



## **QUARTERLY REPORTS**

All 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.** This includes electronic, paper, and traditional accounts (if applicable).
2. **'Canceled' check images of all checks from the above-mentioned accounts.**
3. **Copies of all Instant Ticket Trackers for paper instant bingo.** This information can be in written form or printed from your point-of-sale system. The trackers must be completed in their entirety before submission.
4. **Written Internal Control Policies.** This document must be submitted with the first quarterly report for each year and anytime changes are made.

### **Where to file:**

- Please upload all requested information to the Charitable Account Management Portal located at: <https://charitableportal.ohioago.gov>.
- For additional help, please refer to the *Bingo Quarterly Reports Portal Walkthrough* PowerPoint at <https://charitable.ohioago.gov/Charitable-Bingo/Electronic-Instant-Bingo>.

If you have any questions, feel free to contact a Bingo Compliance Examiner at 1-800-282-0515 or email [CharitableBingo@OhioAttorneyGeneral.gov](mailto:CharitableBingo@OhioAttorneyGeneral.gov).

Additional information is available on our website at <https://charitable.ohioago.gov/Charitable-Bingo/Electronic-Instant-Bingo>.