

NAME: \_\_\_\_\_

The Test – Select **ALL** that apply

1. To be an exchequer I must:
  - A. Be a citizen of Atlantia by residence or treaty
  - B. Must be (and remain) a paid SCA member
  - C. Must have access to (and read) the Acorn
  - D. Be willing to be neutral and responsible
  - E. Not fight in Crown Tourney while in office
  - F. Apply for a warrant
2. What is Jan 31?
  - A. The day to start working on the Doomsday report
  - B. The day Non-Member Surcharge (NMS) is due for Twelfth Night
  - C. The day the Doomsday report should be in the hands of the Regional Exchequer
  - D. Day after Jan 30
3. When I send in a quarterly report, I must include
  - A. Membership numbers and expiration dates for all signatories on the bank account
  - B. Original receipts for all expenses
  - C. Signatures of the seneschal and exchequer
  - D. Copies of bank statements for all three months of the quarter, signed by seneschal and exchequer
  - E. Event reports for any events that occurred during the quarter
4. When I've received money for an event reservation for an event in the next quarter:
  - A. I hold checks and don't deposit any funds until the quarter the event is held
  - B. I list all the reservation income as "gate"
  - C. I list it as "other liabilities" this quarter, and move it to "gate" income after the event is held
  - D. I don't report the deposit until the quarter the event is held
5. As exchequer, I need to keep
  - A. A list of all property owned by our branch
  - B. Every financial record since the time the group was founded
  - C. Copies of all checks I receive
  - D. All reports and bank statements for the past seven years
  - E. A copy of what our bank has on file as our signature card
  - F. Back-up copies of any electronic files
  - G. Meeting minutes or other proof of Financial Committee decisions
6. After an event,
  - A. I have until the next quarterly report to resolve all finances
  - B. I can send the NMS report immediately, because it is based upon the gate/troll counts, not upon any expenses
  - C. I can use the cash from the Gate to reimburse the cook.
  - D. I need to deposit all gate income within 14 days
  - E. I need to gather receipts from all event staff who want reimbursements
7. I may not sign any check that
  - A. Is for an expense not authorized by the Financial (or Emergency Financial) Committee
  - B. Does not have a related receipt or form (cash advance, NMS, etc)
  - C. Does not have the "to" and "amount" portions of the check filled in
  - D. Is to a vendor in a different state
  - E. Is for alcohol (except for small cooking amounts) or fireworks
  - F. Is a gift or benefit to an individual or small number of individuals
  - G. Is written to our Baron or Baroness
  - H. Is written to "cash" or myself
8. Non-member Surcharge is:
  - A. Only required for adults who are not members of the SCA
  - B. Can be waived for a person attending their first SCA event
  - C. Can be waived for officers who don't have their membership cards, because we know they have be members
  - D. Is not required for an event that does not have required entrance fees

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9. When my branch sponsors a Kingdom level event (Crown tourney, coronation, twelfth night, etc)
- A. The kingdom handles all the finances and I don't have to do anything.
  - B. The kingdom takes \$1500 regardless of whether there is a profit.
  - C. The event report goes to the Regional like other event reports, as well as a copy to the Kingdom Exchequer.
  - D. The Non-Member Surcharge is not required.
  - E. A copy of the event report goes to the Kingdom Event Bid Deputy
10. If I am unsure or uncomfortable about some financial activity in our branch, I should:
- A. Call the Society Treasurer
  - B. Call the Regional Exchequer for my state
  - C. Ask on the SCA-Exchequer's email group
  - D. Ask the King or Queen
  - E. Talk to the local Peers of our group, because they know how things are done here.
11. The people who must be on our bank signature card are:
- A. Exchequer
  - B. Baron and Baroness
  - C. Seneschal
  - D. Kingdom Exchequer
  - E. King and Queen
  - F. Entire Financial Committee
12. Financial decisions such as budgeting for events and approving expenditures are made by:
- A. The autocrat
  - B. A vote of everyone who plays in our branch
  - C. A vote of every paid member age 18 or older who plays in our branch
  - D. Our seneschal and exchequer
  - E. Our Financial Committee, as defined by the branch's Financial Policy
13. If I am late in turning in a report, the result is:
- A. My branch may be suspended or I may be removed as exchequer if this is part of a pattern of being late
  - B. I will be banned from the SCA
  - C. Nothing, because nothing has happened to our group when we've been late in the past.
  - D. My awards will be revoked
  - E. If it is the doomsday report, my branch will be suspended.
  - F. I will be receiving help from the Regional Exchequer, because I have already been in contact to resolve an unusual situation

**True or False**

- \_\_\_14. In North Carolina, we don't hold raffles because state law considers it gambling.
- \_\_\_15. When planning an event budget, we always try plan as closely as possible to a break-even point, because as a non-profit organization we shouldn't make any more than \$75 in profit on an event.
- \_\_\_16. If someone bounces a check written to our group, I can immediately write it off because we feel badly for our friend's financial difficulties.
- \_\_\_17. As Exchequer, I am required to run the troll/gate for my branch's events.
- \_\_\_18. All people handling money must be SCA members over the age of 18 (including handling funds at Troll/Gate).

	<b>Identify the place where each situation is recorded</b>			
	<b>Name:</b>			
	<b>Situation</b>	<b>Recorded</b>		<b>Choices (each is used only once)</b>
1	We sent \$15 to the Kingdom for Authorizations.		a	Comments
2	Reservations that we deposited last quarter for BigEvent held this quarter		b	Is not recorded on the report.
3	We refunded \$50 to people who couldn't attend the event when the road was washed out.		c	Not recorded on the report because it was not SCA funds.
4	The ending numbers from the last doomsday report says I have \$5324.43 in Undeposited and Non-interest bearing cash		d	Page 5. Other Liabilities/Current Amount is \$0; the Other Liabilities/Prior Amount is copied to Gate.
5	We hold the funds for an incipient canton of our barony. They currently have \$104.		e	Page 1. Assets, Undeposited and non-interest bearing cash
6	An unusual situation happened, and the Kingdom Exchequer told me to use this expense category.		f	Page 1. Assets, Undeposited and non-interest bearing cash on new doomsday.
7	We paid for the annual renewal of our trailer license tag.		g	Page 10. Transfer Out/Corporate office
8	We reimbursed our seneschal for postage used for sending report/information to the Kingdom Seneschal.		h	Page 10. Transfer Out/Within Kingdom
9	We spent \$75 on food that we sold for lunch at Atlantia University as a fundraiser.		i	Page 10. Transfer Out/Within Kingdom
10	We ordered an insurance certificate from the SCA Corporate Office		j	Page 10. Transfer Out/Within Kingdom
11	Gate income from Big Event		k	Page 11a, Direct Contributions, Stale Checks AND removed from Page 3 uncleared checks.
12	This quarter we received a debit from our bank for \$8 because a check we received for a gate entry bounced		l	Page 11a, Fundraising Income (External)
13	Our MOL received \$15 in cash for authorizations.		m	Page 11a. Demo and Activity Fees
14	We paid \$50 directly to a security guard that was required by the event site.		n	Page 11a. Direct Contributions, 2a - Donations received without consideration (receiving nothing in return)
15	We sent \$500 to Big Campground as the deposit on our event that will happen next quarter.		o	Page 11a. Direct Contributions, 2a - Donations received without consideration (receiving nothing in return)
16	We wrote a check for the NMS from an event		p	Page 11a. Fundraising Income (Internal)
17	Within the quarter, Lady Schmo bounced a check to us for \$12, and the next week (within the same quarter), gave us \$20 to cover the gate fee and the bank charge.		q	Page 11a. Fundraising Income (Internal)
18	We bought \$15 of soap to use at a car wash where we were raising money for the group.		r	Page 11a. Income from demos and activity fees
19	This quarter, I issued a check to a cook for \$500 to buy food for our feast, which won't be held until next quarter		s	Page 11b, Adjusted Gross Event Income
20	NMS deposit as a result of Big Event		t	Page 11b, Adjusted Gross Event Income
21	We've had an uncleared check for a year, and can't reach the person that it was issued to. It apparently will never be cashed.		u	Page 11b, Adjusted Gross Event Income, Total Refunds
22	Paid \$60 to a porta-john company for Big Event		v	Page 11b. Other Income
23	We made \$50 at our car wash at a local gas station.		w	Page 12a. Activity Related, Fees&Honoraria
24	We deposited \$250 of reservations for BigEvent that will be held next quarter.		x	Page 12a. Activity Related, Fees&Honoraria
25	Donations were collected for the American Heart Association. A check for the same amount was issued to the AHA, tax id xxxx. The check out is recorded as:		y	Page 12a. Activity Related, Fees&Honoraria
26	I had \$200 in cash for the Gate Income on the last day of the quarter, which was a Sunday, because we had an event on that Saturday.		z	Page 12b. Donations to Other 501c3 organizations
27	We had a situation that was not obvious just from the numbers on the report.		aa	Page 12b. Other Expenses

28	We gave \$200 to the church where we hold fighter practice.		bb	Page 14, Funds
29	We've had a receivable for a bounced check for over a year, and despite repeated letters and attempts, it is clear that this will never be paid.		cc	Page 14, Funds PLUS Page 11a, Fundraising income (internal)
30	The bank statement arrived and says our ending balance is: \$5324.53		dd	Page 2. Expense/Activity Related/Food
31	But my check ledger says we have \$5300.53, because I wrote a check for \$24 that hasn't cleared. The check ledger amount:		ee	Page 2. Expense/Fundraising/General supplies
32	But my check ledger says we have \$5300.53, because I wrote a check for \$24 that hasn't cleared. The \$24 check:		ff	Page 2. Expenses/Activity Related/Equipment Rental & Maintenance
33	The ending numbers from the last quarterly report says I have \$5324.43 in Undeposited and Non-interest bearing cash		gg	Page 2. Expenses/Activity Related/Occupancy & Site Charges
34	We used our neighboring SCA Branch's tent in exchange for \$50.		hh	Page 2. Expenses/Office & Admin/Postage& Shipping
35	We deposited \$300 as a result of selling lunch at the Atlantia University		ii	Page 3. Balance from bank statement at end of period
36	We paid \$100 to a nationally known expert on medieval embroidery to teach a class open to all members.		jj	Page 3. Checks not Cleared on Statement
37	Lord Schmo gave us cash of \$20 this quarter: \$12 to cover a check that bounced last quarter and \$8 to cover the associated bank fee.		kk	Page 3. Ending LEDGER or REGISTER Balance
38	An unusual situation happened, and the Kingdom Exchequer told me to use this income category.		ll	Page 5, Receivable/current amount becomes \$0; recorded on Page 12a Bad Debts.
39	After the seneschal's father died, we set out a collection jar at the next event to benefit the American Heart Association. The funds were deposited in the SCA account. The deposit is recorded as:		mm	Page 5. Other Assets/Current amount
40	Last quarter we had sent \$500 to Big Campground for our event that happened this quarter.		nn	Page 5. Other Assets/Current amount moves to \$0; recorded in Page 2. Expense/Activity Related/Occupancy
41	The silent auction was advertized to raise funds for a new Baronial list fence.		oo	Page 5. Other Liabilities, Current Amount
42	We collected \$253.46 through a collection jar at a fighter practice to pay or the use of the site.		pp	Page 5. Receivable/current amount
43	We held a silent auction and received \$530		qq	Page 5. Receivable/current amount changed to \$0
44	We paid \$45 to a florist or flowers when the Seneschal's father died.		rr	Page 5. Receivable/current amount, AND Page 2, Expenses/activity related/bank service charges
45	We received \$300 from fighters, who each must pay \$5 per practice for use of the site.		ss	Page 5. Undeposited funds.