



California Society  
Secretary Forum  
Lets Make The Reconciliation Report Simple  
March 2022



# How to Prepare for 2023

**Keeping Membership Records needs to be a year long process.**

**Every transaction needs to be recorded in a simple accessible manner.**

**There are many ways to maintain the records but here is just one simple and easy way.**

EXAMPLE

**XYZ CHAPTER  
Chapter #209**

January 1, 2020 to December 31, 2020

Reporting Date: January 15, 2021  
Submitted by: Chapter President John Doe  
Prepared by: Chapter Secretary James Moe

Reporting officers:  
President John Doe  
Treasurer John Moneybags  
Secretary Fred Bugsmetomuch

**Chapter Board:**

**Elected Officers:**

President John Doe	Chaplain Jerry Praysalot
1 <sup>st</sup> Vice President Jerry Ready	Registrar Alex Signthemup
2 <sup>nd</sup> Vice President Jose Nextinline	Secretary Fred Bugsmetomuch
Historian Jake Keepingrecords	Treasurer John Moneybags

**Appointed Officers:**

Youth Programs Chair Gerry Posterchild	JROTC/ROTC Chair Rex Armedforces
Knights Essay Henry Speechwriter	Color Guard Commander Robert Musketman
Veterans Affairs Nick Warman	

**XYZ Chapter Summary:**

The past year The XYZ Chapter saw tremendous growth with 365 new members and less than 5% of the membership dropping from the roster for 2020; leaving our total membership at 405 members for the coming year. Our chapter activities were equally impressive, our Color Guard participated in the annual Fourth of July parade in Celebration City, the Veterans Day parade in Fireworks Mall and were honored guests at the Memorial Day and Labor Day festivities at city Hall in downtown America City.

The youth programs had entries in all categories of the CASSAR youth platforms, including, a poster, brochure, a high school oration entry, a Knights Essay Contestant, local JROTC Essay entry and one from our local Eagle Boy Scout Troop. The 2<sup>nd</sup> Vice President found an array of exciting speakers for each of the 11 monthly meetings and this was the year of our 50<sup>th</sup> anniversary and we had a special event to honor the occasion with a special guest speaker-Donald J. Trumpetman.



## Membership Rosters

### CASSAR Life Members-2022

Schuster, Frederick Allen; (N) 187940; (S) 9388; 1044 W. Notre Dame St., Upland, CA 91786-2671; phone (909) 985-7510, cell phone (909) 938-6789; E-mail [schuster6789@aol.com](mailto:schuster6789@aol.com) ; **New Life NSSAR LM # 5123** , (DOB) 07/10/1953 Approval 07/19/2013: Spouse Sherry Wynne; Military-no Patriot John Tallmadge.

### NSSAR Life Members Only

Schuster, Robert Edward; (N) 187940; (S) 9388; 1044 W. Notre Dame St., Upland, CA 91786-2671; phone (909) 985-7510, cell phone (909) 938-6789; E-mail [schuster6789@aol.com](mailto:schuster6789@aol.com) ; **New Life NSSAR LM # 5123** , (DOB) 07/10/1953 Approval 07/19/2013: Spouse Sherry Wynne; Military-no Patriot John Tallmadge.



## Membership Rosters

### Emeritus Members

Schuster, Edward John; (N) 187940; (S) 9388; 1044 W. Notre Dame St., Upland, CA 91786-2671; phone (909) 985-7510, cell phone (909) 938-6789; E-mail [schuster6789@aol.com](mailto:schuster6789@aol.com) ; **Emeritus Member** , (DOB) 07/10/1953 Approval 07/19/2013: Spouse Sherry Wynne; Military-no Patriot John Tallmadge.

### Complete 2022 Membership Roster

Schuster, Frederick Allen; (N) 187940; (S) 9388; 1044 W. Notre Dame St., Upland, CA 91786-2671; phone (909) 985-7510, cell phone (909) 938-6789; E-mail [schuster6789@aol.com](mailto:schuster6789@aol.com) ; **New Life NSSAR LM # 5123** , (DOB) 07/10/1953 Approval 07/19/2013: Spouse Sherry Wynne; Military-no Patriot John Tallmadge.



## **Junior Members-2022**

## **Dual Members 2022**

Schuster, Jonathan Frederick; (N) 195624; (S)9930; 1706; Ghost Dance Circle, Castle Rock, CO 80108; phone (909) 985-7510;E-mail Schuster [jonathan.f.schuster@gmail.com](mailto:jonathan.f.schuster@gmail.com) , Regular, (DOB) 09/06/1984 Approval 07/27/2015  
DUAL Member/Colorado Primary Castle Rock CO

## **New Members-2022**

Schuster, Frederick Allen; (N) 187940; (S) 9388; 1044 W. Notre Dame St., Upland, CA 91786-2671; phone (909) 985-7510, cell phone (909) 938-6789; E-mail [schuster6789@aol.com](mailto:schuster6789@aol.com) ; New Life NSSAR LM # 5123 , (DOB) 07/10/1953 Approval 07/19/2013: Spouse Sherry Wynne; Military-no Patriot John Tallmadge.

## **Dropped Members-2022**

## **Deceased Members-2022**



### **Reinstated Members-2022**

Schuster, Frederick Allen; (N) 187946; (S) 9123; 1044 W. Notre Dame St., Upland, CA 91786-2671; phone (909) 985-7510, cell phone (909) 938-6789; E-mail [schuster6789@aol.com](mailto:schuster6789@aol.com) ; New Life NSSAR LM # 5123 , (DOB) 07/10/1953 Approval 07/19/2013: Spouse Sherry Wynne; Military-no Patriot John Tallmadge.

### **Supplemental Applications-2022**

Schuster, Frederick Allen; (N) 187940; (S) 9388; 1044 W. Notre Dame St., Upland, CA 91786-2671; phone (909) 985-7510, cell phone (909) 938-6789; E-mail [schuster6789@aol.com](mailto:schuster6789@aol.com) ; New Life NSSAR LM # 5123 , (DOB) 07/10/1953 Approval 07/19/2013: Spouse Sherry Wynne; Military-no Patriot John Tallmadge, **Artemas Ward**.



### **Transfer Members out of Chapter-2022**

Schuster, John Edward; (N) 187942; (S) 9366; 1044 W. Notre Dame St., Upland, CA 91786-2671; phone (909) 985-7510, cell phone (909) 938-6789; E-mail [schuster6789@aol.com](mailto:schuster6789@aol.com) ; New Life NSSAR LM # 5123 , (DOB) 07/10/1953 Approval 07/19/2013: Spouse Sherry Wynne; Military-no Patriot John Tallmadge.

### **Transfer Members into Chapter-2022**

Schuster, Robert Edward; (N) 187941; (S) 9399; 1044 W. Notre Dame St., Upland, CA 91786-2671; phone (909) 985-7510, cell phone (909) 938-6789; E-mail [schuster6789@aol.com](mailto:schuster6789@aol.com) ; New Life NSSAR LM # 5123 , (DOB) 07/10/1953 Approval 07/19/2013: Spouse Sherry Wynne; Military-no Patriot John Tallmadge.





# What's Next

Now that the Reconciliation Reports are completed, what's next?

## Change of Managers Report

This form can be found on the CASSAR web site, members section.

Go to the CASSAR Web site.

## California Society Sons of The American Revolution ELECTED CHAPTER OFFICERS REPORT

Please provide the following information to the California State Secretary no later than January 15 or when there is a change of Chapter Officers.

CHAPTER NUMBER: \_\_\_\_\_ CHAPTER NAME: \_\_\_\_\_

<i>Office(title)</i>	<i>Officer Name</i>	<i>Mailing Address</i>	<i>City</i>	<i>9 digit Zip</i>	<i>NSSAR #</i>	<i>Calif #</i>	<i>PHONE #</i>
PRESIDENT							
	Email:						
V.P.							
	Email:						
SECRETARY							
	Email:						
TREASURER							
	Email:						
REGISTRAR							
	Email:						
HISTORIAN							
CHAPLAIN							

Meeting Dates and Time: \_\_\_\_\_

Meeting Place: \_\_\_\_\_

Are Your Meetings for Members Only? \_\_\_\_\_ Or Do Wives, Friends and Companions Attend? \_\_\_\_\_

What Chapter Officer is to receive official California email? \_\_\_\_\_

**Mail to: Frederick Schuster**  
**State Secretary, CASSAR**  
**1044 W Notre Dame St**  
**Upland, CA 91786-2671**

**EMAIL: schuster6789@aol.com**



# Year End Reports

The CASSAR bylaws and Article of Incorporation have specific information which must be reported each year to the CASSAR governing board.

The CASSAR Secretary has published an example of a Chapter Year End Annual Report which has all of the information which needs to be reported to the state.

The reports need to be submitted to the CASSAR between March 1<sup>st</sup> and March 15<sup>th</sup> of each year.

The reports need to include the Tax Information for the Chapters.

EXAMPLE

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Prepared by: Chapter Secretary James Moe

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#### Elected Officers:

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Questions