

# Camp Annual Financial Review

Due to company treasurer June 15. A copy is retained in camp and company records.



Date: \_\_\_\_\_ Camp: \_\_\_\_\_ Company: \_\_\_\_\_

## Instructions:

1. 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.
2. This report is prepared by the camp treasurer and sent to the company treasurer by June 15. Archive a copy with your other camp records.
3. Financial records are to be reviewed and signed by the camp captain and one other elected camp board member other than the treasurer.

## 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 Camp Annual Financial Review.)

Deposits (add to balance) \$ \_\_\_\_\_

Subtotal \$ \_\_\_\_\_

Disbursements (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: \_\_\_\_\_

## 990-N e-Postcard: (Required when the **camp** has items in or jurisdiction over a museum or cabin)

1. Is your camp required to file a 990-N e-postcard? Yes  No
2. If no, skip directly to the Banking Institution line below. If yes, please answer and review the following:
  - a. Which EIN number do you use to file the 990-N e-postcard? Camp  Museum
  - b. Has the 990-N e-postcard been filed for the fiscal year just ended on May 31 of this year? Yes  No
  - c. Does your camp maintain a separate bank account or track funds separately from museum funds? Yes  No 
    - If **yes**, the museum treasurer prepares the Satellite Museum Annual Financial Review and either mails it to the ISDUP Treasurer or sends it digitally to [treasurer@isdup.org](mailto:treasurer@isdup.org) by June 30. A copy is archived in the museum records as well as in your camp and company records.
    - If **no**, the company treasurer sends a copy of this Camp Annual Financial Review to the ISDUP Treasurer by June 30.
  - d. 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.
  - e. 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.

## Banking Institution:

List banking Institution: \_\_\_\_\_

## Reviewed by:

_____	<u>Camp Captain</u>	_____
Name of Camp Captain	Title	Signature
_____	_____	_____
Name of Elected Board Member (other than the treasurer)	Title	Signature

## Prepared by:

_____	_____
Name (Treasurer)	Signature
_____	_____
Primary Phone Number	Email

The same person cannot both prepare and review this report.

Revised 8/2024