

If I were organizing a Box of Exchequer Stuff for my group, this is what it would contain:

- the check book and check register (up to date, of course)
- exchequer warrant
- current copy of the signature card which is on-record at the bank
- copies of membership cards for all signatories (just to make it easy to track the expiration dates)

- local group financial policy
- current version of Atlantian financial policy and the SCA Exchequer handbook
- current property list
- A folder, well marked, for each of the last 7 years, each containing:
 - o All 12 monthly bank statements
 - o 4 quarterly reports (signed)
 - o 1 doomsday report (signed)
 - o Printed newsletter, email, or other info that proves that the group's financial status was published
 - o An envelope containing receipts for all non-event related expenses, each stapled to the meeting minutes or emails that prove that the expense was authorized by the financial committee
 - o An envelope for each event held that year, each containing:
 - Event report (signed)
 - Troll log, cash box log
 - signed event budget or other proof that the financial committee approved the expenses
 - All event receipts
 - Bank deposit receipt
 - Cash advance requests showing that the advances were resolved
 - NMS form copy
 - Transfer form if money was sent to another group
 - o An envelope for each fund raiser held that year, each containing
 - Fund raiser report (signed)
 - Fund raiser budget or other proof that the financial committee approved the expenses
 - All receipts
 - Bank deposit receipt
 - Cash advance requests showing that the advances were resolved
 - Transfer form if money was sent to another group (e.g., kingdom travel fund)
 - o Bank deposit receipt of any non-event income stapled to an explanation of the deposit (MOL money? Heraldic money? Donations?)
 - o "transfer" forms for any other money that was exchanged with other SCA groups (kingdom or local groups)
 - o Written notes about anything that happened that year that might be useful in understanding the finances

- An envelop with historic receipts, older than 7 years, that could be important to keep, such as for regalia or other property
- Backup CDs (well marked) of all electronic files
- A set of the current exchequer training class slides, just for reference
- A few extra blank forms, just to have them handy: blank event form, blank quarterly report form, donation receipt, cash advance form, NMS form