

Form 28A

Instructions for Monthly Cash Report

General

Form 28 is designed to provide a standard financial form that facilitates use of the financial data at all levels of the SIR Organization as well as enabling extraction of certain data used in SIR State reports to government entities. The form is prepared by the Branch Treasurer or Assistant Treasurer to track all receipts and disbursements of Branch funds. A report is created monthly and distributed inside and outside of the Branch.

Your branch is registered with the State of California and Federal agencies as a Stand Alone Corporation. The Form 28 is made up of Line Items that have been approved by these two entities as being sufficient for them to see that the Branch can be registered as a “Non-Profit” corporation within the guidelines of the SIR charter.

The Form 28 information has been recorded in many ways over the years since SIR began in 1958. Paper forms being filled in; Ledgers with the categories; Document writing programs; Spreadsheets and Database programs. The current Form 28 is written for spreadsheets and works well with Microsoft Excel, Apple Numbers; and some other spreadsheets. Spreadsheets give you confidence that the numbers will add up correctly from month to month as new transactions are recorded.

Getting a copy of the Form 28

Normally a new Treasurer will download a copy of the Form 28 from the SIR State Website. Log into the SIR website: <https://www.SIRINC.org> At the right of this webpage you will find a category of “Forms”. Click on the “Forms” and a new page will be displayed. Scroll down the page to find Form 28 and you will see some options including PDF, Word, Excel, and Instructions. The “Excel” is the spreadsheet file that will do all the calculations. The others are a single printable report page. Instructions: are the file you are now reading. Click on Excel. You will be given further options but depending on your computer operating system and software will be the same or equivalent of what follows.

You can select “Open With> Excel” or “Download”. Your objective at this moment is get the spreadsheet into a form that you can save and modify. As you retrieve the spreadsheet it is normally in “read only” mode. You need to save it to your computer so that you own it and therefore you can enter your monthly transactions. There is a download box at the top. Left click on it and look for “Download Arrow” at the lower right. Save it to your computer.

Open the file in your spreadsheet program. You may see a box on the screen “Enable Editing”. Click this box. You can now save the spreadsheet to your computer. Save it where you can find it and give it a new name that allow you to recognize the file into the future. For my use when I was Treasurer of Branch 101, I created a Folder called SIR and within there I have another folder called BranchForm28 and In this folder is a file called 23F28Br101. I can find it.

If you double-click on the 23F28Br101 file name for the first time you will come up in Excel with the screen you will see displayed on the next page of this document.

If on the upper Right of this screen is a box that says “Enable Editing”, Click this box so that you can use File commands.

Once saved you will need to fill in the following information you see highlighted in yellow. There are some “Default” numbers entered and you just click on the cell you wish to change and type in the correct information.

Branch: this is your Branch Number. Since I was treasurer for branch 101, it typed 101 into this cell.

Report Year: This is the year that will be addressed with your copy of the Form 28. The version of this document was written for the year 2024.

Area Rep. Number. This is your Area Representative’s number.

Beginning Cash Balance: This is your beginning cash value for your Corporation that was reported at the end of Last Year in the December Form 28 Line 8. It is normally the sum of your Checkbook and Petty Cash,

Beginning number of Members: The number of members December last.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	SIR FORM 28, SONS IN RETIREMENT MONTHLY CASH REPORT											200	
2	Branch	200		Month	January		Year	2024					
3	Area	1									Month	YTD	
4	BEGINNING CASH BALANCE (Total Cash)										Line 1	\$1.00	\$1.00
6	GENERAL ACCOUNTS												
7	Receipts												
8	101	Dues / Contributions									\$1.00	\$1.00	
9	102	Interest									\$1.00	\$1.00	
10	103	Other									\$1.00	\$1.00	
11	Subtotal General Receipts										Line 2	\$1.00	\$1.00
12	Disbursements												
13	201	Printing, Supplies etc									\$1.00	\$1.00	
14	202	Postage									\$1.00	\$1.00	
15	203	Officers' Expense									\$1.00	\$1.00	
16	204	Guest Expense									\$1.00	\$1.00	
17	205	State Board Pro Rata Assessment									\$1.00	\$1.00	
18	206	Other									\$1.00	\$1.00	
19	207	Other									\$1.00	\$1.00	
20	Subtotal General Disbursements										Line 3	\$1.00	\$1.00
21	NET GENERAL gain/(loss)										e 4 (2-3)	\$1.00	\$1.00
23	CUSTODIAL ACCOUNTS												
24	Receipts												
25	301	Monthly Luncheon									\$1.00	\$1.00	
26	302	Special Activities									\$1.00	\$1.00	
27	303	Travel									\$1.00	\$1.00	
28	304	Bowling									\$1.00	\$1.00	
29	305	Golf									\$1.00	\$1.00	
30	306	Rooster Items									\$1.00	\$1.00	
31	307	Other									\$1.00	\$1.00	
32	308	Other									\$1.00	\$1.00	
33	Subtotal Custodial Receipts										Line 5	\$1.00	\$1.00
34	Disbursements												
35	401	Monthly Luncheon									\$1.00	\$1.00	
36	402	Special Activities									\$1.00	\$1.00	
37	403	Travel									\$1.00	\$1.00	
38	404	Bowling									\$1.00	\$1.00	
39	405	Golf									\$1.00	\$1.00	
40	406	Rooster Purchase									\$1.00	\$1.00	
41	407	Other									\$1.00	\$1.00	
42	Subtotal Custodial Disbursements										Line 6	\$1.00	\$1.00
43	NET CUSTODIAL gain/(loss)										Line 7 (5-6)	\$1.00	\$1.00
45	ENDING CASH BALANCE (Total Cash)										Line 8 (1+4+7)	\$1.00	\$1.00
47	CASH ELEMENTS			Membership this Month									
48	Checkbook	\$1.00		Total Members									
49	Savings	\$1.00		New Members									
50	Petty Cash	\$1.00		Members Lost									
51	Total Cash	1.00					2/10/2024	Mr. Treasurer					
52							Report Seal Date	Treasurer					
54	Dist: SIRForm28@YAHOO.COM, Big Sir, Branch Secretary												

Down a bit more is the Treasurer's name. Put your name here (or the name of the Treasurer that you are helping). It will display on the monthly sheets. If the Treasurer changes during one of the months, simply overwrite the name on the month it changed. The program will remember this into the future.

One of the other features of the Setup Page are the boxes at the very bottom of the page. E.g. Setup, Jan, Feb, Mar... If you do not see these, you need to get the document into a single screen page. You can use the boxes in the upper right of your screen to go into full page or into partial page displays. You may need to have help getting the above screen fully available.

Notice that "Setup" is highlighted. That is because you are on the "Setup" page of the Form 28. If you click on the "Jan" box you will open the January page. Feb is the February page. Etc.

If there is a month that you do not see, there are some dots at the right or left that "If clicked" shift the display by a month.

The dates at the bottom of each month's spreadsheet are reminders as to when the reports are "Late" if not received by that date. You change this date to the date you prepared your report.

Lets move to the January page by clicking at the bottom on "Jan"

The next page of this report will display the January Month page.

At the lower right are two slide bars (one over the other)

Notice that the information you entered into "Setup" page has moved to the January page and other monthly pages.

There is a critical column on this page. It is named "Monthly".

It is currently filled with the value "1.00" until the Setup Page is Complete.

January: 2024.

1	SIR FORM 28, SONS IN RETIREMENT MONTHLY CASH REPORT						200		
2	Branch	200	Month	January	Year	2023			
3							Month	YTD	
4	BEGINNING CASH BALANCE (Total Cash)						Line 1	\$1.00	\$1.00
6	GENERAL ACCOUNTS								
7	Receipts								
8	101	Dues / Contributions					\$1.00	\$1.00	
9	102	Interest					\$1.00	\$1.00	
10	103	Other					\$1.00	\$1.00	
11	Subtotal General Receipts						Line 2	\$1.00	\$1.00
12	Disbursements								
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17	205	State Board Pro Rata Assessment					\$1.00	\$1.00	
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20	Subtotal General Disbursements						Line 3	\$1.00	\$1.00
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23	CUSTODIAL ACCOUNTS								
24	Receipts								
25	301	Monthly Luncheon					\$1.00	\$1.00	
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43	NET CUSTODIAL gain/(loss)						Line 7 (5-6)	\$1.00	\$1.00
45	ENDING CASH BALANCE (Total Cash)						Line 8 (1+4+7)	\$1.00	\$1.00
47	CASH ELEMENTS		MEMBERSHIP						
48	Checkbook	\$1.00	Members	1					
49	Savings	\$1.00	Includes NLMs						
50	Petty Cash	\$1.00							
51	Total	1.00	2/10/2023		Mr. Treasurer				
52	Report Date				Treasurer				
54	Dist: SIRForm28@YAHOO.COM, Big Sir, Branch Secretary								
55	FORM 28, Rev 12/22/2022								
56									

In the lower left of the Report area is a box named “Cash Elements”. If you have a Savings account + Certificates of Deposit, you fill in the ending balance for each Report Month. “Other” is normally the “Petty Cash” you use for making change at the luncheon and is not returned to the bank after each luncheon. Checking is calculated automatically for you.

You fill in the values for line items in the Monthly column. They are called transactions. A transaction is either a receipt or disbursement of funds for this month.

The monthly column has cells that are for values and others that are sums. The worksheet is protected so you do not overwrite a formula. “Cash Elements” boxes can be overwritten. The Cash Elements “Total” is the sum of the three items above. Total is the net worth of the Branch. Line 8: is also the total net worth of the Branch. They should be equal.

As you fill in the “Monthly” column, the Year-To-Date (“YTD”) column changes automatically. The YTD column calculates the total for this month and all previous months for this line item. If we had the August page open, the YTD line item would be the sum of 8 months of transactions for this line item.

The bottom Line 8 of the YTD column turns out to be equal to Line 8 of the Monthly column. If no formula has been damaged, these two numbers are always equal. This is an Accounting technique to make sure formulas have not been corrupted.

More observations on the Form 28:

The Form 28 is divided horizontally into two large categories: **General Funds** and **Custodial Funds**.

General funds are money that are part of doing business in the branch.

Under General funds are Receipts: money taken in by the branch such as Line 101: Dues, contributions, \$5 found on the floor, Line 102: interest income from financial accounts, as examples.

Disbursements are expenses paid out for running the branch. Line 201: Printing charges, Line 202: postage, etc.

The second horizontal division are **Custodial Funds**. These are money that passes through the branch from a member to be paid out on behalf of that member. E.g. The member pays a luncheon fee at the luncheon sign-in table and the Branch then pays for the lunch. Some branches have Bowling where the member pays for bowling to the branch and the branch pays the bowling alley.

I found the following example may help understand General and Custodial.

The Branch decides to give a rooster pin to every new member. The branch buys the pin and gives it to the new member. This is a **General** fund transaction. Another: a member loses his rooster pin and wants to buy a replacement. The member gives the money to the secretary and the secretary gives him a rooster pin that the branch has purchased. This is a **Custodial** transaction. All Custodial transactions should be designed to mostly break even: the “amount in” nearly equals the “amount out”.

The IRS tracks certain branch Activities that are Custodial: Luncheons, Special Parties, Golf, Bowling, and Travel, on the Form 28. Significant funds pass through for these functions. We do not want that money to become taxable.

Membership: This entry is the number of Members you have at the end of your monthly report time period. It is normally identical to Form 27 total.

For 2024, the State SIR has asked that we collect two other “Membership” items each month. They are “Number of New Members” and “Number of Members Lost”. These are not financial information whereas the Total Members is financial. Please enter these two items “if possible”. This will replace the need for a Form 27 Report being sent to the State Level.

Report Date: You overtype the date you created this month’s report.

The Assessment:

This seems to cause a great deal of discussion across all of SIR. This is the estimated State Level Spending to keep all of our SIR corporations functional. There is an official report and budget of where these funds are to be spent. You take this total expenses and divide it by the estimated **Average number** of the total SIR membership for the next year and that is what we need to collect for each person to pay the State Level Expenses.

In the recent past this calculation has been about \$10.00 per member per year. We theoretically could collect this in January and be done with it.

About \$8 is for Insurance. Since our insurance company asks for quarterly payments, our State Treasurer divides the \$8.00 into 4 pieces. He then bills the Branches \$2.50 per person for their reported membership as shown in the Form 28 report. Since we must wait for All branches to report membership in the Form 28, we usually take the membership number from the Form 28 two months into the past. Your Branch's Assessment payment is announced, in an email from SIR State, once a Quarter and is usually due by the 15th next month after the announcement. There is a payment due in January, April, July, and October. Payments are made as a check to Sons In Retirement and are sent to the State Treasurer's home mailing address. (The assessment request email has the mailing address at the top and the requested payment by each branch).

We have also been asked, "Why are the payments not going down?" In SIR's case, the Insurance premiums are renewed in the May time frame. We are currently calculating our requests to you on May 2022 rates. Our Insurance company has not reached out and reduced our rates like some of the Automobile or Home Insurers have done for you.

Let's take on a difficult subject:

Monthly Reporting!!!! This should not be difficult, but it is...

The monthly report period **VARIES** from Branch to Branch!!! It is based ON the Luncheon Meeting date (when we do not have the pandemic) and NOT the calendar first day of a month to Last day of a month.

Let us say it is January 2024. Your Branch meets on the 2nd Tuesday of the month – Jan. 9th. Your January financial reporting period is the "End-of-Day" of your January luncheon and back in time to the "Day After" December's luncheon. The transactions that count in the January Form 28 are from December 12th through January 9th. This is 10 days in January plus 19 days in December. Since the luncheon meeting is in January, that makes this the **January report**. It is not reported as late until February 10th

In my opinion this was set up this way because most, if not all, transactions of significance happen on the day of the Luncheon meeting. You process all these transactions from that day and you are ready to release your Form 28 report.

I would say that 90% of our branches do reports based on Luncheon Date. In the 90% there is some shuffling if the meeting date shifts due to holidays. If your meeting was the first Monday of the month, you could have only 1 day in the reporting month and the rest in the previous month. Your report is still not late until the 10th of the following month. What if you met on the 4th Thursday of the month? In our January example, you would have 25 days of January and 3 days in December. That is a lot of January. The problem here is you need your Form 28 report in my hands before February 10th only 15 days later.

You **Do Not** need BEC approval before sending me your report. When I was my Branch's Treasurer, I normally email my Form 28 and other financial additions to my BEC members. In two to three days without comments for changes, I send it to Form28Recipient@sininc.org and the Area Representative. The Form 28 report will still need approval, on the record, at your Branche's next BEC meeting.

I, the treasurer, make out the Form 28 report; get some review; and send it to distribution. Oh, no, someone finds an error or I find an error after I send it to the distribution. I, the treasurer, **can** send an amended report. It happens and I (ME), the SIR Form 28 Processor, will take a changed report, or two or three... (sometimes life happens) before the 10th of the next month. I must remind you that December does not allow changes after the Due Date of January 10th. This is not exactly true as I can take changes up until end of day on the 14th when I deliver it to the Finance data base team. I CANNOT make changes to 2024 after 1/14/2024.

Contributions to good causes.

As you have a charter for "Non-Profit" 501 C (3), SIR is not allowed to make charitable contributions out of the treasury to Organizations or Causes, no matter how deserving, outside of SIR. As Treasurer, you need

to check that this is not being done. The Branch can participate in charitable work with earnings going to a cause.

I am stopping Form 28A instructions here.

If you are going to be a Treasurer or Assist. Treasurer, I would strongly recommend the Training Documents for Branch Treasurer. They are more detailed and go into how to publish your reports.

You will need a spreadsheet program on your computer. Excel, Open Office, Mac Numbers... all work with our Form 28.

You will need the capacity of sending (and receiving) emails with attachments.

For ease of use, you are best to have your spreadsheet software on this same computer as your email.

You need to check for email against this email account throughout the reporting month in case someone needs to contact you about finances

There is a person (ME) assigned to collect your monthly reports; validate the entries; and will help you publish a report that will satisfy the needs of your Branch and the State SIR officials in keeping your Corporation sound. Ask ME for help if you do not understand something or do not understand what is happening to your reports.

Ron Saltgaver Home: saltgaverjob@comcast.net 925-443-0693... SIRForm28@Yahoo.com and From28Recipient@SIRinc.org is the same person and only he reads each of these emails and discards duplicates. From28Recipient@sirinc.org is preferred...

Best wishes for your Branch's financial future...

Rev: 2023_12_23 Author: Ron Saltgaver Form 28 Committee Member