



SIR – Social Activities for Men

The Mission of SIR is to enrich the lives of our members through fun activities and events while making friends for life

Branch# 172, Twain Harte

PO Box 1143, Twain Harte, CA 95383

Website: sirtwain.org

Email: sirtwainharte@gmail.org

BUDGET COMMITTEE

- Position Names:** Budget Chairman, two Budget Officers
- Position Duration:** One year minimum
- Position Time Required Annually:** ~20 hours
- Positions Skills:** Computer skills, ~~sense accounting??~~

~~BEC Sep 15, 2017.~~

- ~~Big Sir Dave Goldemberg made a motion (Art Barte second) that future BEC's create a Budget Committee annually, passed.~~
- ~~Budget Committee created consisting of Dave Tibbets (Chair), Art Barte, Dick Chimenti, Paul Halek, Ed Mintline, Dave Perry and Dick Robinson~~
- ~~Ed Mintline and Paul Halek gathered past Expense and Income data for Lunch, Special Events and branch expenses. Budget Forecast would use Form 28 format~~

Duties:

Primary Duties:

- (1) Create and Maintain a calendar year Budget Report and,
- (2) Supply BEC with Special Event (Annual Ladies' Day Picnic, Christmas Dinner and any other) Break Even Ticket Cost/History and details for future use

Budget Report

- Create Preliminary Budget Report early in each calendar year using the Form 28 format, submit to BEC for "acceptance" and maintain Report during calendar year next BEC for acceptance.
- During the year, each month, capture Form 28 individual transactions on F28 Detail Worksheet indicating if they will be Annual or One-Time transactions
- Estimate Dues Income referencing Dues History Files and considering not all current members pay. HLM and HLMS Dues are waived and others may be waived due to health or related issues that the BEC will review, discuss and take action
- Request Big Sir and Little Sir provide, in January, estimates of Gain or Loss for Special Events (Annual Ladies' Day Picnic and Christmas Dinner) and Picnic Raffle. Recommend referencing prior year's Gains or Losses.

Special Events

- Special Events are the Annual Ladies' Day Picnic, Picnic Raffle, Christmas Dinner and any other special event conducted
- Files exist with History, Break Even Ticket Cost Estimates and Details to be used to establish various Ticket Prices based on assumed attendance and known or assumed expenses
- The event committee, in conjunction with the Big Sir, will discuss and decide on a ticket price. The Gain or Loss will be entered into the Budget Report until actual numbers are realized

Files:

Separate files containing History, Estimates, Ticket Sales, etc exist for Budgets, Dues, Christmas, Picnic, Lunch & Drawing