

Exchequer Reports and Forms
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SUN, November 7th, 2015

1) Quarterly Reports

- a) Deadlines
 - i) Due at the end of the month following the end of the quarter
 - (1) First quarter report is due April 30
 - (2) Second quarter report is due July 31
 - (3) Third quarter report is due October 31
 - (4) Fourth quarter and year-end (Domesday) reports are due January 31
 - ii) Get your report reviewed in advance of the deadline
 - (1) Send it to your Regional Exchequer for review
 - (2) Work with you Regional Exchequer to make sure the report is correct
 - iii) Any report that is not accurate and complete (including signatures) on the deadline is considered late.
- b) Which report to use
 - i) ALWAYS use the LOCKED version of the quarterly report (found on the Society Exchequer's page)
 - ii) If your group has no regalia or depreciable assets, and no dedicated funds
 - (1) If your group is in Wisconsin or Michigan
 - (a) Use the Subsidiary Small report
(http://sca.org/docs/finpolicies/SCASubFinancialReportv3_SMALL_locked.xls)
 - (2) If your group is in Canada
 - (a) Use the Non-US report
(http://sca.org/docs/finpolicies/SCAXUSFinancialReportv3_SMALL_locked.xls)
 - (3) If your group is in Minnesota, North Dakota, or South Dakota
 - (a) Use the Small report
(http://sca.org/docs/finpolicies/SCAFinancialReportv3_SMALL_locked.xls)
 - iii) If your group has regalia, depreciable assets, or dedicated funds
 - (1) If your group is in Wisconsin or Michigan
 - (a) Use the Subsidiary Medium report
(http://sca.org/docs/finpolicies/SCASubFinancialReportv3_MEDIUM_locked.xls)
 - (2) If your group is in Canada, Minnesota, North Dakota, or South Dakota
 - (a) Use the Medium report
(http://sca.org/docs/finpolicies/SCAFinancialReportv3_MEDIUM_locked.xls)
 - iv) If your group is an incipient group, you need to complete a ghost report
 - (1) Use the applicable form from above
 - (2) Work with your sponsoring group's exchequer to complete the report as though you held funds, even though your funds are held by your sponsoring group
- c) All reports except the year-end (Domesday) may be submitted electronically as PDF files

2) Monthly Bank Statement Reconciliation

- a) These are due by the end of the following month. For example, the July bank statement/reconciliation is due August 31

- b) What to do
 - i) Reconcile your bank statement with your ledger each month
 - (1) We recommend using the form on the back of most bank statements
 - ii) Review the reconciliation with your seneschal
 - iii) Both you and your seneschal should sign and date the bank statement and reconciliation
 - iv) Send to your Regional Exchequer and Kingdom Exchequer by the deadline
- c) You must receive monthly bank statements, even if there were no transactions
- d) If your bank statements do not go from the 1st to the end of the month, you will need to use both statements containing dates for that month to complete the reconciliation

3) Event Reports

- a) The event report is due 30 days after the close of the event
- b) An event is any activity that is advertised on the Kingdom Calendar, in the Kingdom newsletter, or in the Branch newsletter.
- c) The report can be found at <http://www.northshield.org/Resources/XLS/EventReportTemplate.xls>
- d) The report must be signed by both the Event Steward and the Branch Exchequer

4) NMS Reports and Payments

- a) The NMS report and payment are due 10 business days after the close of the event
- b) These should be sent to the NMS Deputy
- c) The report can be found at <http://www.northshield.org/Resources/PDF/NonMemberSurchargeForm.pdf>

5) Review of Books Report

- a) This must be completed every 2 years or when the exchequer office changes hands
- b) The process is described in the Local Exchequer's Handbook in Chapter 3
- c) The report can be found at <http://sca.org/officers/exchequer/SCAReviewofBooksReport.xls>
- d) This can be completed by any Regional Exchequer, CERN Deputy, or the Kingdom Exchequer, whoever is available to meet with the Branch Exchequer

6) Forms

- a) Cash Reimbursement Request
 - i) Complete for every reimbursement, attach receipts
- b) Deposit Record Form
 - i) Complete for every deposit (can use Deposit Verification Form for gate deposit)
- c) SCA Transfer of Funds Form
 - i) Complete and send with any check being sent to another SCA group.
 - ii) If you aren't sure if it should be considered a transfer or a donation (when at least one of the groups either sending or receiving is located in Wisconsin, Michigan, or Canada, and both groups are not in the same state/country), please ask your Regional Exchequer