

ANNUAL SIR SCHEDULE OF STATE OPERATIONS

Revision 4/25/2023

MEETINGS	PRESIDENT (President Elect)	VICE PRESIDENT	STATE SECRETARY	STATE TREASURER	AREA REPRESENTATIVE (Area State Rep)	OTHER ITEMS
<p>ROUTINE</p> <p>All State Board, Exec Comm and Town Hall meetings to be scheduled by President or President Elect as appropriate</p>	<p>Schedules all State Board, Exec Comm and Town Hall Meetings as noted in 'Meetings' column</p> <p>Chairs all meetings</p>	<p>Supports the President in all assigned duties</p> <p>Chairman of the Budget Committee</p> <p>Receives Area Quarterly Reports from ARs by end of each Quarter in order to present SIR State of Health to State Board Quarterly</p>	<p>Prepares and distributes State Board and Exec Comm notice and meeting agendas.</p> <p>Send notice of State Board Meetings and agenda at least 5 days prior to the meeting.</p> <p>Sends notice of Executive Committee meetings and agenda at least 5 days prior to meeting</p> <p>Records minutes of all meetings and distributes them.</p> <p>Ensure filing of CA Secretary Of State SI-100 Forms every 2 years on Branch Corporate Anniversary</p> <p>Ensures all meeting minutes distributed within 10 days of meeting.</p>	<p>Send financial reports to State Board Members monthly and Webmaster the 1st of each month</p> <p>Implements annual budget approved by the State Board and adjusts it as needed</p> <p>Review Budget vs Actual monthly and advise Board and Budget Committee of any variances to be considered by Budget Committee</p> <p>Process income and expense checks using QuickBooks</p>	<p>Receive BEC Branch Minutes & Forms 27 & 28 by end of the month:</p> <p>Uses Form 27 data to prepare Area Quarterly Report to Vice President</p> <p>Monitors Form 28 data to review if Branches are financially stable</p> <p>Review Branch Newsletters or Bulletins on a regular basis as time permits to gain a better understanding of each Branches well-being.</p> <p style="color: red;">(Area/State Rep on State Board reports Area Status at State Board Meetings from meeting with Area Reps)</p>	<p style="color: red;">Form27 Recipient@sirinc.org Receives Form 27 by the end of month for updating data Spreadsheet</p> <p style="color: red;">Form28 Recipient@sirinc.org Receives Form 28 by the end of the month for updating the State database</p>

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<p>JANUARY</p> <p>Schedule Regular State Board Meeting</p>	<p>Submits the Annual budget to the Board at the January meeting</p>	<p>Presents SIR Previous Year End State of Health to State Board (if available)</p>	<p>Send notice of Board Meeting and agenda at least 5 days prior to January meeting</p> <p>Ensures all meeting minutes distributed within 10 days of meeting.</p>	<p>Send financial report to State Board Members monthly</p> <p>Finalize State Treasurer prior years 'audit' with auditors</p> <p>Prepare prior year financial results for presentation to Board</p> <p>File Federal 1099-NEC for prior year Contract Services > \$600</p>	<p>Receive notice of Branch transfer of records by January 31st</p> <p>Hold first area Mtg with Branches for this year in January or February.</p> <p>(Area/State Rep on State Board reports Area Status at State Board Meetings)</p>	
<p>FEBRUARY</p> <p>Schedule Regular State Board Meeting</p>				<p>Publish State Treasurer prior year 'audit' to Board</p>	<p>Form65 Recipient@sirinc.org receives Branch 65 Membership List by end of February</p> <p>Receive Branch Annual Audit report Form 29 by February 10th</p>	

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<p>MARCH</p> <p>Schedule Town Hall Meeting</p> <p>Schedule Regular State Board Meeting</p>		<p>Receives Area Quarterly Reports from Area Representatives by end of March</p> <p>Hold meeting with Area Representatives</p>	<p>Prepares and distributes agenda for Town Hall meeting and sends copies to principals at least 5 days prior to meeting</p>	<p>Issue Second Quarter Branch Assessment invoices due April 15 by March 15th</p>	<p>Uses Form 27 data to prepare Area Quarterly Report to Vice President</p> <p>(Optional Hold Area Rep Meeting in March)</p>	<p>State Directors report Status @ Board Meeting</p>
<p>APRIL</p> <p>Schedule Regular State Board Meeting</p>		<p>Presents SIR Quarterly State of Health to State Board</p>	<p>Send notice of Board Meeting and agenda at least 5 days prior to April meeting</p> <p>Ensures all meeting minutes distributed within 10 days of meeting.</p>	<p>Prepare financial results YTD for presentation to the State Board</p>	<p>(Area/State Rep on State Board reports Area Status at State Board Meetings from meeting with Area Reps)</p> <p>(Seek Re-Election as ASR [Area State Representative] by submitting Form 43 by May 15th).</p> <p>New Candidates solicit AR sponsor for ASR position and submit Form 43 by May15th.</p>	<p style="color: red;">Form15 Recipient@sirinc.org</p> <p>Receives prior quarter Form 15 Expense Voucher by April15</p> <p>Nomination Chairman presents slate of Officers for next year</p>

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MAY Schedule Regular State Board Meeting			Send notice of Board Meeting and agenda at least 5 days prior to May meeting Ensures all meeting minutes distributed within 10 days of meeting.	Submit all required State and Branch government filings & fees due May 15th - See Appendix A, Page 8	(Optional Hold Area Rep Meeting in May)	State Committee Nominations to President by June 1 Form43 Recipient@sirinc.org (State Nominating Committee) Receives Form 43 Applications for Elected State Offices by 5/15
JUNE Schedule Regular State Board Meeting		Receives Area Quarterly Reports from Area Representatives by end of June Hold meeting with Area Representatives	Send notice of Board Meeting and agenda at least 5 days prior to June meeting Ensures all meeting minutes distributed within 10 days of meeting.	Issue Third Quarter Branch Assessment Invoices due June 15 by May 15th Prepare financial results YTD for presentation to the Board	Uses Form 27 data to prepare Area Quarterly Report to Vice President (Area/State Rep on State Board reports Area Status at State Board Mtgs from meeting with Area Reps)	P&P Committee submits Bylaw changes 45 days prior to Annual Meeting State Directors report Status @ Board Meeting
JULY Schedule Regular State Board Meeting		Presents SIR Quarterly State of Health to State Board	Send notice of Annual Meeting and agenda at least 30 days prior to meeting		(Optional Hold Area Rep Meeting in July) Current Area Representatives send letter of seeking re-election to Big Sirs or notify them if not	Form15 Recipient@sirinc.org Receives prior quarter Form 15 Expense Voucher by July 15

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<p>AUGUST</p> <p>Schedule Annual Meeting of the Members of the Corporation</p> <p>Schedule Regular State Board Meeting</p>		<p>After Annual Meeting contact by phone each Area Representative in regards to their intentions to continue in the next year or guidance on their replacement.</p> <p>Notify Training Chair to schedule Leader Training in September</p>	<p>Ensures all meeting minutes distributed within 10 days of meeting.</p> <p>Receive Area Representative elect Form 44A from elected AR and send to State Secretary</p>	<p>Prepare financial results YTD & year end projection Annual Meeting</p>	<p>(Conduct Election of next year's Area Representative with Big & Little Sirs and have the Area Representative elect submit Form 44 to Form44 Recipient@sirinc.org)</p> <p>Hold Area Meeting in July or August</p>	
<p>SEPTEMBER</p> <p>Schedule Town Hall Meeting</p> <p>Schedule Regular State Board Meeting</p>	<p>President Elect to appoint each activity Standing Committee Chairman by Sept 30th if possible. See Policy 46 (a1 & b1) Procedure</p>	<p>Receives Area Quarterly Reports from Area Representatives by end of September</p> <p>Hold meeting with Area Representatives</p> <p>Schedule Leader Training Seminar & Installation of next year's Area Representatives</p>	<p>Prepares and distributes agenda for Town Hall meeting and sends copies to principals at least 5 days prior to meeting</p> <p>Report results of Area Representative elections to State Database Chair</p>	<p>Issue Fourth Quarter Branch Assessment invoices due Oct 15 by Sept 15th</p> <p>Begin annual budget process for next year with Budget Committee</p>	<p>Uses Form 27 data to prepare Area Quarterly Report to Vice President</p> <p>Next year's Area Representatives attend Leader Training Seminar</p> <p>(Area/State Rep on State Board reports Area Status at State Board Meetings from meeting with Area Reps)</p>	<p>President-elect advises Database Chair of next year's appointments</p> <p>State Directors report Status @ Board Meeting</p>

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<p>OCTOBER</p> <p>Schedule Regular State Board Meeting</p>		<p>Budget Committee requests input with justification from 'cost centers' and holds meeting to set budget for next year</p> <p>State Board approves and announces any change in the next year's Branch Quarterly assessment rate.</p>	<p>Send list of all new State Officers and Chairman to Data Base Mgr for updating roster by Oct 31.</p>	<p>Review, and propose changes in Branch Quarterly Assessment rate for approval at October State Board meeting</p>		<p style="color: red;">Form20 Recipient@sirinc.org (State Roster Chairman) receives next year's Form 20's for Branch Personnel by 9/30 even if all Branch positions have not been filled.</p> <p>Chairman produces next year's State Roster, associated reports & posts to Website</p> <p style="color: red;">Form15 Recipient@sirinc.org Receives prior quarter Form 15 Expense Voucher by October 15</p>

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<p>NOVEMBER</p> <p>Schedule Regular State Board Meeting</p>	<p>Sets date, time and location for Annual Meeting</p> <p style="color: red;">President Elect presents the proposed budget for the ensuing year to the State Board for approval</p>	<p>The Budget Comm presents the proposed budget to President Elect for the ensuing year See Policy 43 Procedure</p> <p>Presents SIR Quarterly State of Health to State Board</p> <p>Vice President presents awards to State level members as appropriate</p>	<p>Send notice of Board Meeting at least 5 days prior to November Meeting</p> <p>Ensures all meeting minutes distributed within 10 days of meeting.</p> <p>The Annual Meeting, date, time and place next year shall be finalized no later than the January State Board Meeting.</p>	<p>Prepare financial results YTD & year end projection for presentation to the State Board</p>	<p style="color: red;">(Area/Director Rep on State Board reports Area Status at State Board Meetings)</p>	<p>On or before December 15th the Budge Oversight Committee shall submit to the President Elect an Annual Budget</p>
<p>DECEMBER</p> <p>Schedule Regular State Board Meeting</p>		<p>Receives Area Quarterly Reports from Area Representatives by end of December</p> <p>Hold meeting with Area Representatives</p>	<p>Send notice of Board Meeting at least 10 days prior to January meeting.</p>	<p>Issue First Quarter Branch Assessment invoices due Jan 15th by Dec 15th Prepare finalized next year's budget for January Board meeting</p>	<p>Uses Form 27 data to prepare Area Quarterly Report to Vice President</p> <p>Hold first Area Meeting for next year in December or January.</p>	<p style="color: red;">Form15 Recipient@sirinc.org</p> <p>Receives prior quarter Form 15 Expense Voucher by December 15</p> <p>State Directors report Status @ Board Meeting</p>

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Appendix A

Agency / Form	Normal Due Date	SIR Inc.	SIR Branches (131 Corporations)	SIR Foundation
----- For CY 2021 -----				
Federal 1099-NEC for Contract Services > \$600	31-Jan	1/11/2022	n/a	n/a
IRS 990EZ - Also file with CA AG RCT	15-May	Not Submitted - now must be filed electronically	n/a	not Req'd if net Income < \$50k
IRS 990N (postcard)	15-May	5/10/2022 (instead of 990-EZ)	5/4/2022	5/11/2022
IRS Group 990 Filing	15-May	n/a	not Req'd if net Income < \$50k	n/a
CA AG RCT RRF-1	15-May	Mailed 5/13/2022	Delivered 5/12/2022	Mailed 5/13/2022
CA AG RCT CT-TR-1	15-May	used finalized IRS 990-EZ instead	Delivered 5/12/2022	Mailed 5/13/2022
CA FTB 199	15-May	Mailed 5/13/2022	n/a	not Req'd if net Income < \$50k
CA FTB Group 199	15-May	n/a	Mailed 5/13/2022	n/a
CA FTB 199N (postcard)	15-May	n/a	n/a	5/12/2022
CA Sec of State SI-100	every 2 years on corporate anniversary	Due 2022 Filed 1/16/2022	Ongoing filings by State Secretary	Updated 1/14/2022 Due Dec. 2022

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