



Exchequer 101: Exchequers Rules, Regs and Whys

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Note – all handbook page references in this handout refer to the
January 2020 Exchequer Handbook

This Information....

is a lot. We know this. So...

Our goal is to give you the highlights, and then references for the rest. Exchequer 201 explains HOW to do all of the things that are referenced in this overview.

The training is available on the web site for future reference:

<https://exchequer.atlantia.sca.org/training.php>

The web site has lots of other training resources and forms for your use. Explore!

Always remember that the Office of the Exchequer, Kingdom, Regional or Barony, is always there to assist you!

Requirements to be an Exchequer



- **Must be 18 and a citizen of Atlantia by residence or treaty**



- **Must be (and remain) a paid SCA member**



- **Must have access to (and read) the Acorn at your home**



- **Must be willing to be neutral and responsible**



- **Must be acceptable to the Crown and Kingdom Officer**



- **May NOT hold more than one “money related” office at a time**

– specifically you may NOT be Seneschal, Landed Baronage, or Royalty while Exchequer



- **May NOT live at the same address, nor be related to, nor in any relationship with any of the other signatories on the account**

Additionally – must have access to Excel (**not Google Docs or Open Office**) and Internet

So you want to be an Exchequer...

FIRST Read over the following:

SCA Governing Documents:

- Kingdom Financial Policy
- Kingdom Book of Policy (spec. Section 5)
- your branch financial policy

Important reading: Chancellor of the Exchequer Handbook

- This contains the guidelines you must follow
- There is a PDF available at

<https://www.sca.org/resources/document-library/exchequerhandbook/>

IF you are still interested then...

Apply for a warrant. The form is found at

<https://exchequer.atlantia.sca.org/forms/2021/Request%20for%20Warrant.doc>

It requires your signature, and your group Seneschal's signature

Include copies of government or educational institute issued photo ID and proof of SCA membership (address shown to match the address on the warrant request)

After the Warrant Request is approved

You will receive a **warrant** back!

FAQ's

Q: How long is the warrant valid?

A: 2 years, as long as your work and membership remain in good standing.

Q: What does the "Warrant of Appointment to Financial Office" mean?

A: The King and Queen and Kingdom Exchequer have signed off and given you Kingdom support.

- You are a financial representative of the SCA.
- This warrant may be taken to the bank – literally - for certain dealings!

Don't lose it!

Q: Can I renew my warrant?

A: Yes! After 2 years you may repeat this process.

****NOTE**** You must renew before the old warrant expires.

Q: How often may I renew?

A: For as long as you remain in good standing, your membership is valid, and you have the support of your local group

Please keep in mind that others may want to try this position. Take deputies. Be flexible and willing to step down for a while. You can go back to it later.

If you love it, consider becoming a Regional Exchequer (or even Kingdom Exchequer!)

Changing over Office



The office files belong to SCA, Inc. not the individual Exchequer.

- The entire set of records must be handed over within 30 days
 - All files should be electronic, Corp no longer requires paper
 - We are required to maintain seven (7) years of files
- If everyone does not play nice, appropriate measures will be taken.

Please make all office changes a positive experience for your group!

Core Group Responsibilities

- **We love our Deputies: Quartermasters and Chamberlains!**
- These offices **are** deputies under the office of Exchequer and require a warrant.
- **REMEMBER: Stuff=Money=Exchequer**

- Publish the group's financial information annually
 - Comparative Balance sheet and Income/Expense Statement from the Doomsday report
- Publish by newsletter or other form of distribution – **NOT SOCIAL MEDIA**
- Send a PDF copy of the group newsletter to the Kingdom Exchequer and upload it as part of the DropBox documents for the 1st quarter of the year
- Help group establish the required financial policy
- Help maintain records
- Keep good reporting relations with your group – **it's their money!**
- Complete the quarterly reports and send to correct people
- Ensure your group follows procedures as per local, Kingdom and Society policy
- **Have an identified Emergency Deputy**
- This Emergency Deputy must be able to take over all duties and function as the financial officer upon short notice.
- **Note:** we ARE warranting Deputies in Atlantia!!!
- Keep up with group regalia and "stuff"
- Get a bank account or update the signers

Bank Account Request Form

- Found here: <https://www.sca.org/bankaccountrequest/>
- Required before you make changes to a bank signature card
- Complete ALL of the information
 - Signers being added or kept – membership must be valid for at least **90 days** from date of submission
- Who may NOT be a signatory?
 - - Landed Baronage or Reigning Monarchs
 - – 2 people living at the same address or related to one another or in a personal relationship
- Who MUST be on the account?
 - Exchequer, Seneschal and Kingdom Exchequer
- Recommended signers:
 - Other local financial committee members (as many local signatories as your bank allows in addition to the required signatories). Keep your options open!
- Submit the completed form to Kingdom Exchequer
- Kingdom Exchequer will send to Corporate for approval
- Corporate will email to bank
- Process should take up to two months but has been taking more.

Bank Accounts and Checks

- **Must** be printed with the Group name in the form:
"SCA Inc, Group Name"

Example:

- "SCA Inc, Kingdom of Atlantia" **or**
"SCA Inc, Barony of Ponte Alto"
- **Must** have 2 lines for signatures
- **Must** have the statement "2 signatures required for checks to be valid"
 - You do **NOT** need to pay for extra processing by the bank
 - The bank may consider this is "memo line"
- Your account **must** provide you with monthly statements
- You **must** receive cancelled checks. (Images are ok and the cheapest option)
- Do **NOT** have anyone's address printed on the check
- You do **NOT** need to order checks from the Bank. (You may shop around.)
 - Checkdepot.net has the best prices I've found
- **Strongly suggested:** use duplicate checks

Review of Books

- Done every 2 years or whenever the office changes hands.
- This form shows the information to be reviewed.
<https://exchequer.atlantia.sca.org/forms/2020/SCAReviewofBooksReport.xls>
- It is a very informal process and verifies basic guideline compliance. It is **not** a test or an audit.

Keeping Records – for 7 years

Electronic records – not paper!!

- Your Kingdom DropBox counts as your second, offsite storage location
- What to keep in your Exchequer Directory (flash drives are great!)
 - the check book (the only paper anymore) and check register (up to date, of course)
 - Exchequer warrant
 - current copy of the signature card which is on-record at the bank if you can get a copy, some banks won't
 - local group financial policy
 - current property list
 - A folder with historic receipts, older than 7 years, that could be important to keep, such as for regalia or other property
 - Know where to find (but don't have to keep in your box)
 - Exchequer Handbook
 - Kingdom Policy
 - blank forms: blank event form, blank quarterly report form, donation receipt, cash advance form, NMR form

More about Keeping Records

A folder for each of the last 7 years, each containing:

- All 12 monthly bank statements with bank reconciliations
- Q1, Q2, Q3 quarterly reports (signed)
- Q4 - Domesday report (signed)
- Newsletter, email, or other info that proves that the group's financial status was published
- A folder containing receipts for all non-event related expenses, with the meeting minutes or emails that prove that the expense was authorized by the financial committee– Bank deposit receipt of any non-event income with an explanation of the deposit (Heraldic money? Donations?) including check copies
- Transfer forms for any other money that was exchanged with other SCA groups (kingdom or local groups)
<https://exchequer.atlantia.sca.org/forms/2020/Transfer%20Form.pdf>
- Notes about anything that happened that year that might be useful in understanding the finances

Still more about Keeping Records

(talk about your broken records!)

A folder for each of the last 7 years, each containing (continued):

A folder 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(s) with check copies
- Cash advance requests showing that the advances were resolved
- NMR form copy
- Transfer form if money was sent to another group

– A folder 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(s) with check copies
- Cash advance requests showing that the advances were resolved
- Transfer form if money was sent to another group (e.g., kingdom travel fund)

Financial Policy

- Each group is **REQUIRED** to have a financial policy
- It may **not** contradict or be less strict than Society or Kingdom Policy.
- It **must** be approved by the local group and the Kingdom Exchequer before it is valid.
- Changes to these policies must also be sent to the Kingdom Exchequer for approval before they are valid.
- This is the who, what, where, when, how, and why your group spends its money
- Policy defines the Financial Committee
- It must follow the policy template
<https://exchequer.atlantia.sca.org/forms/2021/Financial%20Policy%20template.docx> provided by Corp

Financial Committee

- The Exchequer does **NOT** make financial decisions alone
- The Financial Committee is the group of people that makes financial decisions
 - the Exchequer and the Seneschal are required to be on the committee
- It is OK to have the Financial Committee include:
 - “all other paid members voting at a meeting” ...Or
 - “all other paid members in the branch (**NOT RECOMMENDED!!!!!!!!!!!!!!!!!!!!!!!!!!!!**)” ...Or
 - a specific list of paid members

But note that all persons who vote on financial decisions MUST BE CURRENT PAID MEMBERS

- Please make sure your policy reflects how your group actually works (within the above constraints)
- If your committee includes “other paid members” concept, then also define an “Emergency Financial Committee” to deal with issues that must be resolved before the next meeting

Writing Checks

- To write a check, you need...
 - Authorization from Financial Committee
 - Emails from Financial Committee
 - Meeting minutes recording voting decisions

If an item is not on a budget (annual or event) and hasn't been approved by the committee, then you don't write the check

- **Never ever** pay out money without a receipt
- <https://exchequer.atlantia.sca.org/forms/2024/Kingdom%20Reimbursement%20Voucher.xls>
 - The person who wants reimbursement fills out the details and provides the right name and address



Budgets

- Recommend passing an annual budget. Financial Committee votes on the budget
- Define the usual expenses and authorization limits. For example:
 - Monthly payments to a storage unit
 - Postage for your Chronicler
 - Office supplies for the Seneschal or Exchequer
- Use the budget as authorization to write a check, when a receipt is presented
- Financial Committee votes on items not on the annual budget
- Financial Committee votes on and approves event budgets



Cash Controls

- Gate money –get this in time to get the money to the head Gate
<https://exchequer.atlantia.sca.org/forms/2024/Cash%20Advance%20Form.xlsx>
- (Ch 7, page 10 Handbook) “It is **not** an acceptable practice to 'borrow' starter cash from a person, and refund that cash later in the day. It is acceptable to write someone a check in return for the same amount in cash – but don’t mark that check as an expense of any kind because it’s an advance.”
- NEVER pay event costs out of the cash box at gate/troll!
 - This action **will** get your group suspended.
- Don’t make change (except for folks paying event fees) from the cash box
 - Doing so at busy gates can lead to errors and even make you vulnerable to scams

Cash Controls (continued)

- Do not deposit SCA money into your personal account and write a check later – this includes fundraisers!!!

****NOTE**** It seems innocent but it's sooo not okay. This is called co-mingling of funds. And it appears like embezzlement to auditors.

- All cash (heralds, troll) must go into an SCA, Inc account for deposit and have group check written for transfer out.
- Groups may not buy money orders to send to Kingdom or other groups
- Society says for Cash/checks over \$50 will be deposited within 14 days; Atlantian policy says all money should be deposited **within 14 days**. SO DEPOSIT ASAP! **This is VERY IMPORTANT**
- Document cash advances and clear them within 60 days.
- Checks **must always** have 2 signatures.
- **DO NOT SIGN BLANK CHECKS!!**
 - They **must** have a “To” and the amount!
 - “To” **must** be a person or business, **not** “Cash”

Handling Bad Checks



Follow Chapter 14 of the Handbook

- Please send copies of communications to your Regional as well as the Regional for any other group involved, along with those people mentioned in Chapter 14.
- Please write the full name and check number for Receivables on your reports!!
- If you are carrying this debt for over an entire calendar year with no word, it is time to write off the debt as a loss.

No No's

- No ATM card
- No online payment systems except
 - The SCA Reservation System (SCORES), managed by Corporate
 - PayPal for Heraldry and donations (not gate fees)
- No SCA Inc (group) money may be used in whole or part to benefit private individuals - translation:
 - No specific disaster relief funds (usually not 501c3)
 - No special occasion gifts (flowers, etc..) to members. (Prizes are not gifts; they are general supplies.)
 - No replacement of private property broken at SCA events (we have insurance)
 - No membership in the SCA or NMR paid for private individuals
- No alcohol (except for small cook amounts) or fireworks
- No cryptocurrency



A few more No No's

- No raffles or online auctions
- Money may not be loaned to individuals – nor do we accept loans from individuals
- Money raised for one purpose may not be used for a different purpose – be careful to list secondary purposes when you have a fundraiser
- No cash as prizes (in Atlantia)
- We may not accept cars as donation
- Land donation is very tricky and subject to the BOD



- Gift cards/certificates only for items that are SCA legal upon redemption.
 - NO pre-paid credit cards.
- Money may not be spent on events or meetings closed to the general populace
 - Unless there is a business agenda that requires limited attendance, such as officer meetings.
 - NOTE: Royalty-only and order-only meetings are **specifically** ineligible for reimbursement.
 - Teas/Crown Breakfast/Luncheons
 - These CAN be eligible but must meet the above criteria
 - Not Royals only or they open for people after a short meeting, etc..

“Stuff” Regalia vs. Inventory vs. Property

Types of Property (3 kinds)

Regalia	As of 2020 Q4, Regalia (crowns etc.) is no longer considered artwork or jewelry. Such items costing \$2000 or more are reported as depreciable property (see below). Such items costing less than \$2000 are reported as Supplies, Activity Related , and are tracked with the group’s property inventory .	Property – ND (not depreciated)	Items >\$2000 in cost that don’t wear out over time don’t get depreciated
Inventory	Inventory is defined as items that are bought in bulk for resale that cost >\$250 total when bought.	Property – D (depreciated)	Items >\$2000 in cost that do wear out over time (like pavilions) get depreciated
Property	Property is most everything else. – There is also depreciable (D) and nondepreciable (ND) property.	Property/Supplies	Supplies <\$2000 get expensed and then live on the group’s property list (separate from the general report) – May be kept by the Exchequer or a deputy such as a chamberlain or quartermaster.

Speaking of property – Donations

- No group has to accept anyone's donations.
- If someone gives you a donation and says it's worth anywhere near \$5000, please consult the SOCIETY Exchequer.
 - The IRS has special rules on getting an outside appraisal of the value.
- Please consult with the Society Exchequer before accepting any donation to the SCA of amounts greater than a few hundred dollars.
- Offer receipt for donations for their taxes (refer to Handbook Chapter 8.V.A).
 - It is not up to us to fill in the amount it's worth (Fair Market Value).
 - We only thank the person for the item and describe it.

An acknowledgement of donation form may be found here:

<https://www.sca.org/wp-content/uploads/2022/06/SCA-Donation-Receipt-2022.pdf>



Transfer: SCA-MD Inc

- If you are an SCA-MD Inc entity receiving / sending funds with another SCA-MD Inc entity, this is reported as a Transfer
- If you are SCA Inc (Virginia, North Carolina, South Carolina, Georgia) receiving / sending funds with an SCA-MD Inc entity, this is reported as a Donation From (To) another 501(c)(3)

SCA MD Inc (Maryland) is a subsidiary. They have their own tax ID. Non-subsidary groups are SCA Inc and share the corporate tax ID.

Event Notes & Exchequer's Duties

- Checks have to be written before, during, and after events.
 - Plan accordingly with signatories
- Herald
 - If they receive cash, it must be deposited into the branch account and then sent (“transferred”) to the College of Heralds
 - MAKE ARRANGEMENTS BEFORE THE EVENT with your Herald (if needed)
 - They have 10 day deadlines to have reports delivered
 - Their funds are NOT considered “event funds”
- Multiple local signatories makes life much easier
- You don't have to go to every event but you do have to delegate and plan well

Non-Member Registration (NMR)

- Board of Directors instituted a nonmember registration with a member discount of \$10 on admission to events.
- The NMR will not be collected if there is no fee to attend the event.
- The NMR and member discount will **not** be applicable to anyone for whom there is a discounted event fee (i.e. youth rate).
- Funds are gathered as part of your gate income and transferred/donated to Atlantia; Atlantia transfers them to SCA Corporate
- For more info see “Non Member Registration FAQ” at

<https://www.sca.org/resources/document-library/nmrfaq/>

- This report must be done as soon as Troll/Gate is closed for the event. When you give the autocrat the gate numbers when Troll closes you have the data, USE IT.
- This form is due via email to the NMR deputy and Kingdom Exchequer within 5 calendar days of the event. You do not need to send the check at the same time – but it is due within 14 calendar days
- If the report is late your group could be suspended!
- Write the check to “SCA Inc Kingdom of Atlantia”
- On quarterly report list it as a “Transfer within Kingdom” on page 10. Unless you are in Maryland, in which case it is reported as a donation.



Quarterly/Domesday Reporting

- What is the report?
 - Explained in Chapter 9 of the Exchequer Handbook
 - Excel versions available online
- <https://www.sca.org/resources/document-library/#treasurer>
 - Some branches can use Small
 - Use Medium for branches that have inventory, regalia, depreciated or non-depreciated property, multiple funds, or more than one bank account.

- Which pages are required?

All of them.

Just send the whole report. Print all pages to PDF, and send that, along with the Excel file. That way you get all required pages, for sure! See “How to save and sign pdf” or “Signing PDF on a Mac”, here

<https://exchequer.atlantia.sca.org/training/2018/How%20to%20save%20and%20sign%20pdf.pdf>

<https://exchequer.atlantia.sca.org/training/SigningPdfonaMac.pdf>

Reporting

- Do I send anything else with the report?
 - **YES**, you must send
 - The Excel file itself (not just the signed PDF)
 - Copies of all your bank statements from that quarter (not just the last month's) signed by the Exchequer and Seneschal **MONTHLY**
 - Event reports and copies of all event receipts for events held in the quarter
 - Copies of non-event-related receipts for any other checks written in the quarter
 - A copy of your ledger/check register
 - We use shared DropBox folders for reporting, so no large emails to send!

Due dates

- Reports are due the same times each year:
 - Q1 (Jan 1 – Mar 31) due April 30th
 - Q2 (Jan 1 - Jun 30) due July 31st
 - Q3 (Jan 1 - Sept 30) due Oct 31st
 - Q4 (Jan 1 - Dec 31) due Jan 31st of the next year (Doomsday/Domesday)
- Note: 30 day late reports = possible suspension of group and/or removal of Exchequer
- **BUT** ...a late Q4 / doomsday = **suspension!!!!**
- Monthly bank reconciliations are due to Seneschal for review and signature by the end of the following month (i.e. July's reconciliation is due Aug 31).

Reporting



- **Where are the reports sent?**

- In Atlantia, copies of the reports are sent to the Regional deputies after they are signed by the Seneschal.



- **Who gets copies of the report?**

- Local Exchequer keeps the original and gives a copy to their Seneschal
- Cantons should send courtesy copies to their Barony
- Baronial Exchequers may give copies to their landed Baronage

What if my group is Incipient?

- If your group is new and either has no funds yet or their funds are still controlled by another group your money will be handled by your sponsoring group.
- The sponsor group reports any money as a Fund on pg. 14.
- **Note:** The groups should get together quarterly and make sure the amount each thinks they have matches, but the incipient can track this in a ledger or Excel sheet.

BUT:

- The incipient group must submit a “negative activity” form.
 - Send to Regional and sponsoring group
 - Establish a pattern of reporting regularly and on-time

• THE EXCHEQUER FOR THE INCIPIENT GROUP CAN SUBMIT A REQUEST FOR WARRANT WHICH IS SIGNED BY THE INCIPIENT AND SPONSORING GROUP SENESCHAL AND EXCHEQUER

• MONEY IS STILL MANAGED BY SPONSORING GROUP UNTIL THE INCIPIENT GROUP REACHES FULL STATUS

• ONCE THE GROUP ACHIEVES FULL STATUS THEY CAN OPEN THEIR OWN BANK ACCOUNT

Summary

It's all about:

- Work **WITH** your group
- Follow law/policies
- Document. Document. Document.
- Communicate. Research. **ASK !!**
 - See the Handbooks
 - Check out the web
 - Ask your Regional Exchequer
 - Ask your Kingdom Exchequer

Resources

- Exchequer Handbook - <http://www.sca.org/resources/document-library/ExchequerHandbook>
- Society Financial Policy - <https://www.sca.org/resources/document-library/scafp-10-16-22/>
- Atlantia Financial Policy is on this page- <https://exchequer.atlantia.sca.org/branchpolicy.php>
- Society Exchequer Home Page - <http://www.sca.org/officers/Exchequer/>
- Kingdom Exchequer Home Page - <http://Exchequer.atlantia.sca.org>