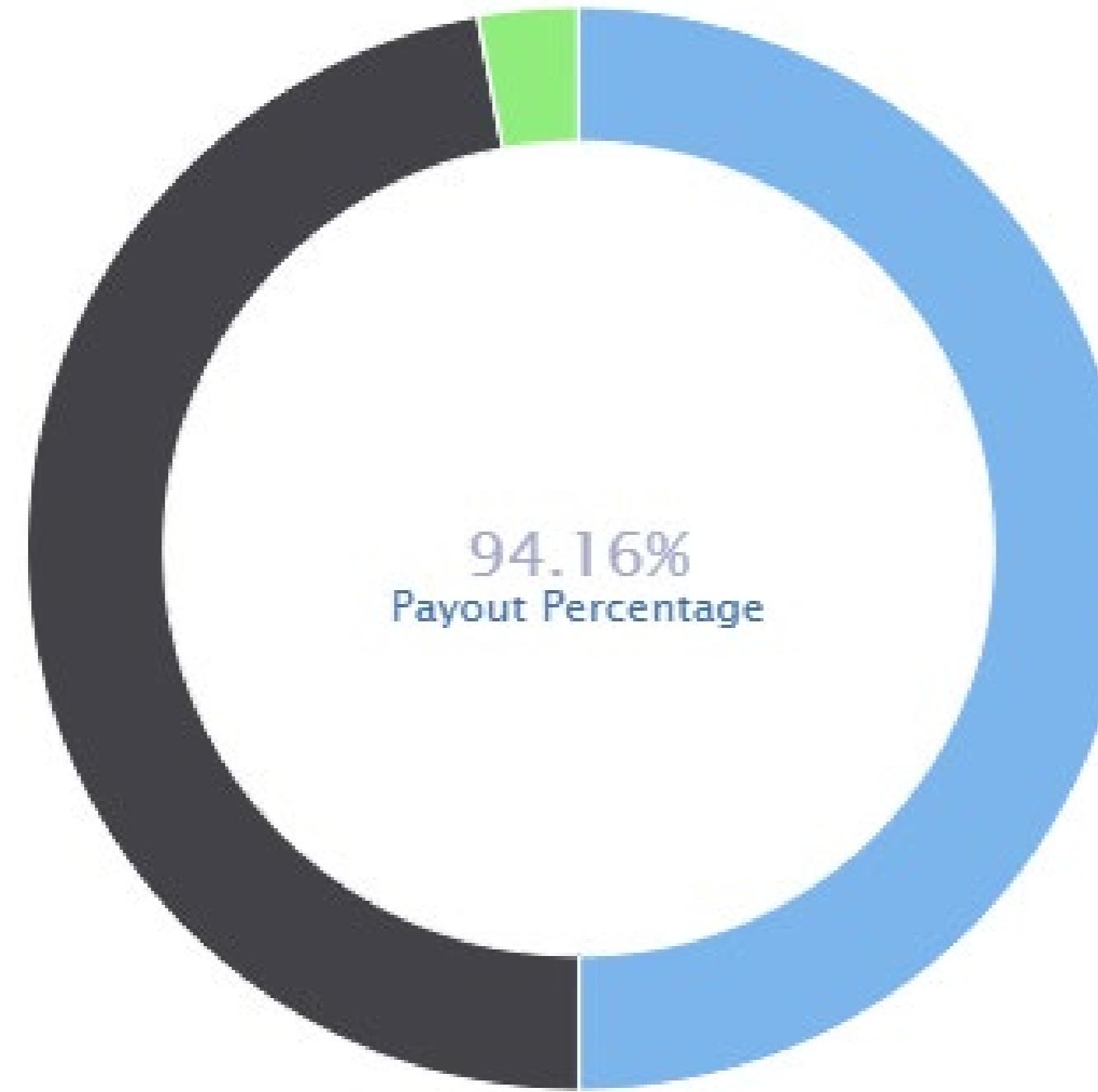
PART 6 - ELECTRONIC DEVICE RECEIPTS AND EXPENSES		
Part 6A - Electronic Device Receipts and Expenses		
34. Electronic Device Instant Bingo, Seal Cards, Pull Tab Ticket Sales		
35. Electronic Device Instant Bingo, Seal Cards, Pull Tab Prizes Paid		
36. Cash Shortage or Overage (If this is overage, enter 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. <b>TOTAL USE OF PROCEEDS (UOP)</b>	(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		
<b>42. TOTAL DISBURSEMENTS (Prizes &amp; Expenses)</b>	(Lines 35 + 36 + 37 + 38 + 39d + 40 + 41)	

Expenditures from electronic gaming accounts are reported in Part 6.

- They are reported on lines 33 & 34.
- The figures for these entries are provided by manufacturers.
  - **Line 34** = total amount of pull-tabs played, NOT total money in.
  - **Line 35** = Total prizes paid AND redeemed.

# Required Reports

## Reporting of Electronic Gaming Receipts



● Total \$ Played	● Total \$ Won	● PWNet
Total \$ Played		
Total \$ Won		
PWNet		

\$776,040.30
\$730,688.15
\$45,352.15

Example of manufacturer's financial information report.

- Line 34 = total amount of pull-tabs played, NOT total money in.
- Line 35 = Total prizes paid AND redeemed.

# Required Reports

## Reporting of Expenditures

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)	

Expenditures from electronic gaming accounts are also reported in Part 6.

- Most will be reported on lines 37,38,39 & 41.
- Line 39 is for all payments to the Department. (E.g. permit fee)
- All expenditures from electronic gaming account for the reporting period MUST be entered in this part.

# Required Reports

## Reporting of Expenditures

<b>Part 6B- Electronic Device Cash Reconciliation</b>		
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. <b>TOTAL FUNDS AVAILABLE</b>	(Lines 43 thru 48)	
50. a. Bank Statement Balance - End Of Quarter		
b. Deposits in Transit		
c. Outstanding Checks		
d. <b>ENDING RECONCILED BANK BALANCE</b>	(Line 50a + 50b - 50c)	
51. Ending Electronic Devices Cash on Hand		
52. Returned Checks From Players		
53. Bank Charges		
54. <b>TOTAL DISBURSEMENTS</b>	(Part 6A, Line 42)	
55. <b>TOTAL FUNDS ACCOUNTED FOR</b>	(Line 50d + 51 + 52 + 53 + 54)	
Line 49 must equal Line 55 for this report to be in balance		
56. <b>REPORT IS OUT OF BALANCE BY</b>		

### Report Out of Balance

Subtract Line 49 from Line 55. If there is an amount other than \$0, the organization must review line items to determine if receipts, disbursements, or funds available at the end of quarter were either overreported or underreported.

# Why Out-of-Balance Reports Occur Often in Virginia



Virginia requires reporting using “tickets played” and “prizes paid,” not cash in/cash out.

- This reporting method does not automatically account for unredeemed vouchers.
- Unredeemed vouchers reflect value won but not yet redeemed.
- Because of this, out-of-balance reports are common, even when operations are correct.
- Out-of-balance does NOT necessarily indicate an error—it's the expected outcome under Virginia's rules.
- If the value of unredeemed vouchers is known, it may be entered as an overage in Block 36.

# Required Reports

## Required Fees

For all gaming other than electronic gaming, organizations must pay audit and administration fees of 0.75% of Total Receipts (Part 7 of form 102 - line 10) unless specifically exempted.

- This fee must be remitted with the quarterly report and postmarked on or before the due date.

PART 7 - FEES - Bingo Sessions, Raffles, Paper Pull-Tabs and Texas Hold'em Poker Tournaments		
a. Audit and Administrative Fee Based on Gross Receipts- Volunteer Fire		
59. <i>Department or Rescue Squad Organizations are exempt from these fees</i>	(Line 10 x 0.50%)	
b. Additional Fee Based on Gross Receipts - Volunteer Fire Department or <i>Rescue Squad Organizations are exempt from these fees</i>		
<b>NOTE: Total fee of 0.75% remains unchanged.</b>	(Line 10 x 0.25%)	
c. Total Fees Due on Gross Receipts	(Lines 59a + 59b)	
d. Late Fees	(\$25 per day after due date)	
<b>e. TOTAL FEES DUE WITH REPORT</b>	(Lines 59c + 59d)	
f. Account Balance Carried Forward - <i>Enter a Credit as a negative amount</i>		
<b>g. TOTAL AMOUNT DUE</b>	(Lines 59e + 59f)	
h. Amount Remitted with Report		

# Required Reports

## Required Fees

For electronic gaming, an audit and administration fee payment of 0.75% of the adjusted gross receipts must also be paid quarterly.

- This fee is remitted by manufacturers on behalf of customer charitable organizations.

Part 6C - Electronic Device Information			
57	Indicate below any manufacturer providing Electronic Devices for the year:		
	<input type="checkbox"/> Arrow International, Inc.	<input type="checkbox"/> Archer Gaming, LLC/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) _____		
58.	Electronic Device Calculated Fees: This information is provided based on information reported on lines 34 and 35. Typically the manufacturer will assume responsibility to remit the Audit and Administrative fees on your behalf. If your agreement with the manufacturer requires you to remit the Audit and Administrative 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 Audit and Administrative Fees		(Line 34 - 35) * 0.50%
Electronic Device Additional Fee - § 18.2-340.31(D) Requires the .25% of adjusted gross receipts shall be paid by the electronic gaming manufacturer.			
b.	Electronic Device Fees for Manufacturer's required 0.25%		(Line 34 - 35) * 0.25%
<b>NOTE: While the manufacturer may pay the audit and administrative fee, it is the sole responsibility of the organization to ensure the audit and administrative fee is paid in full pursuant to 11VAC-20-20-100(C) of the Charitable Gaming Regulations.</b>			

# Renewal Application Process



# Permit Renewal Process



## Permit Renewal Reminders

Submit your renewal at least 60 days before expiration

Dept has 45 days to review once submitted

If incomplete, the 45-day clock restarts after re-submission

## APPLICATION TIPS

Complete every question  
– no blanks and follow “skip” instructions

Use N/A for questions that don't apply to your organization

Double-check before submitting

# Permit Renewal Process

Guides have been prepared to assist in completing the application.

- Checklists.
- Information on required registrations.
- Instructions for certain questions.



GUIDE FOR VIRGINIA CHARITABLE GAMING PERMIT RENEWAL APPLICATION  
*Electronic Pull-Tabs in Social Quarters*

Prior to starting the application process, ensure you have all information listed in Exhibit A and all documents listed in Exhibit B.

- 1) Charitable gaming permit renewal applications should be submitted no less than 60 days prior to the expiration date of your permit.
- 2) Verify your organization is registered and has an active status with the Virginia State Corporation Commission ([www.vsccommission.org](http://www.vsccommission.org)).
  - If you are unsure, you may check your organization's status at the State Corporation Commission Clerk's Information System website: <https://cis.scc.virginia.gov>.
  - Use the business entity search to search for your organization and its current status.
    - If your organization's status is listed as "inactive", you may apply to reinstate your registration if it was active within the past 5 years, otherwise you must proceed as if you are creating a new business. Register using the name of your organization as it appears on your gaming permit.
- 2) Verify your IRS tax-exempt status has not been revoked. Automatic revocation occurs when an organization fails to file their required tax forms for three consecutive years.
  - If you are unsure, you may check your organization's tax-exempt status at the IRS Tax Exempt Organization Search website: <https://apps.irs.gov/app/eos>.
    - Enter your organization's EIN into the appropriate search field.
    - The search should result in your organization's information being displayed.
    - If your organization's tax-exempt status has been revoked, it will be listed as such and you will need to apply for reinstatement.
- 3) Verify your organization is registered with the Virginia Department of Agriculture and Consumer Services (VDACS), to solicit charitable contributions in the Commonwealth of Virginia pursuant to the Virginia Solicitation of Contributions law?
  - If you are unsure, you may check whether or not your organization is registered at the VDACS, Office of Charitable and Regulatory Programs (OCRP) charitable organization database search website: [https://cos.vdacs.virginia.gov/cgi-bin/char\\_search.cgi](https://cos.vdacs.virginia.gov/cgi-bin/char_search.cgi).
    - If a search for your organization's name yields no results, you will have to register using the website prior to proceeding. Register using the name of your organization as it appears on your gaming permit.

# Permit Renewal Process

## Guidance for Selected Fields

### EXHIBIT A

#### CHECKLIST OF REQUIRED INFORMATION FOR

#### APPLICATION FOR RENEWAL OF VIRGINIA CHARITABLE GAMING PERMIT

IN ADDITION TO BASIC INFORMATION ABOUT YOUR ORGANIZATION, PLEASE ENSURE  
YOU HAVE ALL OF THE FOLLOWING PRIOR TO STARTING THE ONLINE RENEWAL  
APPLICATION PROCESS.

- Your organization's Employer Identification Number (EIN).
- Total number of members.
- Total number of members who are Virginia Residents.
- Your organization's name as registered with the Virginia State Corporation Commission.
- Your organization's name as registered with the Department to solicit charitable contributions.
- Verify that no officer, director, or bingo/game manager who will participate in the management or operation of any charitable gaming activity has been convicted of any disqualifying offenses, or has any unauthorized ties to a licensed charitable gaming manufacturer or distributor.
- Information relating to the business or individual from whom your organization leases its facility, if applicable.
  - Landlord's corporate name, if applicable.*
  - Landlord's name.*
  - Landlord's physical address, phone number, and fax number if applicable.*
- Names of all manufacturers and/or suppliers who have offered and/or sold electronic pull-tabs and paper instant bingo, seal cards and/or pull-tabs to your social organization, or who your organization anticipates obtaining them from.
- Number of electronic gaming devices that will be located within your social quarters.
- The individual responsible for filing your organization's financial reports.
  - Name.*
  - Relationship to organization. (E.g., President, Secretary, Treasurer, etc.)*
  - Physical address.*
  - Phone number. (and fax number, if applicable.)*
  - Email address.*
- Detailed description of how the funds derived from the organization's charitable gaming activities will be disbursed in accordance with those lawful religious, charitable, community or educational purposes.
- Personal information for your organization's:

### The checklists provided include:

- A list of all information required to complete the application.
- A list of all attachments to the completed application.





# Renewal Applications

## Guidance for Selected Fields – Page 1

<b>ORGANIZATION INFORMATION</b>			
1. Organization's Federal Tax Payer Identification Number:			OCRP# (Office Use Only)
2. Organization's Name: Enter Name as it appears on gaming permit			
Mailing Address:		Address where mail is received	
City:	State:	Zip Code:	Telephone:
Email Address:		Web Page:	
3. Organization's Physical Location: NO P.O. BOXES – Where is gaming Conducted?			
City:	State:	Zip Code:	Telephone:
Political Subdivision (City, County or Town):			
Contact Person's Name:			Office/ Position Title:
First Name      Middle Name      Last Name			
Contact Person's Telephone:			Fax Number:
Email Address:			

# Renewal Application

## Guidance for Selected Fields – Page 2

15. Is your organization recognized as a corporation or a form of limited liability company, as defined by the *Code of Virginia*, and authorized to do business in Virginia?

*If "no," explain on a separate page on how the organization is exempt from this requirement.*

Yes / No \_\_\_\_\_

If "yes" is selected under question 15, then is the organization's name as registered with the Virginia State Corporation Commission the same as provided under question 2.

Yes / No \_\_\_\_\_

If "no" is selected under the above question, please provide the organization's alternative name under this registration.

16. If "yes" is selected under question 15, then is your organization in "good standing" with the Virginia State Corporation Commission?

*If "no," please explain on a separate page.*

Yes / No \_\_\_\_\_

- Registration is generally required. Exemptions are specific and limited.
- Registered name will appear on the form provided by the Virginia State Corporation Commission (VSCC).
- If you do not have the certificate to verify your organization's name or are unsure of your organization's standing, both may be found at the VSCC Clerk's Information System website: <https://cis.scc.virginia.gov>.

# Renewal Application

## Guidance for Selected Fields – Page 3

<b>ORGANIZATION INFORMATION</b>	
<p>17. Is the organization registered with the Department to solicit charitable contributions in the Commonwealth of Virginia pursuant to the Virginia Solicitation of Contributions law?</p> <p>If "yes" is selected under question 17, then is the organization's name as registered with the Department the same as provided under question 2.</p> <p>If "no" is selected under the above question, please provide the organization's alternative name under this registration.</p>	<p>If "no," please explain on a separate page how the organization is exempt from registration.</p> <p>Yes / No _____</p> <p>Yes / No _____</p> <p>_____</p>

- **Registration is generally required.**
- **Registered name will appear on the form provided by the VDACS.**
- If you do not have the registration certificate to verify your organization's name or are unsure if your organization is registered, the information may be found at:
  - VDACS, Office of Charitable and Regulatory Programs (OCRP) charitable organization database search website: [https://cos.vdacs.virginia.gov/cgi-bin/char\\_search.cgi](https://cos.vdacs.virginia.gov/cgi-bin/char_search.cgi)

# Renewal Application

## Guidance for Selected Fields – Page 4

e. If "yes" is selected under question 25, then is the social organization (i) intending to advertise or is advertising electronic pull-tabs/electronic gaming and paper instant bingo, seal cards and/or pull-tabs; and/or (ii) intending to solicit or is soliciting the public to play on an electronic pull-tabs/electronic gaming device or purchase paper instant bingo, seal cards and/or pull-tabs?

Yes / No

**NO**

➤ **25(e) – Regulations prohibit the advertising of electronic gaming.**

h. If "yes" is selected under question 25 and the social organization intends to operate and conduct electronic pull-tab/electronic gaming device, then is the social organization's social quarter consist of a contiguous area within its primary location?

Yes / No

**YES**

➤ **25(h) – Regulations require the social quarters be a contiguous area.**



# Renewal Application

## Guidance for Selected Fields – Page 5

- A separate page 13 of the application must be submitted for each individual listed**

- The naming of multiple gaming managers may be desirable, as certain functions may only be performed by them.
- Game manager must be on-site within 30 minutes of a request by the Department.
  - Game manager must be on-site if gaming is open to the public.

*All persons listed are subject to a background investigation.*

<b>GAMING PERSONNEL INFORMATION</b>			
Section 18.2-340.25 of <i>Code of Virginia</i> provides that no charitable gaming permit can be issued prior to a reasonable background investigation conducted by the Office of Charitable and Regulatory Programs.			
<b>This form must be completed for the following individual in each office/position:</b>			
(1) President, Chief Executive Officer or equivalent position; (2) Treasurer, Chief Financial Officer or equivalent position; and		(3) for each Bingo Manager or Game Manager.	
<b>OFFICE/POSITION</b> <i>(Please check the appropriate position box for the individual)</i>			
<input type="checkbox"/> President, Commander, Chief Executive Officer, Governor, Exalted Ruler or equivalent position <input type="checkbox"/> Bingo Manager or Game Manager		<input type="checkbox"/> Treasurer, Chief Financial Officer, Financial Officer or equivalent position	
<b>PERSONAL INFORMATION</b>			
Answer each section in its entirety, legibly and enter your <b>FULL PROPER LEGAL NAMES</b> -- applications with initials or incomplete responses will delay processing of the application. If you do not have a middle name, then insert "NMN" (No Middle Name).			
Full Name:	Complete First Name	Complete Middle Name	Complete Last Name
Term of Office Holder:	Begin Term Date: Month/Date/Year	End Term Date: Month/Date/Year	
Social Security Number:	Date of Birth:	Race:	Sex:
Physical Home Street Address:			
City:	State:	Zip Code:	
Daytime Phone Number:	Fax Number:		
Other Phone Number:			
E-Mail Address:			
<b>DISCLAIMER AND AFFIDAVIT</b>			
I understand that I am required to submit a <a href="#">Gaming Personnel Information Update Form</a> for any changes within this application.			
Signature:	Date:		
<b>Prior to issuance of a license or permit, the Office of Charitable and Regulatory Programs reserves the right to request additional information from those named on this particular "Gaming Personnel Information" form.</b>			

# WRAPPING IT UP



# Tax Exempt Status



## Overview:

To conduct charitable gaming in Virginia, your organization must be federally tax-exempt and meet state eligibility criteria.

## Most Common Eligible Types:

- 501(c)(3), (4), (7), (8), and (10)
- Must be actively operating in Virginia for **at least 3 years**
- Must be registered with VDACS and in good standing with the IRS

## Pro Tip:

- Keep your IRS determination letter and VDACS registration current — both are essential for licensing, renewals, and compliance reviews.
- Save a copy of each year's filing to use as a reference for future returns.

# Why It Matters



- Keeps your club **eligible for fundraising, gaming, and donations**
- Allows donors to deduct contributions
- **Loss of status = penalties, tax liability, loss of gaming eligibility**
- Public and regulatory trust depends on it

## Pro Tip:

Make sure you're familiar with both key IRS guides:

- **Publication 557 – Tax-Exempt Status\*\***
- **Publication 3079 – Gaming for Tax-Exempt Orgs\*\***

These outline eligibility, compliance requirements, and gaming-specific expectations.

# Filing Basics



- Every tax-exempt organization must file **Form 990, 990-EZ, or 990-N** (**depends on annual gross receipts**) - **Annually**
- IRS Form **990-EZ** or **990** is required annually for most charitable gaming organizations
- Filing depends on total gross receipts:
  - \$50,000-\$200,000: File 990-EZ
  - Over \$200,000: File full 990
- Filing is required **even if no gaming occurred**

## Pro Tip:

Most gaming organizations will file a **990-EZ or full 990**. You'll need accurate income totals, expense breakdowns, and details about your mission-related activities. Start by reviewing last year's return and gathering bank statements, donation logs, and payout records.

# Deadlines and Requirements



- **Overview:**

- File by the **15th day of the 5th month** after your fiscal year ends (e.g. May 15 for calendar-year organizations)
- Filing is required **every year** — no exceptions
- Failure to file for **three consecutive years** results in **automatic revocation** of tax-exempt status

**Pro Tip:**

**Revocation used to take time to catch up in the system — but with current IRS staffing shifts and backlog reduction efforts, enforcement is expected to increase significantly.** Don't assume a grace period — stay ahead of it.

**Use a shared calendar with reminders and assign (at least) two people to confirm the filing is submitted.**

# Summary & Conclusion



## CHARITABLE GAMING IS A HIGHLY REGULATED INDUSTRY

Your organization's continued capacity to raise critical funds through charitable gaming activity depends on its ability to acquire and maintain a charitable gaming permit.

Obtaining and retaining a charitable gaming permit requires:

- Proper expenditures of gaming proceeds.
- Meeting required UOP requirements.
- Maintaining required records.
- Filing accurate and timely reports with the Department.
- Filing annual taxes to maintain tax exempt status

Manufacturers are committed helping you ensure your organization is compliant and successful.

Thank you for  
attending!!!!

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Presented by:  
Your Arrow Support Team  
Jamie Jones  
Angela Spurlock  
Shelly Miller  
Gary Danger



**CALL.  
TEXT.  
CHAT ONLINE.  
24/7.**

**1-800-GAMBLER**  
HELP FOR PROBLEM GAMBLING

If gambling is no longer fun, help is available and it works

**National Problem  
Gambling Helpline**

Call or text for help:

**1-800-GAMBLER**

Free, confidential, available 24/7.

 **ResponsiblePlay.org**

If you bet, know your limits



#### ENTERTAINMENT

Treat gambling as a form of entertainment and not a way to make money.

 **ResponsiblePlay.org**



# Gamban

## Tips for Playing Responsibly From the Virginia Council on Problem Gambling

- Set a time limit and stick to it
- Set a money limit and stick to it
- Gamble only for fun (not a way to make money)
- Accept losing as a part of the game (you are paying to play a game)
- Don't borrow money to gamble – not even from yourself
- Don't let gambling interfere with family, friends, or work (stop if it is causing problems)
- Don't gamble to win back losses (you expect to lose, when it is gone, it is gone)
- Don't gamble to get money (it is not a source of income, it is an expense for fun)
- Don't gamble to cope with emotional or physical pain
- Don't let gambling interfere with family, friends, work, or school (stop if it is causing problems)

Have questions or need support?  
Reach out to the team anytime.