

Satellite Museum Annual Financial Review

For use by Satellite Museums maintaining a separate bank account or tracking funds separately from Company or Camp funds.



Due to ISDUP Treasurer by June 30

Date: _____ Name of Museum: _____

Address: _____ State/Province: _____

Company: _____ Camp (if applicable): _____

DUP: owns, leases, or has a MOU (Memorandum of Understanding) for this museum site.

Instructions:

1. This report is prepared by the Satellite Museum Treasurer (if applicable) or the Company or Camp Treasurer in charge of the bank account or separate museum funds. Send the report to the Company Treasurer by June 15. Company Treasurer mails a copy of Company/Camp reports to the ISDUP Treasurer or sends digitally to treasurer@isdup.org by June 30. Archive a copy in your museum records as well as in your sponsoring Camp or Company records.
2. If the museum has its own Museum Board, museum financial records are to be reviewed and signed by the Satellite Museum Chairman and one other members of the Satellite Museum Committee other than the Satellite Museum Treasurer. In the absence of a separate Museum Board, the report should be reviewed and signed by the Company President or Camp Captain with jurisdiction over the museum along with one other elected member of the Company/Camp Board other than the Treasurer preparing the report.
3. The DUP fiscal year runs from June 1 to May 31 annually. This review summarizes transactions within a single fiscal year and is prepared after the conclusion of the fiscal year on May 31.

Sources of Revenue		Summary of Expenses	
Donations:	\$ _____	Liability Insurance:	\$ _____
Gift Shop:	\$ _____	Utilities (lights, heat, etc.):	\$ _____
Fundraisers (list below):		Maintenance (lawn, snow removal, repairs, etc.):	\$ _____
_____	\$ _____	Supplies:	\$ _____
_____	\$ _____	Grant Match:	\$ _____
_____	\$ _____	Lease/Rent:	\$ _____
_____	\$ _____	Miscellaneous (list below):	
_____	\$ _____	_____	\$ _____
Other:	\$ _____	_____	\$ _____
Total Revenue:	\$ _____	Total Expenses:	\$ _____

Review of Account: We find the status of the financial records as follows:

Beginning Balance – Checking and/or Savings (if applicable) \$* _____

**Same as ending balance of last year’s Satellite Museum Financial Review.*

Total Sources of Revenue (add to balance) \$ _____

Subtotal \$ _____

Total Expenses (subtract from subtotal) \$ _____

Ending Balance - Checking and/or Savings (if applicable) \$ _____

Receipt Balance Accurate Yes No

Disbursement Balance Accurate Yes No

Checkbook Balances with Bank Statement Yes No

If “no” checked above, please list amounts of outstanding deposits and/or checks: _____

Banking Institution: _____

List banking Institution

Please go to page 2 for 990-N e-postcard information and signatures.

990-N e-Postcard:

- a. EIN number used to file the 990-N e-postcard is assigned to the: museum company camp
- b. Has the 990-N e-postcard been filed for the fiscal year just ended on May 31 of this year? Yes No
- c. The 990-N e-postcard may be filed for the current year anytime beginning June 1 when the new fiscal year begins through October 15. Filing it early will ensure your tax-exempt status for another year and will prevent the receiving of a late notice or reminder sometime in the spring. It also enables you to report the completed filing on this document.
- d. Click [here](#) to file the 990-n e-postcard. Click [here](#) to access a helpful printable user guide you can use in your e-filing.

Reviewed by:

_____	_____	_____
Name (of Satellite Museum Director, Company President, or Camp Captain)	Title	Signature
_____	_____	_____
Name of Elected Board Member (other than the Satellite Museum Treasurer)	Title	Signature

Prepared by:

_____	_____
Name of Satellite Museum Treasurer (if applicable) or Company/Camp Treasurer	Signature
_____	_____
Primary Phone Number	Email

The same person cannot both prepare and review this report.

Return this Satellite Museum Financial Review by June 30 to: ISDUP Treasurer
300 N Main St
Salt Lake City, UT 84103-1632

If there are questions, please call 801-532-6479, ext. 202 or email treasurer@isdup.org.