

United Daughters of the Confederacy®
Annual Financial Report
501(c)(3) Required Form for UDC Chapters and Districts
October 1, 20 _____ – September 30, 20 _____

This form must be completed by each UDC Chapter and District, and an original and one copy must be submitted to the Division Treasurer annually by October 31. Retain a copy in the Chapter/District files for at least 6 years. The Division Treasurer will send the original Chapter/District reports to the Business Office annually by November 30 and will keep the copies in the Division files for 6 years. The report must cover the October 1 – September 30 timeframe even though the Chapter/District may have a different fiscal year.

Chapter/District name, number, and Division _____
 Chapter/District Employer Identification Number (EIN) _____
 Chapter/District President name _____
 Chapter/District Treasurer name and address _____

 Chapter/District Treasurer signature _____

Beginning balance on October 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 *Annual Financial Report*. **\$ _____**

Revenue

Dues (including Division/General per capita tax)	_____
<i>UDC Magazine</i> subscriptions	_____
Contributions, gifts	_____
Investment income	_____
Fundraising activities	_____
Other (e.g., sale of assets, reinstatement fee, District meeting registration; list and describe on reverse)	_____
Total revenue	\$ _____

Expenses

Division per capita tax	_____
General per capita tax	_____
<i>UDC Magazine</i> subscriptions	_____
Operating expenses (e.g., postage, printing, supplies, safe deposit box)	_____
Contributions (e.g., Division and General funds, other nonprofit groups)	_____
Scholarships	_____
Fundraising expenses	_____
Officer expenses	_____
Other (list and describe on reverse)	_____
Total expenses	\$ _____

Ending balance on September 30, 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 or District funds, e.g., scholarship funds.
2. Enclose copy of *IRS Form 990* or *990-EZ* if you have been required to file one.
3. If Chapter or District owns land, building, historical collections, or other significant assets, please list and briefly describe on reverse.