



# DAVE YOST

OHIO ATTORNEY GENERAL

Charitable Law Section  
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July 19, 2022

TO: All Electronic Instant Bingo Licensees

RE: First Electronic Instant Bingo Quarterly Reports Due August 31, 2022

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

### What to file:

- **Copies of all Bank Statements from the organization's bingo accounts (electronic, paper, and if applicable-traditional).**
- **Check images of all expenses from the above referenced accounts.** Include images for both charitable and non-charitable distributions.
- **Board meeting minutes.**
- **Copies of all 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.
- **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.
- **Copies of current Fundraising Contracts.** This is the signed contract the organization has with a qualified 501(C)(3) or governmental entity located in Ohio; agreeing to distribute 25% or 50% of bingo net profit as based upon the terms of the contract. *Once initially uploaded, the contracts will not have to be resubmitted unless they have expired or a new contract has been created.*
- **A list of all Electronic Bingo Operators and anyone with key access to the electronic instant bingo devices, redemptions kiosks or POS systems and their specific duties.** For purposes of Chapter 2915 of the Revised Code "bingo game operator" of electronic instant bingo means any person who sells or redeems electronic instant bingo tickets, credits, or vouchers, or who accesses an electronic instant bingo system or electronic instant bingo funds other than as a participant.
- **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.

**Where to file:**

- Please upload all requested information into the *Charitable Account Management Portal* located at <https://charitableportal.ohioago.gov>.
- Make sure to upload into the “Bingo Licensee Quarterly Report” folder and to select accurate file types.

**When to file:**

The first quarterly report for 2022 is due on August 31, 2022 and must include all of the above documentation from April 1, 2022 through August 1, 2022.

Quarter	Report Deadline
Q1 – November through January	February 28
Q2 – February through April	May 31
Q3 – May through July	August 31
Q4 – August through October	November 30