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QUARTERLY REPORTS

All Veteran and Fraternal organizations licensed to conduct electronic instant bingo in Ohio are required to submit quarterly reports.

What to file:

1. **Copies of all Bank Statements from the organization’s bingo accounts (electronic, paper, and traditional-if applicable).**
2. **Check images of all expenses from the above referenced accounts.** Include images for both charitable and non-charitable distributions.
3. **Copies of all paper Instant Ticket Tracking Ledger Forms.** These can be copies of manually completed tracking forms or copies of instant ticket tracking forms from accepted software companies.
4. **Written Internal Control Policies.** Internal control policies are checks and balances that help protect a company from internal threats, such as theft, embezzlement and mismanagement of funds by employees, suppliers or customers.
5. **A list of the number of electronic bingo devices currently installed at your location.** Please include the type of device (console or handheld) as well as the serial numbers of each unit and the Distributor that provided it.

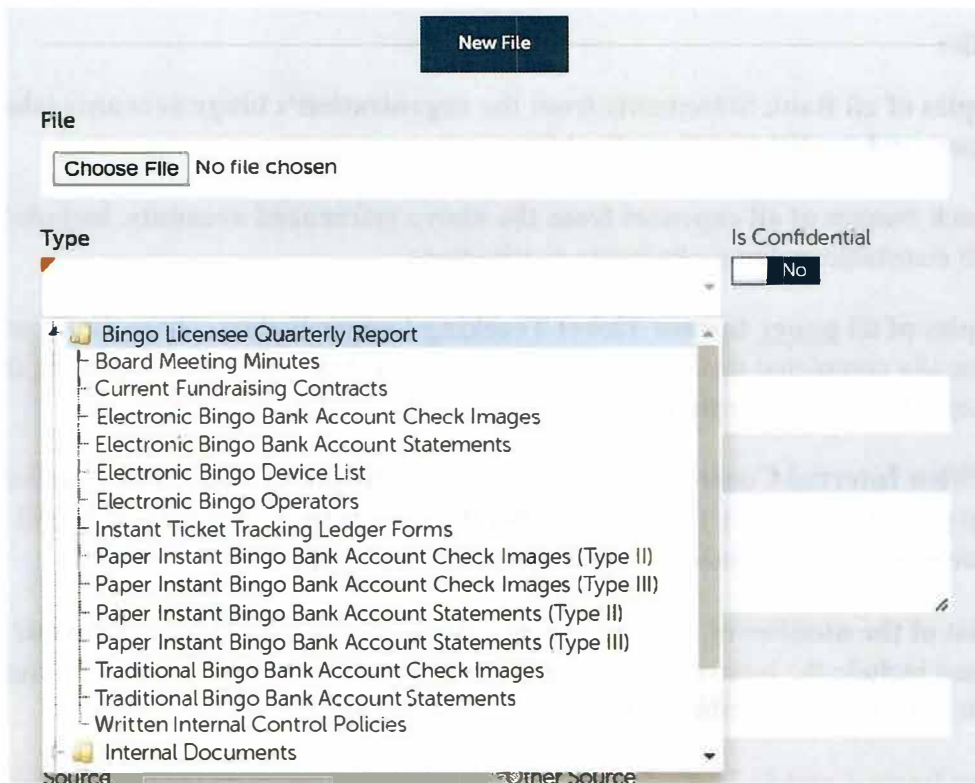
Note for Items 4 and 5: These documents must be submitted with the first quarterly report of each year (February 29), *and* in any quarter in which changes are made.

When to file:

Quarter	Report Deadline
Q1 – November through January	February 29
Q2 – February through April	May 31
Q3 – May through July	August 31
Q4 – August through October	November 30

Where to file:

- **Please upload all requested information into the *Charitable Account Management Portal* located at: <https://charitableportal.ohioago.gov>.**
- Documents must be uploaded electronically. Emailed, faxed, and mailed documents will not be accepted.
- To upload, select “Files” on the left side of the screen, then click the blue box with the white arrow inside. Use the “Bingo Licensee Quarterly Report” folder and select accurate file types. **Please be advised that the list of file types was recently updated.**



Other Reminders:

- Beginning November 1, applications to conduct bingo in the following year must be completed on our online application system at <https://charitableportal.ohioago.gov>.
- If your officers, custodians of bingo records, primary bingo game operators, e-bingo operators, or location volunteers have changed, please amend your “People” list.
- Additional information, including frequently asked questions and registration for bingo training, is available on our website at <https://charitable.ohioago.gov/Charitable-Bingo>.
- If you have any questions, feel free to contact a Bingo Compliance Examiner at 1-800-282-0515 or email CharitableBingo@OhioAttorneyGeneral.gov.