



National Society of the Sons of the American Revolution



Annual Reconciliation Process and Report

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Annual Report Process – Six Steps

- ★ **Maintain State Roster**
- ★ **Compare State & Chapter Rosters**
- ★ **Prepare Ongoing “Annual Report”**
- ★ **Compare Records**
- ★ **Annual Report Submission**
- ★ **Annual Report Confirmations**

Step 1 - Maintain State Roster

- ★ **Record membership information by Chapter and member status on your ongoing roster, and keep an annual file**



Suggested Member Status Codes

- New (N / NEW) (Regular)
- Junior (J / JM) (Junior Member) or NJM (New Junior Member)
- Reinstatements (R / REIN)
- Resignations (RES)
- Reinstatements / Transfers In (RT)
- Transfers In (TRI)
- Deceased (DEC)
- Transfers Out (TRO)
- Emeritus Members (E / EM)
- National Life Memberships (LIFE)
- Dropped (D / DRP)

Step 2 – Compare State & Chapter Rosters

- ★ **Send copy of the most recent Chapter membership list to the Chapter.**
- ★ **Request verification of most current address, phone and email information for Chapter's members.**
- ★ **Reconcile differences.**
- ★ **Can be used as part of the annual Dues collection process**

Step 3 – Prepare Ongoing “Annual Report”

★ Create your own ongoing “State Society Annual Reconciliation Report”; i.e., an “Annual Report”

- Obtain “Annual Reconciliation Template” from “NSSAR Forms and Manuals” on SAR.org
 - Save with your own document title
- Update using Transmittals received from National
 - These are your transaction confirmations to verify member status changes

Template – Opens on Cover Sheet

	A	B	C	D	E	F	G
2	ANNUAL RECONCILIATION REPORT for (State Society):			1/0/1900			
3	DUE TO NATIONAL OFFICE BY JANUARY 31						
5	<u>MEMBERSHIP RECONCILIATION</u>						
6	Item						
7	1	Active Membership as of January 1,	-1	0			
8	2	Plus: New Members:		0			
9	3	Plus: New Junior Members:		0			
10	4	Plus: New Memorial Members:		0			
11	5	Plus: Transfers In:		0			
12	6	Plus: Reinstatements:		0			
13	7	Plus: Reinstatement-Transfers In:		0			
14	8	Total Additions:		0			
16	9	Less: Deceased Members:		0			
17	10	Less: Memorial Members:		0			
18	11	Less: Resignations:		0			
19	12	Less: Transfers Out:		0			
20	13	Less: Dropped:		0			
21	14	Total Losses:		0			
23	15	Membership Gain / (Loss):		0			
25	16	Total Active Members as of December 31:	-1	0			
26	17	Plus / Less: Membership Gain / (Loss):		0			
27	18	Total Active Members as of January 1:	0	0			
29	<u>DUES CALCULATION</u>						
30	19	Total Active Members as of January 1:	0	0			
31	20	Less: Emeritus Members:		0			
	Instructions / Additions / Losses / Drops / Jr Members / Special Class / Cover Sheet						

Two parts

Initial Entries

MEMBERSHIP ADDITIONS DOCUMENTATION SHEET					Society:	New Jersey SAR
Membership Reconciliation as of January 1,		2019		<i>(current year)</i>		
Active Membership as of January 1,		2018		1,000		
Registration Date	Nat'l#	Name	Type of Addition	Junior Member	Month	Day
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
101						
102						
103						

Additions Tab

Enter

Navigation tabs: Instructions, **Additions**, Losses, Drops, Jr Members, Special Class, Cover Sheet

Cover Sheet Then Updates

A	B	C	D	E	F	G
ANNUAL RECONCILIATION REPORT for (State Society):		New Jersey SAR				
DUE TO NATIONAL OFFICE BY JANUARY 31						
MEMBERSHIP RECONCILIATION						
Item						
1	Active Membership as of January 1,	2018	1,000			
2	Plus: New Members:		0			
3	Plus: New Junior Members:		0			
4	Plus: New Memorial Members:		0			
5	Plus: Transfers In:		0			
6	Plus: Reinstatements:		0			
7	Plus: Reinstatement-Transfers In:		0			
8	Total Additions:		0			
9	Less: Deceased Members:		0			
10	Less: Memorial Members:		0			
11	Less: Resignations:		0			
12	Less: Transfers Out:		0			
13	Less: Dropped:		0			
14	Total Losses:		0			
15	Membership Gain / (Loss):		0			
16	Total Active Members as of December 31:	2018	1,000			
17	Plus / Less: Membership Gain / (Loss):		0			
18	Total Active Members as of January 1:	2019	1,000			
DUES CALCULATION						
19	Total Active Members as of January 1:	2019	1,000			
20	Less: Emeritus Members:		0			
Instructions / Additions / Losses / Drops / Jr Members / Special Class / Cover Sheet						

Instructions

★ Read Instructions first

Summary Instructions for the State Society Annual Reconciliation Report

National SAR Bylaws state that each State Society must provide an Annual Membership Reconciliation (Bylaw 2, Section 6, Subsection (b) - Official Handbook, Vol. 1, pg 7) when remitting annual dues (Bylaw 22, Section 5 - Official Handbook, Vol. 1, pg 31) to the National Office. **The reconciliation and dues payment are due to the National Office no later than January 31st.** The Registration Education & Reporting Committee created this worksheet in 2009 to normalize the report format, speed up the time to reconcile the filed reports and to provide easily quantifiable data to research membership trends.

This Reconciliation Form is provided in an Excel Spreadsheet format (though it can be completed manually by printing each tab) allowing embedded formulas to quickly calculate the required numeric data. As such, the user is only allowed to enter data in specific cells on each tab. The user is only allowed to enter data in the uncolored cells. Though hokey, *"if its white, then you can write."*

Each data entry tab is labeled to indicate the type of data to be entered. Drop down menus have been included in specific columns to both standardize data entry and speed up data entry. The following tabs are provided for data entry:

(1) Additions: Initial data entry is the State Society name, the year for which the reconciliation is being done and the total membership number as of the start of the year being reconciled (taken from the signed reconciliation confirmation sent to the state society by the national registrar at the conclusion of the previous reconciliation). Next, enter the member's national number, member's name (full or last name) and date of the member's registration during the year. Finally, select the type of addition from the drop down menu and select whether the new member is a junior member or not.

(2) Losses: Enter the member's national number, member's name (full or last name) and the date of registration during the year. **THIS DOES NOT INCLUDE END OF YEAR DROPS.**

[Instructions](#) / [Additions](#) / [Losses](#) / [Drops](#) / [Jr Members](#) / [Special Class](#) / [Cover Sheet](#)

Additions Tab

MEMBERSHIP ADDITIONS DOCUMENTATION SHEET				Society:	New Jersey SAR	
Membership Reconciliation as of January 1,		2019	<i>(current year)</i>			
Active Membership as of January 1,		2018	1,000			
Registration Date	Nat'l #	Name	Type of Addition	Junior Member	Month	Day
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
102						
103						

NEW
REINSTATEMENT
TRANSFER IN
REIN/TRANS IN
MEMORIAL

YES
NO

Instructions Additions Losses Drops Jr Members Special Class Cover Sheet

Losses Tab

MEMBERSHIP LOSSES DOCUMENTATION SHEET Society: New Jersey SAR
Membership Reconciliation as of January 1, 2019

Transaction	Date	Nat'l#	Name	Type of Loss	Month	Day
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
100						
101						

As recorded by National

- TRANSFER OUT
- RESIGNATION
- DECEASED
- MEMORIAL

Instructions Additions **Losses** Drops Jr Members Special Class Cover Sheet

Spreadsheet Tips

- ★ May enter full or last names (see Instructions)
- ★ Enter Memorial members on both the Additions and Losses tabs.
 - ↳ Only new Memorials members are to be entered each year.
- ★ Data entered on the Tabs transfers to the Cover Sheet where dues will be calculated

Drops Tab

DROPPED MEMBERSHIP DOCUMENTATION SHEET
All drops are deemed to be as of 31 December of the year being reconciled
Society: New Jersey SAR
Membership Reconciliation as of January 1, 2019

	<u>Nat'l #</u>	<u>Name</u>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
101		
102		

▶ ▶ Instructions Additions Losses **Drops** Jr Members Special Class Cover Sheet

Jr Members Tab

JUNIOR MEMBER DOCUMENTATION WORKSHEET Society: New Jersey SAR

Junior Members must pay Regular Member dues for the year after the year in which they turn Age 18

DO NOT list any Junior Members who are also National Life Members. Junior National Life Members are only entered on the Special Class Tab

Membership Reconciliation as of January 1, 2019

	<u>Nat'l#</u>	<u>Name</u>	<u>Registration Date</u>	<u>Date of Birth</u>	<u>Age at Dec 31st</u>	<u>Month</u>	<u>Day</u>
1					0.0		
2					0.0		
3					0.0		
4					0.0		
5					0.0		
6					0.0		
7					0.0		
8					0.0		
9					0.0		
10					0.0		

As recorded by National Age is computed

Instructions / Additions / Losses / Drops / **Jr Members** / Special Class / Cover Sheet

Special Class Tab

SPECIAL MEMBERSHIP CLASSIFICATIONS DOCUMENTATION SHEET

Emeritus members are compatriots who have paid dues in at least 50 years

List only National Life Members - NO STATE LIFE MEMBERS should be listed

List all National Life Members - National Life Members who are also Junior Members should be denoted by choosing Yes or No in Column F.

Membership Reconciliation as of January 1, 2019

Society: New Jersey SAR

Junior

	<u>Nat'l #</u>	<u>Natl Life #</u>	<u>Name</u>	<u>Classification</u>	<u>Junior Yes/No</u>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Dropdown menu for Classification with options: Emeritus, National Life

Dropdown menu for Junior Yes/No with options: YES, NO

Instructions

Additions

Losses

Drops

Jr Members

Special Class

Cover Sheet

Spreadsheet Tips

- ★ Life Members will not calculate if a National Life Number is not entered.
- ★ Do not list any Life Members other than National Life Members; i.e., do not list any State Life Members
- ★ Life Memberships reported during the calendar year prior to an annual report will be counted as dues for the following year, not for the year in which the Life Membership was applied and paid for. Example: Life Memberships applied and paid for during 2018 will be counted for 2019 dues and forward.

Cover Sheet Tab - Membership Reconciliation - Example

ANNUAL RECONCILIATION REPORT for (State Society):		New Jersey SAR
DUE TO NATIONAL OFFICE BY JANUARY 31		
1	Active Membership as of January 1, 2018	1,000
2	Plus: New Members:	3
3	Plus: New Junior Members:	2
4	Plus: New Memorial Members:	1
5	Plus: Transfers In:	1
6	Plus: Reinstatements:	3
7	Plus: Reinstatement-Transfers In:	1
8	Total Additions:	11
9	Less: Deceased Members:	(1)
10	Less: Memorial Members:	(1)
11	Less: Resignations:	(1)
12	Less: Transfers Out:	(1)
13	Less: Dropped:	(2)
14	Total Losses:	(6)
15	Membership Gain / (Loss):	5
16	Total Active Members as of December 31: 2018	1,000
17	Plus / Less: Membership Gain / (Loss):	5
18	Total Active Members as of January 1: 2019	1,005

Dues Calculation of the Example

DUES CALCULATION		
19	Total Active Members as of January 1:	2019 1,005
20	<i>Less: Emeritus Members:</i>	(2)
21	<i>Less: National Life Members:</i>	(4)
22	<i>Less: All Junior Members:</i>	(4)
23	<i>Less: Sept 1-Dec 31 New Members:</i>	(2)
24	<i>Less: Sept 1-Dec 31 Reinstatements:</i>	(2)
25	<i>Less: Sept 1-Dec 31 Reinstatement-Transfers In:</i>	0
26	Total Adjustment to Membership:	(14)
27	Total Billable Regular Membership:	991
28	National Regular Member Dues Amount:	\$35.00
29	Dues Owed for Regular Membership:	\$34,685.00
30	Total Active Junior Members:	4
31	<i>Less: Sept 1-Dec 31 New Junior Members:</i>	(1)
32	Total Billable Junior Membership:	3
33	National Junior Member Dues Amount:	\$5.00
34	Dues Owed for Junior Members:	\$15.00
35	TOTAL BILLABLE MEMBERSHIP:	\$34,700.00
	TOTAL RECEIVED:	
	AMOUNT OVER / UNDER:	
	Total Number of Regular National Life Members:	1
	Total Number of Junior National Life Members:	2

Step 4 – Compare Records

★ Compare Transmittals/Transactions

- ↪ Check status changes reported via Transmittal forms sent to your State
 - Compare transactions: Ensure that all status changes submitted to National were confirmed on Transmittals back to you
- ↪ Obtain a “Reconciliation Report” off the SARmemberinfo.org database
 - Compare transactions

State Society	Status Date	National Number		
AL				
DEC				
DEC	01/04/2018	116761	Thomas Wesley	Richardson Sr
DEC	02/03/2018	166094	Donald Lynn	Glover
Total for DEC				12
DRP				
DRP	02/26/2009	134932	LtJG Donald F	Potter Jr
DRP	02/26/2009	171612	TSgt Troy Anthony	Smith
Total for DRP				2
NEW				
NEW	01/14/2009	173186	John Williamson	Chilcutt
NEW	01/14/2009	173184	John Emory	Pike III
Total for NEW				60
REIN				
REIN	02/26/2018	169458	Frank Sheran	Parquette Jr.
REIN	03/26/2018	184362	Dr. James	Albritton
Total for REIN				15
RT				
RT	04/09/2018	149797	Karl Ralph	Ward
Total for RT				1
TRI				
TRI	06/26/2018	190892	Victor Kenneth	Michel
Total for TRI				1
TRO				
TRO	03/16/2018	205901	David Chauncey	Brady
Total for TRO				5
Total for State				92

Reconciliation Report

★ This Report shows:

- ❑ **DEC - Deceased**
 - Determine if you have recorded any deceased members not listed, and if so, report with Date of Death as soon as possible or when submitting your Annual Reconciliation Report
- ❑ **DRP - Dropped**
 - Submitted with your previous year's Annual Reconciliation Report and would have been verified at that time
- ❑ **NEW - New**
 - Can easily identify late-year members registered 1 Sep – 31 Dec
 - NEW includes both Regular and Junior Members intermixed
- ❑ **REIN - Reinstatements**
 - These are the Reinstatements which have occurred in the current year.
- ❑ **RES - Resignations**
- ❑ **RT - Reinstatement/Transfers**
- ❑ **TRI - Transfers In**
- ❑ **TRO - Transfers Out**

Reconciliation Report

- ★ **National Member Database at SARmemberinfo.org**
- ★ **This report may be generated at any time; start with January 1, end with Today**
- ★ **Lists all Transactions for the year**
- ★ **All entries on the Reconciliation Report are by Status Date**
- ★ **Compare transactions; ensure your records or your ongoing Annual Reconciliation Report (Annual Report) matches that of the Reconciliation Report; resolve differences**

Step 4 – Compare Records (con't.)

★ You will receive preliminary Reports/Lists in the Fall from the National Staff Registrar. Reports include:

 Reconciliation Report

 Active Members

 Junior Members

Alphabetically by last name

 Emeritus Members

 Life Members

Special Notes About Cutoff and Reinstatements

- ★ **Dues for applications registered, or Reinstatements made during the period of September 1 to December 31, are applied to the upcoming year; the Report takes this into account**
- ★ **Reinstatements submitted during September 1 to December 31 apply to the current year and must be entered Nationally before final numbers and dues calculation can be made**

Step 4 – Compare Records (con't.)

★ Compare your State Roster and the National Active Membership Roster to derive a Drop list and those to Reinstate

- ↪ If a member is not on your Active Roster, you can not Drop that member!
- ↪ If a member is on your Active Roster, you can not Reinstate that member!
- ↪ Do not report anything relating to a member whose primary membership is not held by your state!

Step 4 – Compare Records (con't.)

★ Compare your State Roster with Other Reports

↙ Junior Member, National Life Member, and Emeritus rosters are included as separate reports in the preliminary Fall reports from the National Staff Registrar

Spreadsheet Tips

- ★ Data may be sorted by highlighting only a group of white cells within a single tab/sheet
- ★ Do not “Cut and Paste.” Always “Copy and Paste” after highlighting only the white cells (not the rows)

A Comparison Method

★ Compare State Roster entries with National SAR Member Database



If using National Excel list, can compare the two using the Excel “Exact” command

□ **=EXACT** *[column and row of first cell] , [column and row of second cell]*
such as -

=EXACT(K198,AV198)

Paste the data from 2 worksheets on to a single worksheet, aligning the rows. The result is either True or False. Create a blank column between the data sets for the formula. Insert formula in blank column on first row of cells to be compared and drag formula down column. Look for first False and determine what is difference and adjust/correct as needed.

Excel Help gives examples –

=EXACT(A2,A3) Compare contents of A2 and A3 (FALSE)

=EXACT(A3,A4) Compare contents of A3 and A4 (TRUE)

Step 5 - Annual Report Submission

★ Submit to National Staff Registrar during the period 1 – 31 January. Include:

- ↪ Updated “State Society Annual Reconciliation Report”; i.e., “Annual Report”
 - Cover Sheet calculates State Dues
 - List of members to be Dropped is included

- ↪ Transmittal Form for State Society Dues (“D”) with accompanying check

- ↪ Transmittal Form with members to be Reinstated (“R / REIN”) in the new year with accompanying check

Step 6 - Annual Report Confirmations

- ★ **National Staff Registrar will verify numbers and Dues Calculation as reported on Annual Reconciliation Report; he then prepares a separate Calculation Form**
- ★ **National Staff Registrar sends Confirmation Letter to be signed by State Officer and final copies of:**
 -  **Annual State Reconciliation Report cover letter**
 -  **Calculation Form prepared showing National Registrar calculations to arrive at final totals of members and dues owed, as well as any overage or shortage of dues submitted**
 -  **Reconciliation Report - shows all member activity involving status changes for the previous reporting year, incorporating the changes specified in the Annual Report submitted by your State**
 -  **Life Membership Report – lists your State’s National Life Members**
 -  **Active Member Report – an Active Membership roster produced after National reconciliation is complete; can be sent in Excel format**
 -  **Junior Member Report – lists your State’s Junior Members**
 -  **Emeritus Member Report- lists your State’s Emeritus Members**
 -  **Confirmation Letter for State Officer signature**

Calculation Sheet from National

ANNUAL REPORT RECONCILIATION for (State Society):		AL
Active Membership as of 01/01/2017:		1012
Plus: New Regular Members:		160
Plus: New Jr Members		31
Plus : New Memorial Members:		0
Plus : Transfer In:		15
Plus : Reinstatements:		27
Plus : Reinstatements-Transfers:		1
Total Additions:		234
Less : Deceased:		16
Less : Deceased Memorial:		0
Less : Resignations:		2
Less : Transfers Out:		4
Less : Dropped:		128
Total Losses:		150
Membership Gain / Loss:		84
Total Active Members as of 01/01/2017:		1012
Plus / Less: Membership - Gain / + Loss:		84
Total Active Members as of 01/01/2018:		1096

Calculation Sheet (con't.)

DUES CALCULATION	
Total Active Members as of 01/01/2018:	1096
Less: Emeritus Members:	2
Less: National Regular Life Members:	13
Less: All Junior Members	116
Less: Sep-Dec New Regular Members:	59
Less: Nov-Dec Reinstatements:	5
Less: Nov-Dec Reinstatement- Transfers:	0
Total Adjustment to Membership:	195
Total Billable Regular Members:	901
Dues Owed for Regular Membership: X \$35 =	\$31,535
Total Active Junior Members as of 01/01/2018:	116
Less: National Junior Life Members:	0
Less: Sep-Dec New Junior Members:	6
Total Billable Junior Membership X \$5.00:	110
x \$5 =	\$550
Total Billable Membership:	\$32,085
Total Received	\$32,015
Amount (Over)/Under:	\$70

Annual Report Process – Final Actions

- ★ **State confirms calculations and Active Member roster**
- ★ **Resolve differences with the National Staff Registrar**
- ★ **Process concluded upon receipt by National Staff Registrar of Confirmation Letter from State**
- ★ **Reinstatements for the new year can then be posted, according to the date received**

Annual Report Deadline

★ If you can not make the January 31 deadline for Report submission, please let the Staff Registrar and the Registrar General know as soon as possible.