

# Company Annual Financial Review

Due to ISDUP Treasurer by June 30. A copy is retained in company records.



Date: \_\_\_\_\_ Company: \_\_\_\_\_ State/Province: \_\_\_\_\_

## 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 company treasurer and either mailed to the ISDUP treasurer or sent digitally to [treasurer@isdup.org](mailto:treasurer@isdup.org) by June 30. Archive a copy with your other company records.
3. Financial records are to be reviewed and signed by the company president and one other elected company board member other than the treasurer.
4. Do you have any camps in your company with items in or jurisdiction over a museum or cabin requiring the filing of a 990-N e-postcard? Yes  No
5. If no, skip directly to **Review of Account** below. If yes, please review the following:
  - a. If any camps within your company are required to file the 990-N e-postcard and **do not** keep separate accounts or funds for their camp's museum or cabin, send a copy of those particular camp financial reports along with your company financial report to the ISDUP Treasurer by June 30.
  - b. If any camps within your company are required to file the 990-N e-postcard and **do** keep separate accounts or funds for their camp's museums or cabins, their museum treasurer prepares the Satellite Museum Annual Financial Review and sends it directly to the ISDUP Treasurer by June 30. A copy should also be archived in the company's records.

## **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 Company Annual Financial Review.)		
Deposits (add to balance)	\$	_____
Subtotal	\$	_____
Disbursements (subtract from subtotal)	\$	_____
Ending Balance- Checking and/or Savings (if applicable)	\$	_____
Receipt Balance Accurate	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Disbursement Balance Accurate	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Checkbook Balances with Bank Statement	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If "no" checked above, please list amounts of outstanding deposits and/or checks: \_\_\_\_\_

## **990-N e-Postcard:** (Required when the **Company** has items in or jurisdiction over a museum, cabin, cemetery, etc.)

1. Is your company 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? Company  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. Are funds for your museum, cabin, cemetery, etc. tracked separately from your company funds? Yes  No 
    - i. 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 the sponsoring company's records.
    - ii. If no, only this report needs to be sent to the ISDUP Treasurer.
  - d. The e-filing of this 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

**Please go to page 2 for signatures.**

**Reviewed by:**

_____	<u>Company President</u>	_____
Name of Company President	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.**

Return this Company Annual 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](mailto:treasurer@isdup.org).