

United Daughters of the Confederacy®  
**Annual Financial Report**  
**501(c)(3) Required Form for Children of the Confederacy® Chapters**  
September 1, 20 \_\_\_\_\_ August 31, 20 \_\_\_\_\_

This form must be completed annually by each CofC Chapter, and an original and one copy must be submitted to the Division Director each year by October 31. Keep a copy in the Chapter files for at least 6 years. The Division Director will send the original Chapter reports to the Director General annually by November 15 and keep the copies of the Chapter reports in the Division files for at least 6 years. The report must cover the September 1 – August 31 timeframe even though the Chapter may have a different fiscal year.

Chapter name, number, and Division \_\_\_\_\_

Chapter Employer Identification Number (EIN) \_\_\_\_\_

Chapter President name \_\_\_\_\_

Chapter Treasurer name \_\_\_\_\_

Chapter Director name and address \_\_\_\_\_

Chapter Director signature \_\_\_\_\_

**Beginning balance on September 1, 20\_\_\_\_\_** (total cash assets including checking account, savings account, all other accounts, investments, etc.) Note: Beginning balance must match ending balance on the preceding year's with the exception of 2008 report with one month overlap \$ \_\_\_\_\_

**Revenue**

Dues (including Division/General per capita tax) \_\_\_\_\_  
*UDC Magazine* subscriptions \_\_\_\_\_  
Contributions, gifts \_\_\_\_\_  
Investment income \_\_\_\_\_  
Other (e.g., fundraising, sale of assets; list and describe on reverse) \_\_\_\_\_

**Total revenue** **\$** \_\_\_\_\_

**Expenses**

Division per capita tax \_\_\_\_\_  
General per capita tax \_\_\_\_\_  
Operating expenses (e.g., postage, printing, supplies, safe deposit box) \_\_\_\_\_  
Contributions (e.g., Division and General funds, other nonprofit groups) \_\_\_\_\_  
Scholarships \_\_\_\_\_  
Other (list and describe on reverse) \_\_\_\_\_

**Total expenses** **\$** \_\_\_\_\_

**Ending balance on August 31, 20\_\_\_\_\_** (beginning balance plus revenue less expenses) \$ \_\_\_\_\_

This form may be photocopied. Use additional sheet if necessary.

1. List on reverse and explain any restricted/designated Chapter funds, e.g., scholarship funds.
2. Enclose copy of IRS Form 990 when it has been required to file one.
3. If Chapter owns land, building, historical collections, or other significant assets, please list and briefly describe on reverse.

Send original and one copy to Division Director by September 30.  
Keep one copy in Chapter files.