

Charitable Law Section Office: (614) 466-3181 Fax: (614) 466-9788

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: <u>https://charitableportal.ohioago.gov</u>.
- For additional help, please refer to the *Bingo Quarterly Reports Portal Walkthrough* PowerPoint at <u>https://charitable.ohioago.gov/Charitable-Bingo/Electronic-Instant-Bingo</u>.

If you have any questions, feel free to contact a Bingo Compliance Examiner at 1-800-282-0515 or email <u>CharitableBingo@OhioAttorneyGeneral.gov</u>.

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