

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

This form must be completed annually by each UDC General, Division and Chapter Where No Division (CWND) Club. Division and CWND Clubs must submit original and one copy to the Treasurer of the corresponding General Club annually by November 15 and keep a copy in Division files for at least 6 years. The 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 report in the General Club files for at least 6 years. The report must cover the September 1 – August 31 timeframe even though the Division/CWND may have a different fiscal year.

Club name, number, and location _____

Club Employer Identification Number (EIN) _____

Club Presidents name _____

Club Treasurer name and address _____

Club 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

Division/CWND dues (if Division/CWND Club) _____
General dues _____
Dues (CWND only) _____
Contributions, gifts _____
Investment income _____
Insignia _____
Other (e.g., fundraising, sale of assets; 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 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 Club, e.g., scholarship funds.
2. Enclose copy of IRS Form 990 when it has 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

Send original and one copy to General Club Treasurer by November 15.
General Club Treasurer sends to Business Office by November 30.