



SCA EXCHEQUER REPORTS

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1. QUARTERLY REPORTS

1. GATHER DATA

- a. Previous report (use prior year Q4 to start Quarter 1)
- b. Bank statements
- c. Checkbook/ledger
- d. Receipts, checks, etc.

2. START NEW REPORT

- a. Open last quarter report
- b. Macro warning will pop up: click "Enable Macros"
- c. Verify report is "cumulative"
- d. For Q1 ONLY:
 - i. Open previous year Q4
 - ii. Go to "Contents"
 - iii. Click "CREATE next Quarter/Year Report in New Workbook"
 - iv. this method may be used each quarter, but can result in rounding errors on inventory and funds pages
- e. For Q2-4:
 - i. Open previous quarter report
 - ii. File-->Save As-->enter next quarter filename
 - iii. Go to "Contents"
 - iv. Change "Quarter (1, 2, 3, 4)" field to next higher number

3. Verify:

- a. contact info and current membership for officers and signatories
- b. "Starting Numbers" page 3, lines Ia-Ij should match numbers from Kingdom and previous report (starting numbers change annually, not quarterly)

4. INPUT BANK BALANCE AT END OF PERIOD

- a. Page 2a, Line 1
- b. Use ending balance from last bank statement of period

5. input any deposits/checks not cleared on statement

- a. Page 2a, Line 2 (deposits)
- b. Page 2a, Line 3 (checks)

6. INPUT BALANCE FROM YOUR CHECKBOOK OR LEDGER
 - a. Page 2a, Line 5
 - b. Adjusted Account Balance and Ledger Balance (lines 4&5) should match; if they don't, review previous steps and find the error

7. INPUT ALL TRANSACTIONS FROM CHECKBOOK OR LEDGER INTO APPROPRIATE SECTIONS OF REPORT
 - a. this is much easier if you tag each transaction with where it will go in the report as you enter it into the checkbook during the quarter

8. CHECK PAGE 3 SECTION III "PROOF". WHEN LINE A = LINE B, REPORT IS SUCCESSFULLY COMPLETED

9. PAGE 5B: ***NB: INSTRUCTIONS IN SPREADSHEET ARE WRONG!! DO NOT CHANGE "PRIOR AMOUNT" WHEN UPDATING ON SUBSEQUENT REPORTS; JUST ADJUST "CURRENT AMOUNT".***

10. TROUBLESHOOTING
 - a. If "Proof" (Pg. 3 Sec. III) is off by a large amount or multiple digits, problem is likely in start/end amounts. Check these.
 - b. If single digit is wrong (e.g. cents, 10's of cents, dollars, 10's or 100's of dollars) then problem is likely in single-line entry. Verify that deposit/debit amounts have been entered correctly. This is a LOT of work with exacting attention to detail. We appreciate your efforts, Exchequer!
 - c. Verify that all deposits and debits have been entered.
 - d. Page 7 Other Sales Income does not auto-populate; make sure values are updated

11. USE "COMMENT" PAGE
 - a. include check numbers and/or amounts for items that are totaled on page 4, give explanations for unusual expenses, etc.
 - b. This keeps Regional from having to call you for explanations.

12. SAVE YOUR WORK
 - a. Save as .xlsm

- b. Export to .pdf and then sign & date (see below)
 - i. Signatures: Pages 2a (+/- 2b), 3, 4 AND each monthly bank statement
 - 1. *seneschal*
 - 2. *exchequer*
 - ii. Seneschal signature & date signed on each monthly bank statement

13. FORWARD TO REGIONAL EXCHEQUER

- a. completing your reports as early as possible gives regional/Kingdom/corporate a chance to return corrections
- b. last minute reports that require corrections will be considered late and put your branch at risk of suspension

14. ENJOY THE SATISFACTION OF A TRICKY JOB WELL DONE

- a. keep in mind that MOST quarterly reports will need adjustment after you submit them
- b. feedback and changes from Regional or Kingdom Exchequers are to be expected

1. EVENT REPORTS

1. Completing the Event Report is the Autocrat's responsibility. The Exchequer will likely need to provide financial data to Autocrats so they can complete the report.
2. Add up all monies **deposited** from event (SCArS, PayPal, gate payments, donations, etc)
 - a. This amount should be easy to calculate by adding up all deposits into the branch account from the event
3. Make sure PayPal and SCArS fees on lines 11 and 12 are correct
 - a. SCArS charges equal 4% of the total
4. The sum of "Gross Gate Income" plus "Gate Donations" minus "actual SCA-rs fees" on the Event Report must equal the amount deposited
 - a. The money received by the bank is the final authority; numbers on the report must reflect deposits on the bank statement
 - b. Any discrepancy is almost certainly due to an error on the Event Report; refer to the Autocrat for correction
5. Sign, date, and file the report
6. Thank the Autocrats for their hard work

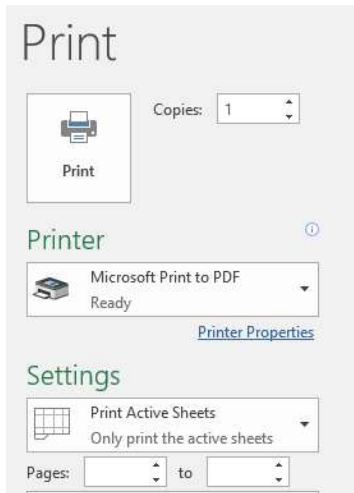
1. LEDGER MAINTENANCE (this is meant to be a glossary of transactions; if you don't see something that should be in there please let Fedor know!)

1. Line Placement by Occurrence:
 - a. Bank Fees: P4, L14, Col O&A
 - b. Bounced Checks: see NSF Checks
 - c. Donations/Payments from another SCA Branch IN Atlantia: P9, transfer in
 - d. Equipment Rental for Pending Event: P5a, Prepaid Expenses
 - e. Equipment purchases < \$2000: P4, General Supplies
 - f. Event Income (Gate): P11b, Income Detail Part 2
 - g. Food for Event: P4, L18, Food; Col AR
 - h. Insurance for Events (SCA): P10, transfer out to Corporate
 - i. NMS Checks: P10, Transfer Out, WITHIN Kingdom if branch report (branches send to Kingdom, Kingdom sends to Corporate)
 - j. NSF Checks: 5a (check amount AND any bank fees; do NOT report bank fees on P4 ln 14)
 - i. if still outstanding, amount goes in 5a Receivables (current)
 - ii. if paid back, zero out amount on 5a Receivables (current)
 - iii. if written off, 12a ln13, Bad Debts
 - k. Photocopies: P4, L22
 - l. Refunds from Events: P11B, L3B, Col AR
 - m. Shipping: P4, L22
 - n. Site Deposit/Payments for Events: P4, L21, Col AR
 - o. Sold item not on P6, Inventory Detail: P7, Other Sales Income

- p. Vehicle Tax: P 12a, L17, Fees & Honoraria
- 2. Voided checks in your ledger: If a check is actually sent out and then voided later, it should be recorded on two lines, like check 101 below
 - a. This is one situation where you can ignore the dire warnings on page 11, line 10 :)
 - b. If the check is never actually issued, then single-line reporting (like check 102 below) is appropriate. This check should *not* appear on the quarterly report.

Check #	Date	Name	Purpose	Out	In	Report
101	14 Oct 1066	Hastings Campground	Site Fee	\$150		P4L21 Occupancy & Site Charges
101	15 Oct 1066	VOID	Event Canceled		\$150	P11bL10 Other Income
102	21 July 1588	Medina Sidonia VOID	docking fee	--	--	n/a

You do not need to print and scan your reports – save yourselves time by first saving it as Excel, and then use <Save As> and select PDF as your file type.



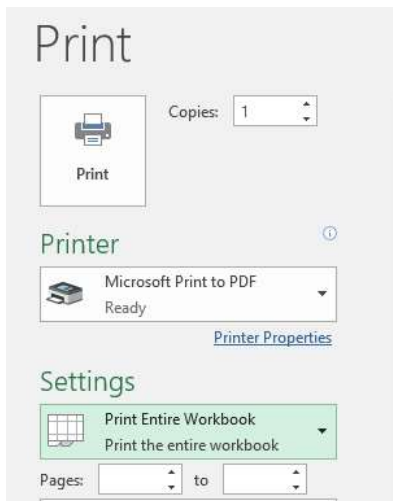
Some people have told me that <save as> + PDF does not work for them. The page they are on saves, but the entire workbook does not.

I don't know why this is so, but I have seen it myself – sometimes I can save the whole workbook as pdf, and sometimes not.

So here is a workaround. Save your Excel spreadsheet, and then select Print.

Select "Microsoft Print to PDF" as printer.

Notice right here in Settings, it says "Print Active Sheets" If you leave that as is, it will only save the sheet you currently are working on.



To make it save the whole thing, you need to select "Print Entire Workbook" in Settings.

It will then offer you an opportunity to tell the system where to save the file and what to name it.

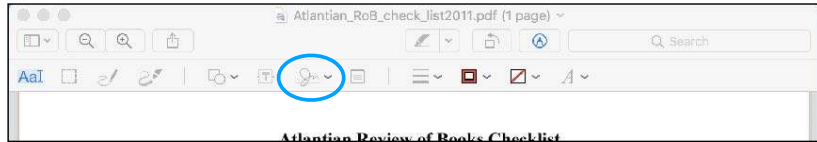
Signing a PDF on a Mac with Preview

To sign a PDF on a Mac using Preview, your Mac must be using OS X Lion or later. If you are not sure what operating system your Mac is running, simply follow this tutorial. If the screens look radically different, you will probably need to download Adobe Reader and use that to sign your documents.

1. Open the PDF you wish to sign in Preview.
2. Open the signature panel as follows:
 - Click the markup icon at the top of the menu screen to bring up the markup menu.



- Click on the signature icon.



3. Now you can use the trackpad to add a signature. If you'd rather sign a piece of paper, click the 'Camera' button. Then, sign in the middle of a piece of white paper and hold the paper up to the camera, positioning your signature on the line that will appear on the screen. Although your signature will be backwards as you show it to the camera, Preview will automatically flip it for you.

