

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

This form must be completed annually by each authorized UDC General and Division Clubs. Division and Chapter Where No Division (CWND) Clubs must submit original and one copy to the Treasurer of the corresponding General Club annually by October 31 and keep a copy in Division files for at least 6 years. Treasurers of General Clubs must submit the original Division reports and the General report to the Business Office annually by November 30 and keep a copy of each Division report and the General report in the General Club files for at least 6 years. The report must cover the October 1 – September 30 timeframe even though the Club may have a different fiscal year.

Club name (and Division, if Division Club) _____
 Club Employer Identification Number (EIN) _____
 Club President name _____
 Club Treasurer name and address _____

 Club 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

Division/CWND dues (if Division/CWND Club) _____
 General dues _____
 Contributions, gifts _____
 Investment income _____
 Insignia _____
 Other (e.g., sale of assets, fund raising; list
 and describe on reverse) _____
Total revenue _____ **\$** _____

Expenses

General dues _____
 Operating expenses (e.g., postage, printing, supplies, safe
 deposit box) _____
 Contributions (e.g., Division and General funds, other
 nonprofit groups) _____
 Scholarships _____
 Insignia _____
 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 Club funds, e.g., scholarship funds.
2. Enclose copy of *IRS Form 990* or *990-EZ* if you have been required to file one.
3. List on reverse all property owned by Club; e.g., real property, land, buildings, artwork, historical collections, cemetery plots, or items of *significant* value. Do not list supplies.

Division /CWND sends to General Club Treasurer by October 31.
 General Club Treasurer sends to Business Office by November 30