

TRAINING HANDOUTS

Area Governor



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FORM 29

Audit for the year: ______ Branch: _____ Area: _____ Region _____

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 in 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.

1.0 Summary of Receipts and Disbursement per December Form 28:

a. Total Cash at beginning of year (Line 1 YTD)	
b. General Receipts for year (Line 2 YTD)	
c. Total Disbursements (Line 3 YTD)	
d. Custodial Receipts (Line 5 YTD)	
e. Custodial Disbursements (Line 6 YTD)	
f. Total Cash at end of year (Sum of a + b - c + d - e)	
2. Branch Cash Elements at Year End per December Form 28	
a. Checking	
b. Savings	

- c. Other (Petty Cash, etc.)
- d. Total*

* Note – Cash Elements Total at the Year End on December 28 (2.d above)

must equal Total Cash at end of year (1.f above and Line 8 December Form 28)

The Branch Cash Elements at the end of the audit year were verified from the follow:

Checking Account Statement _____ Bank

Savings Account Pass Book _____ Bank

Checking Account Statement _____ Bank

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

Signed, Audit Committee:

Date _____

Form 29,

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? (Solicitations 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, an 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 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

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Form 29, Modified Rev 9/29/16

Area Governor Quarterly Report sample Area: 24 Region: 06

Branch #: **128** Big SIR: Ernest R. Fierro

1. Finances: Start of Quarter: \$9,791.91 End of Quarter: \$9,500

Custodial Balance \$72 of Max: \$10,675

2. Attendance: Last 3 Lunch: 65% 66% 64% Last Year Ave: 63% Guests: Since Dec: 19 Last Year total: 69

3. Membership: End of December: 230 Current: 243 New Since December: 16 Goal: 231

BEC meeting is before the luncheon 7 holdovers from December

4. Beginning Qtr: Activities: 15 Ladies allowed: 4 End of Qtr – Activities: 15 Ladies: 5

5. Goals and Action Plans: Which of the branch key functions have current goals and action plans?

Recruitment Bring Visitor Incentive Plans in Place. Branch gives a "Fee Lunch" for bringing in a new member.

Activities

There is still a confusion on Activities. According to Ernie, there are 17 and 1 couples. I looked at their newsletter and Website and the number of advertised activities appear to be 9 with 5 seeming allowing ladies. I think the confusion is the term "Couples" may be being thought of as "Couples Only". I have sent a communication to Ernie about this. Our branch has modified this to a "Ladies Allowed" interpretation.

The branch has had business cards In the past. The supply is low so it was voted at this meeting to renew the supply and hand them out to members (new and old) at the next meeting.

Member Relations: -

Publicity/ I -- There is now a recurring monthly ad in the local Danville paper and BEC members have seen it.

6. Innovations:

This branch is having a 30th anniversary party in May to celebrate the Branch Longevity with SIR.

7. Branch Reports: Timely and Complete

8. Identify the needs,

9. Other "sticky wickets".Filed Date:09/30/2016AG: Ron Saltgaver

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MONTHLY	sirstateform27@gmail.co RAMP Committee Chairs (Red										su	BMITT	ED BY:		Di	an Po	ulin																		
DISTRIBUTION	Form 27 for the month shou follo			uted to (Rule		st abov	ie by th	e10th of	the			Titl	-			Secre	-		-	ione #															
Form 27 Revised 1	/1/2016										ME	ETING	DATE:	L	1	3/31/2	016		510-	928-451															
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7		Name o	of Branch Trea	surer:	Mr Tr	easurer							
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MUTH	January	i cai	2010		-	Month	YTD		
EGINNING	CASH BALA	NCE (Tota	I Cash)		Line 1	\$100.00	\$100.00		
SENERAL	ACCOUNTS								
Receipts									
101	Contributions					\$0.00	\$0.00		
102	Interest				1	\$0.00	\$0.00		
103	Other					\$0.00	\$0.00		
1 1 1 1 1	Subtotal Gene	eral Receipt	S	c 35	Line 2	\$0.00	\$0.00		
Disburs									
201	Printing, Supp	lies etc				\$0.00	\$0.00		
202	Postage					\$0.00	\$0.00		
203	Officers' Expe	ense				\$0.00	\$0.00		
204	Guest Expens	se				\$0.00	\$0.00		
205	State Board P	ro Rata As	sessment			\$0.00	\$0.00		
206	Other					\$0.00	\$0.00		
207	Other					\$0.00	\$0.00		
	Subtotal Gene	eral Disburs	ements		Line 3	\$0.00	\$0.00		
	NET GENERA	L gain/(loss	4)		ine 4 (2-3)	\$0.00	\$0.00		
USTODIA	LACCOUNT	5							
Receipte	3								
301	Monthly Lunc	heon				\$0.00	\$0.00		
302	Special Acitiv	ities				\$0.00	\$0.00		
303	Travel					\$0.00	\$0.00		
304	Bowling					\$0.00	\$0.00		
305	Golf					\$0.00	\$0.00		
306	Rooster Items				- F	\$0.00	\$0.00		
	Other				-	\$0.00	\$0.00		
	Other					\$0.00	\$0.00		
	Subtotal Cust	odial Recei	ots		Line 5	\$0.00	\$0.00		
Disburs			25						
401	Monthly Lunc	heon				\$0.00	\$0.00		
402	Special Acitiv	ities				\$0.00	\$0.00		
403	Travel					\$0.00	\$0.00		
404	Bowling					\$0.00	\$0.00		
	Golf					\$0.00	\$0.00		
406	Rooster Purch	ase				\$0.00	\$0.00		
	Other				-	\$0.00	\$0.00		
	Subtotal Cust	odial Disbu	sements		Line 6	\$0.00	\$0.00		
	NET CUSTOD				ine 7 (5-6)	\$0.00	\$0.00		
NDING CA	SH BALANCI	(Total Ca	ish)	Lin	e 8 (1+4+7)	\$100.00	\$100.00		
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cashecking	\$100.00	Actives	0						
Savings	\$100.00	Include							
etty Cash	\$0.00								
Other	\$0.00								
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SONS IN RETIREMENT, INCORPORATED FORM 15

EXPENSE CLAIM VOUCHER

CLAIMANT	-	TITLE -				BADG	E NO		BRANCH	NO	
						-					
ADDRESS -						ZIP -		PHON	E —		
Expense	es incurred for (cl	heck one) - Stat	e Board		Brar	nch					-
Date	Visit to/attendance at Location	Purpos	e	Tolls	Lode	ging	Miles	B'fast Dinner	Meals Lunch		
			TOTAL								
(1 1									-

OTHER:	\$ Amount			\$ Amount
Postage & Delivery		Total miles @ \$ per mile =	Mileage	
Copies & Printing		For mileage pertaining to SIR State	Tolls	
Supplies		01 0	Lodging	
Area Meetings/Branch Training		0.50 (\$ per mile). For mileage accrued after that, insert 0.35 (\$ per mile).	Meals	
Miscellaneous			Phone	
TOTAL OTHER		Branches may also use the State policy or	Other	
			TOTAL	

I certify that the above claimed expenses were incurred in the performance of official business of SONS IN RETIREMENT, INC.

Signed:	Date:	
Approved:	Date:	

NOTE: Forward expenses incurred for the **SIR State Organization** to the State <u>Vice President</u> for approval and processing. The SIR State reimbursement policy is detailed in Rule 38 on the next page.

Submit **Branch Expenses** to the <u>Big Sir</u> or if unavailable, the Little Sir, for approval and processing. The Branch reimbursement policy is covered in Rule 46 on the next page. <u>STATE EXPENSES</u> --

RULE 38. State-related expenses incurred by SIR members must be authorized by the State and be filed on Form 15 - Expense Claim Voucher during the year of expenditure, by the quarter, preceding April 15th, July, 15th, October 15th, and not later than January 15 of the following year except with prior authorization, and submitted to the State President or his designee per Rule 816. Approved vouchers will be sent to the State Treasurer for payment. Revised (1/17/12, 6/4/13)

- a. All reimbursable expenses except mileage must have receipts or explanations for more than \$15.00: Revised 6/4/13
 - 1. Mileage: Personal motor vehicle usage at the reimbursable rate shown on the Expense Claim Voucher. (Revised 6/10/08), (6/5/12), 6/4/13
 - 2. Tolls: Bridge and road tolls.
 - 3. Lodging: For trip over 100 miles one way. (Revised 6/4/13)
 - 4. Meals: Actual cost including gratuity, but not including alcoholic beverages.
 - 5. Telephone: Long distance charges. (Revised 6/4/13)
 - 6. Other items as follows:
 - (a) Postage: Mailing and other delivery charges. (Revised 6/4/13)
 - (b) Copies and Printing: Purchases of printed supply pursuant to one's SIR responsibilities. Copies or documents produced on personal copier or printer, at \$0.10 per side. Explain. (Revised 6/4/13)
 - (c) Supplies: Such as envelopes, blank labels, etc. (Revised 6/4/13)
 - (d) Area meetings and Branch Training: Coffee and donut holes purchased by the Area Governor for Branch personnel attending the annual Branch Officer Training session and the Area meetings required by Rule 895, and meeting room rental fees when a free meeting room is not available. (Revised 6/4/13)
 (e) Miscellaneous: (Revised 6/4/13)
- b. Non-reimbursable expenses include the following:
 - 1. Attendance at own Branch meetings or other functions.
 - 2. Meals for spouses.
 - 3. Alcoholic beverages.
 - 4. Set-up or printing of personalized stationery.
 - 5. Computer hardware, software or supplies unless pre-authorized by the State President or his designee.

BRANCH EXPENSES ---

RULE 46. Expense Claim Voucher - Form 15 - for Branch expenses shall be submitted for approval to the Big Sir or if unavailable, the Little Sir. Expense reimbursement policy pertaining to purely Branch business shall be consistent with the SIR policy as detailed in Rule 38, or individual Branches may set their own policy by regulation.

SIR Forms

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	31A	Record Card - Visitor (PDF - for printing)	5/18/06				_	
	33	Application to Form a Provisional Branch (PDF - fillable)	3/6/07					
	33A	Officers Approved for Probationary Branch						
	33B	Supporting Documentation for Less Than 100 Members						
	40	Branch Speakers Information Exchange (PDF - for printing)	3/5/00					
	41	Get Well Cards						
	43	Declaration of Candidacy (PDF - fillable)	12/20/07					
	43	Declaration of Candidacy (Word - fillable)	2/15/08					
	44	Candidacy/Election of Area Governor (PDF - fillable)	10/14/15					
	44	Candidacy/Election of Area Governor (Word - fillable)	10/14/15					
	44A	Notification of Election - RD/AG (PDF - fillable)	10/14/15					
		Notification of Election - RD/AG (Word - fillable)	10/14/15					
	45	Application for Honorary Life Membership (PDF - fillable)	8/22/15					
	45	Application for Honorary Life Membership (Word - fillable)	10/14/15					
	46	Request for Approval of Branch Bus Trip	11/19/15					
	47	Short Bus Trip Financial Report	1/18/11					
	48	SIR Branch Bus Trip Checklist	1/18/11					
	50	Travel Event Contract - Branch (PDF - fillable)	10/14/15					
	50A	Travel Event Contract - Branch - No Air or Sea	10/1/07					
	50B 50C	Travel Event Contract - State (PDF - fillable)	12/4/07					
	51	Travel Event Contract - Branch - No Air Travel Event Report - Foreign (PDF - fillable)	10/14/15					
	51	Travel Event Report - Foreign (PDF - Illable)	10/14/15					
	52	Travel Event Financial Report (PDF - fillable w/totals)	10/14/15					
	53	Travel Event Principle (PDF - fillable)	10/14/15					
	53	Travel Event Branch Approval (PDF - fillable w/totals)	10/14/15					
	53B	State Event Involving Travel - Approval (PDF - fillable)	04/16/14					
	53B	State Event Involving Travel - Approval (PDF - fillable w/totals)	04/16/14					
	54	Recruiting Brochure						
	56	Big Sir Monthly Membership Report						
	57	Regional Director's Quarterly Membership Report						
	58	Area Governor's Quarterly Membership Report						
	59	Travel Event Checklist (PDF - for printing)	10/19/15					
	59A	Travel Agency Letter (PDF - for printing)	10/19/15					
	59B	Bus Company Letter (PDF - for printing)	10/19/15					
	60	Recruiting Flier-Two Fold (Word - for printing)	6/6/05					
	61	Recruiting Flier-Tri Fold (PDF - for printing)	3/12/15					
	61	Recruiting Flier-Tri Fold (Word - for printing)	3/12/15					
	62	Certificate of Membership - Portrait (Word - fillable)	6/6/11					
	62	Certificate of Membership - Landscape (Word - fillable)	6/6/11					

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SIR GOVERNOR INSTRUCTIONS FOR AG TRACKING (remove page before sending copies to SIR Regional Director and SIRAGCHECKLIST@GMAIL.COM	RS Write a comment
1. Replace the Date, AREA and Governor with your own	Dean Steichen will be notified.
Change the Branch numbers, Big Sirs, Meeting Location, and Date/Time for your branches. Copy the table to a second page for more branches.	
The main tracking area JAN-DEC is to record you have received the required branch forms each month: Form 27, Form 28, Newsletter, and Minutes.	
 There are two required quarterly reports: from each Big Sir, and your summary to your Regional Director. Rule 168 & Rule 800. The AG Tracking sheet should be included as part of the AG Quarterly Report. 	
 Three key Survivability indicators can be tracked quarterly: Number of Activities, Number of Function committees (Recruitment, Publicity, Activities, Member Relations), and the Form 27 Line 11 Goal. The Line 11 Goal should be net membership plus one. 	
6. Does the branch use SIR Cards, TriFolds and other recruiting tools.	Comment on specific areas
7. Does the image of the branch luncheon registration area includ SIR Banner and Table Top Activity Posters for sign-ups?	See something that needs work? Leave a comment on the file.
8. The Area Roster should be created for next year after August Elections, and updated in February. Guideline 890.81	Show me how
9. Has the branch Nominating Committee started? They can use the Website Four Steps to Recruiting Leaders.	snow me now
10. Have Branch Audits been completed? Rule 255/257	
11. Branch Rosters sent to distribution list by 2/28.	
12. Did Branch Secretary send a notice that all files have been transfered from old officers to new officers?	
13. Branches propose candidates for Area Governor Election in August. Rule 794.	•

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State	Asst, State Treasurer	Jim Johnson	916-961-8092	JimmieAJohnson@yahoo.com														
State	Insurance	Angelo Coero	916-472-6650	angjan@sbcglobal.net														
R06	Regional Director	Ed Benson	925-943-7011	EBensonBWA@comcast.net														
State	Regional Support																	
A24	Area Governor	Ron Saltgaver101	925-443-0693	saltoaveriob@comcast.net														
State	Growth And Membership	Ed Benson	925-943-7011	EBensonBWA@comcast.net														
	Area Activities Chair																	
State	Bocce	Jack Meylink	530-305-9112															
State	Bowling	Jerry L. Sabo	510-790-3135															
State	Computer & Tech CoChr	Dean Steichen	925-820-3573	DJSteich@comcast.net														
	Fishing																	
State	Golf	Bill William	415-479-6028	Bill@BillAndBev.com														
State	Project 2016	Ed Benson	925-943-7011	EBensonBWA@comcast.net														
	Speakers Exchange																	
State	Sporting Events	Lee Moy	559-709-9851	MiYoung3317@Yahoo.com														
State	Travel	Robert Spellman	925-934-8428	BobNJo@Astound.net														
No.	Position	Name	Phone	E-mail Address														
34	1st Thurs:San Ramon Golf Lun:11:15	San Ramon	BEC 1:30															
	Big Sir	Carl Churilo	925-967-8177	CARL@CHURILO.com														
	Little Sir	John Parker	925-846-2416	JACKNKEV@aol.com														
	Secretary	Roy Nelson	925-462-5957	NELCOFIN@aol.com														
	Treasurer	Tom Reif	925-484-3091	TOM@REIF.US	-													
	Activities Chairman	Con La contra de	007 007 7700		-													
	Attendance Secretary	Bill Hurley	925-837-7798	SIR34Lunch@yahoo.com														
	Manual allow Welling	Distant Octoors		and scattering partoe.com	-													
	Newsletter Editor	Richard Osborne	925-829-4083															
	Newsletter Editor Ladies Luncheon Chair	Richard Osborne Don Bartel	925-829-4083 925-600-0604	X5135PALM.sbcglobal.net														
			925-829-4083															
	Ladies Luncheon Chair	Don Bartel	925-829-4083 925-600-0604	X5135PALM.sbcglobal.net														
	Ladies Luncheon Chair Member Relations Chair	Don Bartel Tom Kirtley	925-829-4083 925-600-0604 925-240-8071	X5135PALM sbcglobal net JIRTLEY12@pacbelLnet														
	Ladies Luncheon Chair Member Relations Chair Membership Scoretary ProgramSpeakers Chair Publicity & Image Chair	Don Bartel Tom Kirtley Don Bartel John Parker	925-829-4083 925-600-0604 925-240-8071 925-600-0604 925-846-2416	X5135PALM sbcglobal net JIRTLEY12@pacbelLnet X5135PALM sbcglobal net JACKNKEV@aol.com														
	Ladies Luncheon Chair Member Relations Chair Membership Secretary Program/Speakers Chair	Don Bartel Tom Kirtley Don Bartel	925-829-4083 925-600-0604 925-240-8071 925-600-0604	X5135PALM.sbcglobal.net JIRTLEY12@pacbell.net X5135PALM.sbcglobal.net														
	Lades Luncheon Chair Member Relations Chair Membership Secretary Program/Speakers Chair Publicity & Image Chair Recruitment Chair Support Coordinator	Don Bartel Tom Kirtley Don Bartel John Parker Don Bartel	925-829-4083 925-600-0604 925-240-8071 925-600-0604 925-846-2416 925-800-0604	X5135P4LM sbcglobal net <u>IRTLEY12@pacbell.net</u> X5135P4LM sbcglobal net <u>IACKNEV2@aol.com</u> X5135P4LM sbcglobal net														
	Lades Luncheon Chair Member Relations Chair Membership Secretary Program/Speakers Chair Publicity & Image Chair Recruitment Chair	Don Bartel Tom Kirtley Don Bartel John Parker	925-829-4083 925-600-0604 925-240-8071 925-600-0604 925-846-2416	X5135PALM sbcglobal net JIRTLEY12@pacbelLnet X5135PALM sbcglobal net JACKNKEV@aol.com														
	Lades Luncheon Chair Member Relations Chair Membership Secretary Program/Speakers Chair Publicity & Image Chair Recruitment Chair Support Coordinator	Don Bartel Tom Kirtley Don Bartel John Parker Don Bartel	925-829-4083 925-600-0604 925-240-8071 925-600-0604 925-846-2416 925-800-0604	X5135P4LM sbcglobal net <u>IRTLEY12@pacbell.net</u> X5135P4LM sbcglobal net <u>IACKNEV2@aol.com</u> X5135P4LM sbcglobal net														
	Lades Luncheon Chair Member Relations Chair Membership Becetary Program/Speakers Chair Publicht & Mange Chair Resultment Chair Support Conditiontor Travel Chairman	Don Bartel Tom Kirtley Don Bartel John Parker Don Bartel Richard Small	925-829-4083 925-600-0604 925-240-8071 925-600-0604 925-846-2416 925-846-2416 925-600-0604 925-462-1204	X5135PALM sbcglobal net X5135PALM sbcglobal net X5135PALM sbcglobal net IACKNKEV@aol.com X5135PALM sbcglobal net ISMALL70@comcest.net														
No. 503	Lades Luncheen Chair Member Relations Chair Membership Societary Program Speakers Chair Putsitiky A image Chair Recutimet Chair Support Coordinator Travel Chairman Web Master	Don Bartel Tom Kirtley Don Bartel John Parker Don Bartel Richard Small Richard Osborne	925-829-4083 925-600-0604 925-240-8071 925-600-0604 925-846-2416 925-600-0604 925-600-0604 925-462-1204 925-829-4083	X5135P4LM stocglobal net IRTLFL2 @pacbell.net X5135P4LM stocglobal net IACKYKEV@eel.com X5135P4LM stocglobal net R5MALL20@comcast.net EchOrborne@outlook.com														



FORM 44 CANDIDACY FOR AREA GOVERNOR

Please refer to Rule 155, which requires the Executive Committee of each Branch in the Area to select a member that it proposes for Area Governor, and the recommended qualifications for the office. Also see Rules 794-796, which describe how the Area Governor's election should be conducted.

Branch Nominee

selected at its meeting on (date)		-12 -12	
the member listed below as its n	ominee for Area Gov	ernor of Area -	
for the year			
Name First MI		12 - 12 - 12 - 12 - 12 - 12 - 12 - 12 -	-
First MI	Last	Nickname	Spouse
Address including ZIP			
Telephone including Area code			
Email address in CAPITAL letters -			
Date joined SIR			
Qualifying Branch Position -			A
	(Big Sir, Little Sir,	etc.)	Year(s)
Detailed background on his	service in SIR is p	resented in the attach	ed résumé.
ubmitted by:			
	Printed		

SONS IN REVIREMENTA	SONS IN RI Declaration <u>f</u> State Elec (This form must be sul	of Candi <u>or</u> cted Offi	idacy ice	7	
To: Chairman, SIR State Non	ninating Committee				
Please consider this application President Vice President Candidate's personal information	State Secre	tary	on indic	State T	ow: reasurer ate Treasurer
Full name -		Nickname		Spou	se -
Mailing address including ZI	P -				
Phone including Area code -	-				
Email address -					
Current position or other sta	tus within SIR -				
If the candidate is seeki eligibility requirements i willing to serve if nomina an active member of SIR	n Rules 768 and 768 ted and elected. A car	.1, and meen indidate for an	ts thos other p	e require osition ne	ements, and is eeds only to be
2	Signature	E	Badge No.		Branch No.
Date submit			rence (opti	2002030 200	<u>)</u>

held at Branch and/or State levels should be attached hereto in support of the candidacy. The nominating and election procedures are outlined in Rules 765 thru 774.

Candidate will receive acknowledgment of this application promptly after receipt by the Chairman.