

United Daughters of the Confederacy®
Annual Financial Report
501(c)(3) Required Form for UDC Chapters and Districts
September 1, 20 _____ August 31, 20 _____

This form must be completed annually by each UDC Chapter and District, and an original and one copy must be submitted to the Division Treasurer each year by October 31. Keep 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 at least 6 years. The report must cover the September 1 – August 31 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 Presidents name _____

Chapter/District Treasurer name and address _____

Chapter/District Treasurer 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 Treasurer by October 31.

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Keep one copy in Chapter files.