



A Non-Profit Public Benefit Corporation for Retired Men Devoted to the  
Promotion of Independence and Dignity of Retirement

**January 23, 2017**

**SIR Gary Del Nero  
Big SIR, Branch 103  
1526 Peachwood Court  
Ceres, CA 95207-2028**

**Subject: Branch 103 Audit**

**The Branch Audit Committee met January 23, 2017 to audit the Branch's financial records for the year ending December 31, 2016. The records we reviewed are in good order and consistent with acceptable accounting principles and practices.**

**We wish to commend SIR Tim Anglim, Branch 103 Treasurer, for the outstanding efforts managing the Branch's financial data and reporting the Branch's financial status to the Branch Executive Board.**

**The Branch Audit Committee is pleased to present the attached Branch 103 Audit Report including the Monthly Cash Report for December, 2016.**

**Please forward the Audit Report to SIR Jim Mann, Area 22 Governor, Branch 103 Secretary and Treasurer.**

**Sincerely,**

A handwritten signature in black ink, appearing to read 'Russ Jackson', written over the printed name.

**Russ Jackson  
Branch 103 Audit Committee**

**Cc: Jim Mann, Area 22 Governor**



## BRANCH AUDIT REPORT

Audit for year of 2016 Branch 103 Area 22 Region 8

Upon completion, this audit report and Form 28 - Cash Report - for December of the audit year, is to be submitted to the Area governor, and to others as indicated on the form, by February 10 of the year following the audit year. This report is intended to be used with the current version of Form 28.

### 1. Summary of Receipts and Disbursements per December Form 28:

- |   |                    |
|---|--------------------|
| a. Total Cash at beginning of year (Line 1 YTD)             | <u>\$ 2,484.26</u> |
| b. General Receipts for year (Line 2 YTD)                   | <u>4,608.00</u>    |
| c. General Disbursements (Line 3 YTD)                       | <u>- 2,141.03</u>  |
| d. Custodial Receipts (Line 5 YTD)                          | <u>13,858.00</u>   |
| e. Custodial Disbursements (Line 6 YTD)                     | <u>- 20,405.01</u> |
| f. Total Cash at end of year ( Sum of a + b - c + d - e ) * | <u>* 3,404.22</u>  |

### 2. Branch Cash Elements at Year End per December Form 28:

- |                             |                             |
|-----------------------------|-----------------------------|
| a. Checking                 | <u>* 3,004.22</u>           |
| b. Savings                  | <u>                    </u> |
| c. Other (Petty Cash, etc.) | <u>400.00</u>               |
| d. Total *                  | <u>* 3,404.22</u>           |

\* NOTE - Cash Elements Total at Year End on December Form 28 (2.d above)  
must equal Total Cash at end of year (1.f above and Line 8 of December Form 28).

The Branch Cash Elements for the end of the audit year were verified from the following sources:

Checking Account Statement FAM BANK Bank  
Savings Account Pass Book                      Bank  
Petty Cash 400.00

**All transactions were found to be in order, except as noted elsewhere.**

Signed, Audit Committee:

[Signature]

[Signature]

Date 1/23/17

## BRANCH AUDIT REPORT (continued)

**The Branch Audit Committee shall also prepare the following review.**

ITEM	YES	NO
1. Has the TOTAL CASH BALANCE (Form 28 Line 8) been properly detailed?	✓	
2. Have any funds been improperly solicited? (Solicitation of business, or solicitation of funds by any person or persons at any luncheon or other social meeting of the Branch for support of or contributions to any cause, crusade or any charitable or civic project, however worthy, is prohibited.)		✓
3. Does the Branch Treasurer maintain separate accounting for each activity such as trips, Ladies Days, etc.?	✓	
4. Are all Branch activities such as travel, bowling, golf, etc. financed by the participants and not by the Branch?	✓	
5. Does the Branch Treasurer maintain a Property Record for such items as microphone, office equipment, etc., which have been purchased by or donated to the Branch?	✓	
6. Is the Branch Treasurer provided with a quarterly report from the person(s) handling Rooster (for sale) items?	✓	
7. Does the Branch Treasurer maintain a ledger showing the receipts and disbursements for the Branch operations?	✓	
8. Is the Branch being financed correctly?	✓	

**Distribution (both pages): Area Governor, Branch Treasurer, Branch Secretary**



**FORM 28, SONS IN RETIREMENT MONTHLY CASH REPORT****103**Branch 103 Area 22 Region 8  
Month December Year 2016

		Month	YTD
<b>BEGINNING CASH BALANCE (Total Cash)</b>	<b>1</b>	\$5,639.94	\$2,484.26

**GENERAL ACCOUNTS**

## Receipts

101 Contributions		\$20.00	\$3,620.00
102 Interest			
103 Other			\$988.00
Subtotal General Receipts	<b>2</b>	\$20.00	\$4,608.00

## Disbursements

201 Printing, Supplies etc		\$30.91	\$666.03
202 Postage & Delivery		\$14.10	\$157.50
203 Officers' Expense			
204 Guest Expense			
205 State Board Pro Rata Assessment			\$1,117.50
206 Other		\$200.00	\$200.00
207 Other			

Subtotal General Disbursements	<b>3</b>	\$245.01	\$2,141.03
NET GENERAL gain/(loss)	<b>4 (2-3)</b>	-\$225.01	\$2,466.97

**CUSTODIAL ACCOUNTS**

## Receipts

301 Monthly Luncheon			\$17,576.00
302 Special Activities		\$266.00	\$1,162.00
303 Travel			
304 Bowling			
305 Golf			
306 Rooster Sales			\$120.00
307 Other			
308 Other			

Subtotal Custodial Receipts	<b>5</b>	\$266.00	\$18,858.00
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## Disbursements

401 Monthly Luncheon		\$0.10	\$17,697.52
402 Special Activities		\$2,276.61	\$2,276.61
403 Travel			
404 Bowling			
405 Golf			
406 Rooster Purchases			\$430.88
407 Other			

Subtotal Custodial Disbursements	<b>6</b>	\$2,276.71	\$20,405.01
NET CUSTODIAL gain/(loss)	<b>7 (5-6)</b>	-\$2,010.71	-\$1,547.01

<b>ENDING CASH BALANCE (Total Cash)</b>	<b>8 (1+4+7)</b>	\$3,404.22	\$3,404.22
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CASH ELEMENTS	
Checking	\$3,004.22
Savings	
Other	\$400.00
<b>Total Cash</b>	<b>\$3,404.22</b>

MEMBERSHIP	
Actives	226
Include HLM's	

1/10/2017

Report Date

*Tim Anglim*

Branch Treasurer

Distribution: Assistant State Treasurer, Regional Director, Area Governor, Big Sir, Branch Secretary, File  
FORM 28, Rev (12/10/2015)

Form028-XL-20151210.xls