

Filing the Annual Financial Report (CG-FIN-EXE) before January 31

For organizations (EXE) exempt from licensure requirements



KRS 238.535(2)(b)

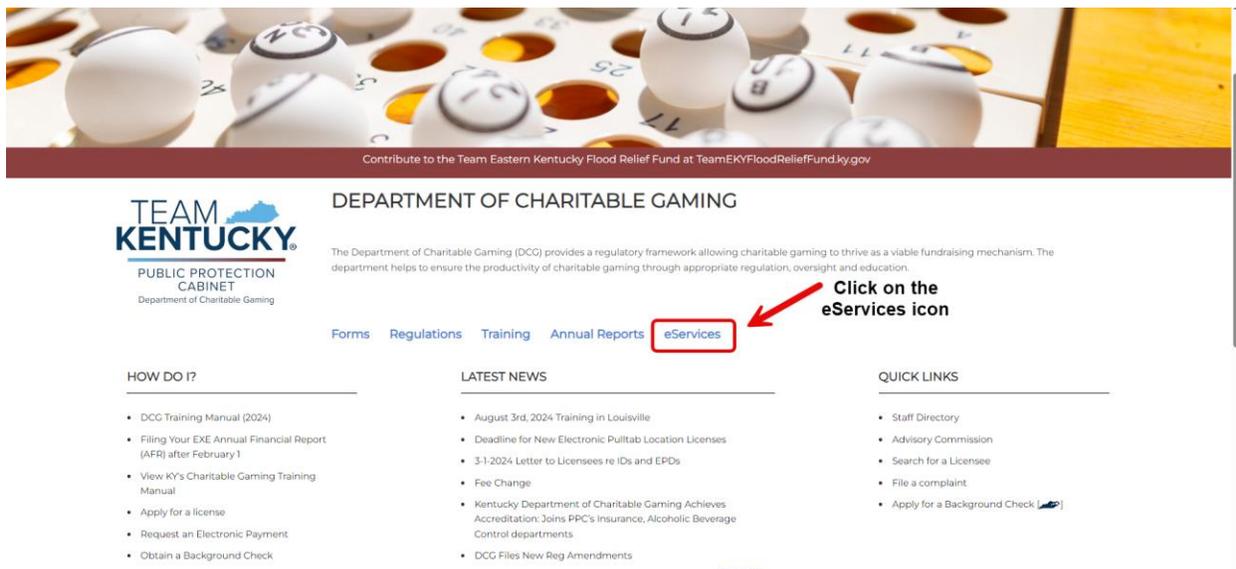
Before January 31 of the year immediately following the year of exemption, a charitable organization exempt from licensure under the provisions of subsection (1) of this section shall file a financial report with the department, on a form issued by the department, that contains the following information:

- 1) The type of gaming activity in which it engaged during that year;
- 2) The total gross receipts derived from gaming;
- 3) The amount of charitable gaming expenses paid;
- 4) The amount of net receipts derived; and
- 5) The disposition of those net receipts.

Using eServices to file the Annual Financial Report (CG-FIN-EXE)

To access the Charitable Gaming eServices portal, go here:

<https://dgc.ky.gov/>



The screenshot shows the homepage of the Department of Charitable Gaming (DCG). At the top, there is a banner for the Team Eastern Kentucky Flood Relief Fund. Below the banner is the DCG logo and a navigation menu with links for Forms, Regulations, Training, Annual Reports, and eServices. The eServices link is highlighted with a red box, and a red arrow points to it with the text "Click on the eServices icon". Below the navigation menu are three columns: "HOW DO I?", "LATEST NEWS", and "QUICK LINKS".

Creating a New eServices Account

NOTE: You may have had an account set up for you by the DCG staff. If you were already emailed a username and password, skip to the section “Navigating eServices”.

Once into eServices, the system will present this screen:

Username

Password

[Login](#) [Create new account](#) | [Forgot Password](#)

Click "Create new account":

Department of Charitable Gaming Licensing Services

CREATE NEW USER ACCOUNT

If you are having trouble creating an account, please contact the Department of Charitable Gaming Licensing Division at (502) 573-5528 or by email at ppcdcglcensingmail@ky.gov for assistance.

OR

Tax Id*

SSN*

License Number*

[Validate](#)

The user must have the Tax ID of the entity they represent or the SSN and the EXE number to continue.

Once entered, demographic information must be added:

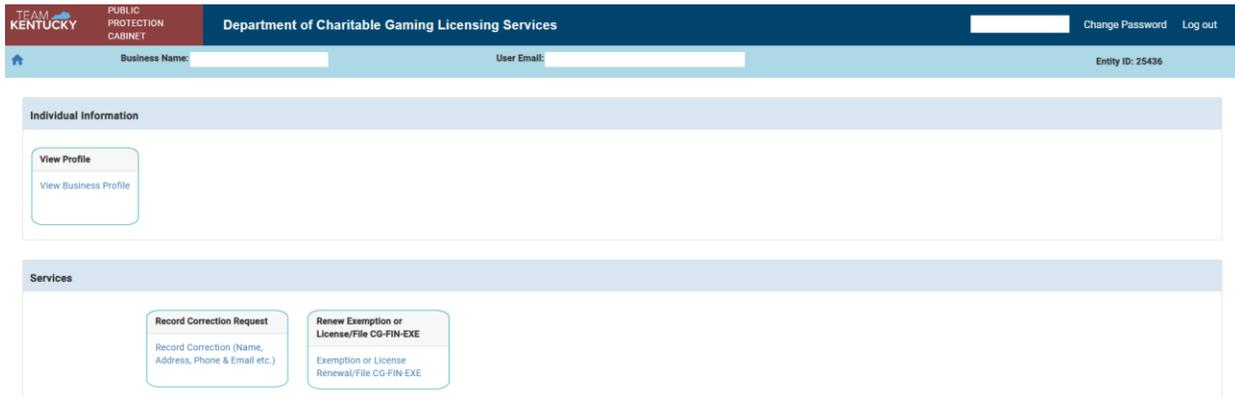
The image shows a registration form with the following fields and requirements:

- User Name***: A text input field.
- Password**: A text input field with a toggle icon. Requirement: (Must be between 8-15 alpha numeric characters in length, should have at least 1 number and may contains ! @ # \$ _ -)
- Verify Password***: A text input field with a toggle icon. Requirement: (Must be between 8-15 alpha numeric characters in length, should have at least 1 number and may contains ! @ # \$ _ -)
- Email***: A text input field.
- First Name***: A text input field.
- Middle Name / Initial**: A text input field.
- Last Name***: A text input field.
- Phone Number***: A text input field.
- Create Account**: A purple button.

The user will need to:

- Set a Username (email address)
- Set a Password (Must be between alpha numeric characters in length, should have at least 1 number and may contain the following characters: !@#\$_-)
- Confirm the Password
- Provide a primary email address (**Make sure it's an email that is checked often, as DCG will use this email as your primary point of contact**)
- Provide your First/Middle/Last Name
- Provide a valid phone number and after entry is complete, click "Create Account"

Once in, the following screen will display:



Navigating eServices

Currently, there are three things a user can accomplish in this account:

- 1) View Profile: Allows the user to review the demographic data on file with DCG regarding the charitable organization or licensee. (such as addresses, contacts, etc.)
- 2) Record Correction Request: Allows the user to submit address and contact changes to DCG electronically.
- 3) Renew Exemption or License/File CG-FIN-EXE: Allows the user to file the Annual Financial Report for Exempt Charitable Organization, Form CG-FIN-EXE and/or renew Exemption, Form CG-APP-EXE.

Start the EXE Renewal Process by filing the Annual Financial Report

Click on the following icon to file the Annual Financial Report, CG-FIN-EXE:

Services

Renew Exemption or License/File CG-FIN-EXE

Exemption or License Renewal/File CG-FIN-EXE

Select the license type set for renewal:

Renew License(s)

The system defaults the Original Amount to the active renewal fee. If applicable for the license you are renewing, the system will update the amount to reflect the correct fee once you select the renewal status.

Select	License Type	License Number	Expiration Date	Amount Due
<input checked="" type="radio"/>	Exempt Organization	EXE00000	01/31/2024	\$0.00

Submit

Click "Submit".

The system defaults the Original Amount to the active renewal fee.

Select	License Type
<input checked="" type="radio"/>	Exempt Organization

Submit

Annual Financial Report for Exempt Charitable Organization (CG-FIN-EXE)

The following screen will appear:

The screenshot shows a web application interface. At the top left, there is a logo for 'TEAM KENTUCKY PUBLIC PROTECTION CABINET'. The main header is 'Department of Charitable Gaming Licensing Services'. On the right, there are links for 'Change Password' and 'Log out'. Below the header, there are input fields for 'Business Name' and 'User Email', and a label 'Entity ID: 29964'. The main content area is titled 'ANNUAL FINANCIAL REPORT FOR EXEMPT CHARITABLE ORGANIZATION'. Below this title, there is a paragraph of text: 'Organizations conducting charitable gaming pursuant to an exemption must complete and submit this form to the Department of Charitable Gaming before January 31 of the year following the exemption. Exemptions are automatically renewed every year on January 1, but an exemption will be rescinded if the organization fails to file this report by January 31, unless the Department grants the organization an extension. KRS 238.535(2)(b), KRS 238.535(3), and KRS 238.535(5)'. Below this text is a section titled 'CHARITABLE ORGANIZATION INFORMATION'. This section contains two input fields: 'Exemption No.' with the value 'EXE0001234' and 'Organization's Name' with the value 'Charitable Organization of KY'.

The renewal screen is pre-loaded with current entity data, including:

- Exemption Number
- Organization's Name

The screenshot shows a form with two input fields. The first field is labeled 'Exemption No.' and contains the value 'EXE0001234'. The second field is labeled 'Organization's Name' and contains the value 'Charitable Organization of KY'.

The next question deals with the tax status of the entity. You must answer this question "Yes" to qualify for exempt status.

The screenshot shows a question: 'Does your organization continue to maintain a federal tax-exempt status under 26 USC 501(c)(3), 26 USC 501(c)(4), 26 USC 501(c)(8), 26 USC 501(c)(10), or 26 USC 501(c)(19), or does it maintain its status as a common school, institute of higher learning, or public college or university as those terms are defined by KRS 158.030, KRS 164A.305, and KRS 164.290, respectively?'. Below the question are two radio buttons: 'Yes' (checked) and 'No'. To the right of the radio buttons is the text '(If "No," your organization is not eligible to conduct charitable gaming.)'.

The next section displays the current address and contact information on record with the department. If the user needs to change/update this information, answer the question “Yes”.

Sr. No	Address Type	Address Line 1	Address Line 2	Address Line 3	Zip	City	State
1	Mailing	[REDACTED]			42301	[REDACTED]	KY
2	Location	[REDACTED]			42301	[REDACTED]	KY

Sr. No	Contact Person	Email	Phone
1	[REDACTED]	[REDACTED]	
2	[REDACTED]	[REDACTED]	

Has any of the information listed in response to questions **above** changed in the previous year?

Yes No

If “Yes” is selected, an additional edit screen, “Record Correction”, will display for updating data. **If no changes are required, click “No”, and proceed to the next question.**

Record Correction

Record Correction

Select License
EXE000 [REDACTED]

License Details:

Lic Number
EXE000 [REDACTED]

Organization's Name
[REDACTED]

Updating address data:

Address:

Address Type ▼

Address Line 1 Address Line 2

Zip City State County

Add **Cancel** *You must click Add button to save the address below

Is Mailing Address and Location Address the same? Yes No Select "Yes" and click "Add" and both addresses will appear below

You may "edit" or "remove" outdated address data

Sr. No	Address Type	Address Line 1	Address Line 2	Zip	City	State	County	
1	Mailing	██████████	██████	████	██████	KY	██████	✎ ✕
2	Location	██		██	██	██	██████	✎ ✕

An "Address Type" of "Mailing" must be entered for the organization. Be sure to click "Add" to ensure updated data has been entered.

Contact Detail:

First Name Middle Name Last Name

Contact Type **select contact type** ▼ Officer Type **select officer type** ▼ E-Mail Address **E-mail address is required**

Date Of Birth **not required** 📅 Title Phone

Deactivate

Add *You must click Add button to save the contact below

You may "edit" or "remove" outdated contact data

Sr. No	First Name	Middle Name	Last Name	Contact Type	Officer Type	Email	DOB	Title	Phone	Deactive
1	██████		██████	Officer	Exempt Contact			President		✎ ✕
2	██████		██████	Officer	Exempt Contact			Director of Accounting & Administration		✎ ✕

Once all editing is complete, click "Submit" to return to the main renewal page.

TEAM KENTUCKY PUBLIC PROTECTION CABINET Department of Charitable Gaming Licensing Services Change Password Log out

Entity ID: 29921

Record Correction

Select License: EXE000

License Details:

License Number: EXE0

Organization's Name:

Address:

Address Type: [Dropdown]

Address Line 1: [Text] Address Line 2: [Text]

Zip: [Text] City: [Text] State: [Text] County: [Text]

Add **Cancel** *You must click Add button to save the address below

Is Mailing Address and Location Address the same? Yes No

Sr. No	Address Type	Address Line 1	Address Line 2	Zip	City	State	County	
1	Mailing	[Redacted]	[Redacted]	41011	[Redacted]	KY	KENTON	[Edit] [X]
2	Location	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Edit] [X]

Contact Detail:

First Name: [Text] Middle Name: [Text] Last Name: [Text]

Contact Type: [Dropdown] Officer Type: [Dropdown] E-Mail Address: [Text]

Date Of Birth: [Text] Title: [Text] Phone: [Text]

Deactivate **Add** *You must click Add button to save the contact below

Sr. No	First Name	Middle Name	Last Name	Contact Type	Officer Type	Email	DOB	Title	Phone	Deactive
1	[Redacted]	[Redacted]	[Redacted]	Officer	Exempt Contact			President		False [Edit] [X]
2	[Redacted]	[Redacted]	[Redacted]	Officer	Exempt Contact			Director of Accounting & Administration		False [Edit] [X]

Submit

The following question allows a user to establish a new gaming location. A “Yes” will provide a data entry screen to add the location, a “No” will allow a user to proceed to the next screen, by clicking “Continue” to proceed to the next page.

If your organization plans to conduct charitable gaming in the coming year at a location other than at the address provided **above**, would you like to provide new address:

Yes No

If user selects “Yes”, the gaming location data can be entered accordingly:

If your organization plans to conduct charitable gaming in the coming year at a location other than at the address provided **above**, would you like to provide new address:

Yes No

Name of the location

Street Address

Address

Zip

City

State

Phone

Add

*You must click Add button to save the address below

Sr. No	Name of Location	Street Address	Address	City	State	Zip	Phone	≡
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Report of Charitable Gaming Activity

Report on yearly gaming activity by entering the Gaming Gross Receipts for the year:

REPORT OF CHARITABLE GAMING ACTIVITY

Provide the following information about your organization's charitable gaming activity during the previous calendar year:

Select Activity Type select activity from the drop down

Gross Receipts Payouts Expenses Net Receipts

Add *You must click Add button to save the gaming activity below

Sr. No	Activity	Gross Receipts	Payouts	Expenses	Net Receipts
				Total Amount:	\$0.00

Notice: "Net Receipts" should equal "Gross Receipts" minus "Payouts" minus "Expenses."

< Back **> Next**

- Enter Gross Receipts, and any Payouts or Expenses for each Gaming Activity conducted (Net Receipts is automatically calculated). Be sure to click "Add" after entering the data. If more than one type of gaming activity was conducted, repeat the same process for each type of gaming activity selected.
- If the organization did not conduct any gaming activity for the year, select "No Activity" and click "Add".

Once all gaming receipts have been entered, click "Next".

Disposition of Charitable Gaming Proceeds

Here the disposition of Charitable Gaming Net Receipts will need to be entered. Enter the description and the amount associated with that item. Provide an itemized accounting of the Total Net Gaming Receipts.

NOTE: Disposition of Proceeds MUST equal Net Receipts recorded on the previous screen. You cannot advance until the total is disposed.

DISPOSITION OF CHARITABLE GAMING PROCEEDS

On the lines below, provide an itemized accounting of how your organization spent the net receipts it generated from charitable gaming activities in the previous calendar year. The total disposition should equal the total net receipts reported in question in the previous page.

Description Amount

Add *You must click Add button to save the details below

Total Net Receipts : 1000

Sr. No	Description	Amount
Total Disposition:		\$0.00

Back **Next**

If the Disposition of Proceeds does not equal Net Receipts, you will receive a prompt:

DISPOSITION OF CHARITABLE GAMING PROCEEDS

On the lines below, provide an itemized accounting of how your organization spent the net receipts it generated from charitable gaming activities in the previous calendar year. The total disposition should equal the total net receipts reported in question in the previous page.

Description

Add *You must click Add button to save the details below

Disposition total mismatch with the Gaming total amount \$1000

OK

Sr. No	Description	Amount
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To edit data, use this tool as in the previous areas:

The screenshot shows a data entry interface. At the top, there is a header with the word "Amount" and a horizontal line. Below this, the text "Total Net Receipts : 1000" is displayed. A table-like structure follows with a header row containing "Amount" and a menu icon (three horizontal lines). The first data row shows "\$900.00" and an edit icon (a pencil) which is circled in red, along with a close icon (an 'X'). Below the table, the text "Disposition: \$900.00" is visible.

When all data entry is complete, click “Next”.

Certification

The user must complete the Certification. Once finished, click “Submit”.

The screenshot displays a "CERTIFICATION" form. At the top, the word "CERTIFICATION" is centered. Below it is a paragraph of text: "I certify, under penalty of perjury, that I am authorized by the organization to submit this Annual Financial Report and that I have examined this document, including any accompanying material, and all information submitted is, to the best of my knowledge and belief, true and correct. I further certify that the organization agrees to comply with all applicable laws and administrative regulations regarding charitable gaming in the Commonwealth of Kentucky". The form contains four input fields: "Signature*", "Date*" (with the value "11-03-2023"), "Printed Name*", and "Title". At the bottom, there are two buttons: "< Back" and "> Submit". The "Submit" button is circled in red.

Review and Submit

This page will allow the user to verify all the information that was entered and/or updated before submitting the Annual Financial Report. Also, at the bottom of the page, located in the middle, is "Print". The user can click on "Print" to print a copy of the CG-FIN-EXE for record keeping purposes. After printing a copy, click "Review and Submit" located on the bottom right corner to submit the Annual Financial Report.

ANNUAL FINANCIAL REPORT FOR EXEMPT CHARITABLE ORGANIZATION

REVIEW AND SUBMIT

Organizations conducting charitable gaming pursuant to an exemption must complete and submit this form to the Department of Charitable Gaming before January 31 of the year following the exemption. Exemptions are automatically renewed every year on January 1, but an exemption will be rescinded if the organization fails to file this report by January 31, unless the Department grants the organization an extension. KRS 238.535(2)(b), KRS 238.535(3), and KRS 238.535(5).

CHARITABLE ORGANIZATION INFORMATION

Exemption No.: [REDACTED]

Organization's Name: [REDACTED]

Does your organization continue to maintain a federal tax-exempt status under 26 USC 501(c)(3), 26 USC 501(c)(4), 26 USC 501(c)(8), 26 USC 501(c)(10), or 26 USC 501(c)(19), or does it maintain its status as a common school, institute of higher learning, or public college or university as those terms are defined by KRS 158.030, KRS 164A.305, and KRS 164.290, respectively?

Yes No *(if "No," your organization is not eligible to conduct charitable gaming.)*

Sr. No	Address Type	Address Line 1	Address Line 2	Zip	City	State
1	Mailing	[REDACTED]		[REDACTED]	Frankfort	KY
2	Location	[REDACTED]	test2	[REDACTED]	Jeffersontown	KY

DISPOSITION OF CHARITABLE GAMING PROCEEDS

On the lines below, provide an itemized accounting of how your organization spent the net receipts it generated from charitable gaming activities in the previous calendar year. The total disposition should equal the total net receipts reported in question in the previous page.

Sr. No	Description	Amount
1	no activity	\$0.00
Total Disposition:		\$0.00

*Note: If you don't have any activity to enter, please enter **No Activity** and click add.*

CERTIFICATION

I certify, under penalty of perjury, that I am authorized by the organization to submit this Annual Financial Report and that I have examined this document, including any accompanying material, and all information submitted is, to the best of my knowledge and belief, true and correct. I further certify that the organization agrees to comply with all applicable laws and administrative regulations regarding charitable gaming in the Commonwealth of Kentucky

Signature* [REDACTED] Date* 10/8/2024 12:00:00 AM

Printed Name* [REDACTED] Title

← BackPrintReview and Submit

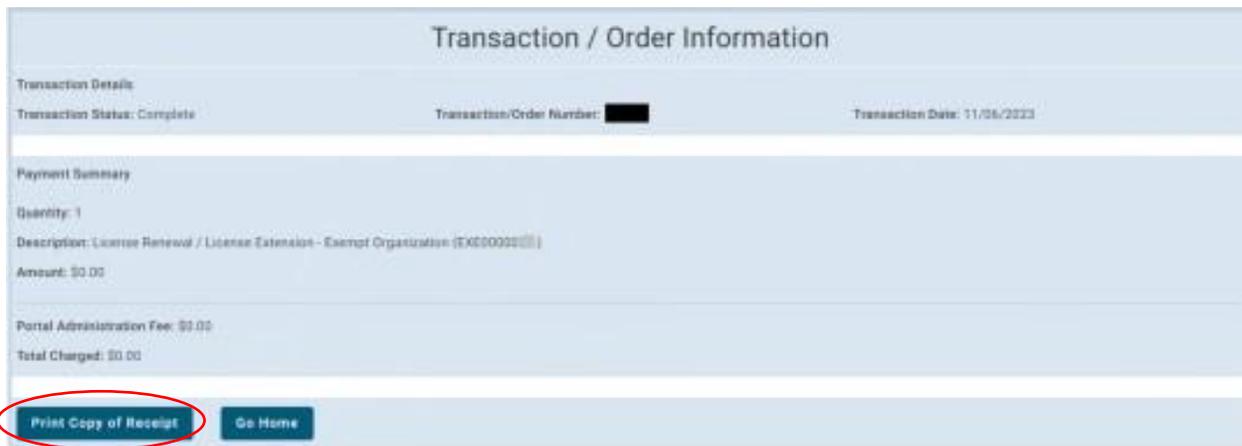
Invoice Details

The following screen will appear. You must complete the checkout process by clicking “Checkout/Complete Order”.



Transaction/Order Information

After the checkout process, the user will get confirmation showing the transaction is “Complete”. The user can print a copy of the receipt for record keeping purposes. An email will also be sent to the primary contact person of the organization that confirms the process has been completed.



You are now finished and have filed the Annual Financial Report to complete the annual EXE renewal process. You can return to the Home eServices screen or you can log out of the eServices portal.