



SIR DOUG EMBERI  
BIG SIR, BRANCH 103  
5112 ST. CLARE CIRCIL  
SALIDA, CA 95368

SUBJECT: BRANCH 103 AUDIT

ON FEB. 21, 2020 I AUDITED THE BRANCHES FINANCIAL RECORDS FOR THE YEAR  
ENDING DEC. 31, 2019. THE RECORDS I REVIEWED ARE IN GOOD ORDER AND  
CONSISTANT WITH ACCEPTABLE ACCOUNTING PRINCIPLES AND PRACTICES.

I WISH TO COMMEND SIR TIM ANGLIM, BRANCH 103 TREASURER, FOR HIS  
OUTSTANDING EFFORTS MANAGING THE BRANCH'S FINANCIAL DATA AND  
REPORTING THE BRANCHE'S FINANCIAL STATUS TO THE BRANCH EXECUTIVE  
BOARD.

I AM PLEASED TO PRESENT THE ATTACHED BRANCH 103 AUDIT REPORT  
INCLUDING THE MONTHLY CASH REPORT FOR DEC. 2019.

PLEASE GIVE COPIES OF THE BRANCH AUDIT REPORT TO SIR RICHARD PROVOST,  
AREA 18 GOVENOR, THE BRANCH 103'S SECRETARY, AND TREASURER.

SINCERELY,

*Kerry E. Newman*

KERRY E. NEWMAN

BRANCH 103 AUDIT COMMITTEE

CC: RICHARD PROVOST AREA 18 GOVENOR



# BRANCH AUDIT REPORT

Audit for year of 2019 Branch 103 Area 18 Region 2

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)	\$2667.51
b. General Receipts for year (Line 2 YTD)	\$4288.68
c. General Disbursements (Line 3 YTD)	\$4233.44
d. Custodial Receipts (Line 5 YTD)	\$21,450.32
e. Custodial Disbursements (Line 6 YTD)	21,599.87
f. Total Cash at end of year (Sum of a + b - c + d - e) *	\$2573.20 \$0.00

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

a. Checking	\$2373.20
b. Savings	—
c. Other (Petty Cash, etc.)	\$200.00
d. Total *	\$2573.20 \$0.00

\* 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	<u>F&amp;M</u>	Bank
Savings Account Pass Book	<u>G</u>	Bank
Petty Cash	<u>\$200</u>	

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

Signed, Audit Committee:

Kerry E. Newman

Date 2/21/2020

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?	✓	
9. Is the Branch Treasurer using his Personal Checking Account for Branch Business?		✓

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



Branch <u>103</u>	Area <u>18</u>	Region <u>2</u>
Month <u>December</u>	Year <u>2019</u>	

	Month	YTD
<b>BEGINNING CASH BALANCE (Total Cash)</b> Line 1	\$5,605.14	\$2,667.51

**GENERAL ACCOUNTS**

<b>Receipts</b>		
101 Contributions	\$10.00	\$3,368.68
102 Interest	\$0.00	\$0.00
103 Other	\$0.00	\$920.00
<b>Subtotal General Receipts</b> Line 2	\$10.00	\$4,288.68
<b>Disbursements</b>		
201 Printing, Supplies etc	\$2.69	\$327.38
202 Postage	\$60.00	\$126.00
203 Officers' Expense	\$0.00	\$24.00
204 Guest Expense	\$1,915.25	\$2,202.46
205 State Board Pro Rata Assessment	\$0.00	\$1,037.50
206 Other	\$200.00	\$289.75
207 Other	\$0.00	\$226.35
<b>Subtotal General Disbursements</b> Line 3	\$2,177.94	\$4,233.44
<b>NET GENERAL gain/(loss)</b> Line 4 (2-3)	-\$2,167.94	\$55.24

**CUSTODIAL ACCOUNTS**

<b>Receipts</b>		
301 Monthly Luncheon	\$0.00	\$20,406.32
302 Special Activities	\$180.00	\$1,044.00
303 Travel	\$0.00	\$0.00
304 Bowling	\$0.00	\$0.00
305 Golf	\$0.00	\$0.00
306 Rooster Items	\$0.00	\$0.00
307 Other	\$0.00	\$0.00
308 Other	\$0.00	\$0.00
<b>Subtotal Custodial Receipts</b> Line 5	\$180.00	\$21,450.32
<b>Disbursements</b>		
401 Monthly Luncheon	\$0.00	\$20,406.32
402 Special Activities	\$1,044.00	\$1,044.00
403 Travel	\$0.00	\$0.00
404 Bowling	\$0.00	\$0.00
405 Golf	\$0.00	\$0.00
406 Rooster Purchase	\$0.00	\$149.55
407 Other	\$0.00	\$0.00
<b>Subtotal Custodial Disbursements</b> Line 6	\$1,044.00	\$21,599.87
<b>NET CUSTODIAL gain/(loss)</b> Line 7 (5-6)	-\$864.00	-\$149.55

<b>ENDING CASH BALANCE (Total Cash)</b> Line 8 (1+4+7)	\$2,573.20	\$2,573.20
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CASH ELEMENTS	
Checking	\$2,373.20
Savings	\$0.00
Other	\$200.00
<b>Total</b>	<b>2,573.20</b>

MEMBERSHIP	
Actives	159
Include HLM's	

1/10/2020

Report Date

*Tim Anglim*

Treasurer

Dist: SIRFORM28@YAHOO.COM, Regional Director, Area Governor, Big Sir, Branch Secretary  
FORM 28, Rev 1/8/2018