

United Daughters of the Confederacy®
Annual Financial Report
501(c)(3) Required Form for UDC Divisions and Chapters Where No Division
September 1, 20 _____ August 31, 20 _____

This form must be completed annually by each UDC Division and Chapter Where No Division (CWND) Treasurer and must be submitted to the Business Office annually by each year by November 30. Retain a copy of the Division report in the Division/CWND files for at least 6 years. The Division Treasurer will send copies of all Chapter reports to the Business Office annually by November 30 and will retain the copies of the Chapter reports in the Division 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.

Division/CWND name, number, and location _____

Division/CWND Employer Identification Number (EIN) _____

Division/CWND Presidents name _____

Division/CWND Treasurer name and address _____

Division/CWND 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 per capita tax _____
General per capita tax _____
Dues (CWND only) _____
UDC Magazine subscriptions _____
Contributions, gifts _____
Investment income _____
Other (e.g., fundraising, sale of assets; list and describe on reverse) _____

Total revenue \$ _____

Expenses

General per capita tax _____
UDC Magazine subscriptions _____
Operating expenses (e.g., postage, printing, supplies, safe deposit box) _____
Contributions (e.g., Division and General funds, other nonprofit groups) _____
Scholarships _____
Fundraising expenses _____
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 Division/CWND funds, 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 Division/CWND; 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 the Business Office by November 30.
Keep one copy in Division/CWND files.