



## SIR

Dedicated to enriching the lives of our members  
through fun activities, luncheons and events while making  
Friends for Life

BIG SIR-JEFF CHIN  
BRANCH 103

SUBJECT: 2021 BRANCH 103 AUDIT

ON JAN. 17, 2022, I AUDITED THE BRANCH FINANCIAL RECORDS FOR THE YEAR ENDING DEC. 31, 2021. THE RECORDS I RECEIVED ARE IN GOOD ORDER AND CONSISTENT WITH ACCEPTABLE ACCOUNTING PRINCIPLES AND PRACTICES.

I WISH TO COMMEND 103 TREASURER JOE STACKHOUSE FOR HIS OUTSTANDING EFFORTS MANAGING THE BRANCH 103 FINANCIAL DATA AND REPORTING THE BRANCH FINANCIAL STATUS TO THE RANCH EXECUTIVE BOARD.

I AM PLEASED TO ATTACH BRANCH 103 AUDIT REPORT INCLUDING THE MONTHLY CASH REPORT FOR DEC. 2021.

PLEASE GIVE COPIES OF THE BRANCH AUDIT REPORT TO SIR RICHARD PROVOST, AREA 18 GOVERNOR, THE BRANCH SECRETARY, AND TREASURER.

SINCERELY,

KERRY E. NEWMAN  
BRANCH 103 AUDIT COMMITTEE

CC: RICHARD PROVOST, AREA 18 GOVERNOR



# BRANCH AUDIT REPORT

Audit for year of 2021 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)	<u>3877.60</u>
b. General Receipts for year (Line 2 YTD)	<u>1921.66</u>
c. General Disbursements (Line 3 YTD)	<u>2048.76</u>
d. Custodial Receipts (Line 5 YTD)	<u>3661.34</u>
e. Custodial Disbursements (Line 6 YTD)	<u>3661.34</u>
f. Total Cash at end of year (Sum of a + b - c + d - e) *	<u>\$0.00</u>
	<u>3750.50</u>

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

a. Checking	<u>3750.50</u>
b. Savings	<u>0</u>
c. Other (Petty Cash, etc.)	<u>200.00</u>
d. Total *	<u>\$0.00</u>
	<u>3950.50</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	<u>FARMERS &amp; MERCHANTS</u>	Bank
Savings Account Pass Book	<u>NA</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 1/17/2022

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

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

**SIR Branch 103  
Treasurer's Report  
December 15, 2021**

Balance	11/17/2021			5,104.49 (a)
<b>Plus:</b>				
Deposit	12/15/2021			
Mbr Lunch Proceeds		-		
Less Contribution Portion		-		
Ladies Day Lunch Receipts (3Members & 2 Guests)	57.00			
For a total of 36 members and 34 Guests)	-			
2022 Dues (2 Members)	40.00			
		97.00		
Donations	3.00	3.00		
Plus Contributions from lunches		-	100.00	
Raffle		-		
Total Receipts				100.00
<b>Less Checks Written:</b>				
# 2179 Bob Kredit				
(Copies and Paper)			31.69	
#2180 Dennis Imhoff				
(Frames)			22.62	
#2181 Seasons Catering				
(70 Lunches and \$90 for wine)			1,399.68	
Total Deductions				1,453.99
Balance	12/15/2021			3,750.50 (b)

\* Note: The Treasurer took \$200 from the deposit to be kept as change for the next months meeting. It will be kept by theTreasurer and brought to each meeting.

	(a)		(b)
Petty Cash	11/17/21	Change	12/15/21
Bank Balance	200.00	-	200.00
Total	4,904.49	(1,353.99)	3,550.50
	5,104.49	(1,353.99)	3,750.50

  

Fixed Asset List	Source	Location	Description
10/1/11	Central Valley Elect	At Seasons	Wireless Mic System
6/22/11	John Johansen	At Seasons	Rooster
9/24/10	Jim Pastorelli	At Seasons	American Flag
2014-7	Various	At Seasons	Banners
12/18/15	Murie Webb	At Seasons	Book Case
9/9/21	Don Reed		5 user Office 365 \$ cloud space - 1 yr.
11/17/20	Area 18 Golf	Doug Imberi	Laptop Computer