

UNITED DAUGHTERS OF THE CONFEDERACY®
Annual Financial Report and Required 501(c)(3) Form

Division _____
 Entity _____

City of Charter _____
 Chapter Number _____

This form must be completed annually by every entity of the Organization. The original form and one copy must be submitted to the Division Treasurer each year by October 31. Keep one copy in entity files for at least 6 years. The Division Treasurer will send the original form to the Treasurer General by November 30 and keep the copy in the Division files for at least 6 years. The Annual Financial Report Form must cover the reporting year from September 1–August 31 period. Refer to Treasurer General’s Manual.

REPORTING ENTITY:												
Division	<input type="checkbox"/>	CWND	<input type="checkbox"/>	Chapter	<input type="checkbox"/>	Club	<input type="checkbox"/>	Corporation	<input type="checkbox"/>	CofC	<input type="checkbox"/>	
REPORTING YEAR:												
September 1, 20		-	August 31, 20									
ENTITY FILING STATUS:												
File IRS 990 if Gross Receipts >\$200,000 and Net Assets >\$500,000 - <i>Copy Attached</i>								Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
File IRS 990-EZ if Gross Receipts <\$200,000 and Net Assets <\$500,000 - <i>Copy Attached</i>								Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
File IRS 990-N efile if Gross Receipts <\$50,000 and Net Assets < N/A - <i>Copy Attached</i>								Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
SECTION 1. ENTITY INFORMATION:												
Name of Entity _____												
Entity’s Employer Identification Number (EIN) _____												
Name of Person Completing Form _____								Office Held _____				
Address of Person Completing Form _____												
Signature of Person Completing Form (Signature Required) _____												
SECTION 2. ENTITY INCOME/EXPENSE:												
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 from preceding year)												
INCOME												
Per Capita Tax/Dues (Include Division/General)								\$				
UDC Magazine Subscriptions								\$				
Contributions (Gifts or Financial Donations)								\$				
Investment Income								\$				
Miscellaneous Income (List in Miscellaneous section on Page 2)								\$				
TOTAL INCOME								\$				
EXPENSES												
Per Capita Tax/Dues (Include Division/General)								\$				
UDC Magazine Subscriptions								\$				
Operating Expense								\$				
Contributions/Gifts								\$				
Scholarship Awards								\$				
Miscellaneous Expense (List in Miscellaneous section on Page 2)								\$				
TOTAL EXPENSES								\$				
Ending balance on August 31, 20 _____ \$ _____												

SECTION 3. MISCELLANEOUS INCOME:

SECTION 4. MISCELLANEOUS EXPENSE:

SECTION 5. ADDITIONAL INFORMATION:

(If Chapter owns land, building, historical collections or other significant assets, please list and briefly describe.)

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