

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.

Send original and one copy to Division Treasurer by October 31  
Keep one copy in Chapter files.