

Exchequer 101

What is an Exchequer?

“Exchequer” is the SCA term for the treasurer for a local group/branch, Kingdom or the Society.

What does an Exchequer do?

- Chair of the Financial Committee for their branch.
- Work with the Financial Committee to review and update the branch’s Financial Policy at least once every other year.
- Requests budgets from the branch officers annually for the Financial Committee to approve.
- Responsible for writing checks for the branch and depositing funds in a timely manner.
 - NMR checks are written to Kingdom and sent to the NMR Deputy
 - Heraldry submissions checks are written to Kingdom and sent to the Kingdom Exchequer.
- Keeps and maintains copies of budgets, financial committee approvals, gate sheets and NMR reports for each event hosted by the branch.
- Responsible for reporting monthly on the finances of the branch to the branch.
- Responsible for reporting quarterly on the finances of the branch to the Kingdom Exchequer.
- Keeps and maintains the records of all the financial activity and assets, cash and non-cash, in their branch for 7 years.

Do I need to be warranted?

Yes. To become warranted, you first need to complete the Request for Warrant and send it in with a copy of your driver’s license and blue membership card to the Kingdom Exchequer. Then the Kingdom Exchequer will draw up the Financial Warrant to be signed by the Crown. Once signed, you are a warranted exchequer.

What is a Financial Committee?

As the local Exchequer, you are the Chair of the local Financial Committee. When the need arises, it is the Exchequer that calls for a meeting of the Financial Committee. Members of the Financial Committee have an equal vote, with exception of the Crown and B&B’s who share a vote, when financial decisions are being discussed. The Financial Committee must vote to approve all expenditures for the branch prior to SCA funds being spent. This includes, but is not limited to, officer budgets and event budgets. As Chair, it is your responsibility to ensure that the branches expenditures meet the Branch, Kingdom, and Society Financial Policies regarding approved expenses, as well as the needs for the branch. The local Exchequer is responsible for recording the Meeting Minutes of the meetings and the decisions.

What is a Financial Policy?

Each group should have a document that spells out who makes up the Financial Committee and how money is to be handled and spent. If your group does not have one, a Default Branch Financial Policy can be found in the Appendices of the Outlands Financial Policy and in the Exchequer Library on the Exchequer page at www.Outlands.org. However, it is best to have a financial policy that will meet the specific needs of your group. The Default policy can be easily edited to make it branch specific. The Kingdom Exchequer must approve all new or revised policies.

What if my group wants to hold an event? What is my role?

Before – Help with budgeting. Make sure that people know that they must keep receipts for any money they spend on an event. The group’s financial committee must approve all expenditures before money is spent. Make sure that gate has starter change (seed money) for the cashbox, sign-in (gate) forms and waiver forms. Appoint a Reservationist for your Financial Committee to approve with the event proposal. A Reservationist is someone who is warranted and responsible for accepting pre-registrations for the event. This person will work closely with the Kingdom SCARs Deputy for online pre-registrations.

During – Make sure that gate collects waivers from non-members, records members and checks for their blue SCA membership cards. Make sure they note how many people through the gate are non-members.

You are not required to run gate, but you are responsible for training the gate volunteers. A financially warranted individual must be present to handle money, or at least available if questions arise. Only paid SCA members may handle money at gate.

After – Make out a report and check for the Non-Member Registration fees that were collected and send them to the NMR Deputy. Send copies of the collected waivers and gate forms to the Waiver Deputy. Collect receipts for any advances you have paid out to other SCA members for the event. Reimburse members for (approved) money they spent on the event. Work with the Autocrat(s) to draft a Final Event Financial Report.

What is a Financial Report?

The Financial Report is a report, required by Kingdom and Corpora, that details money coming into the local group and money being spent in each quarter. This information is recorded on the Excel spreadsheet provided by SCA, Inc. and allows the Kingdom Exchequer to make a consolidated report to Corporate, who then formulates the report for the IRS.

What is the difference between a quarterly Financial Report and the Doomsday report?

The quarterly reports are done at the end of each quarter and are typically cumulative from quarter to quarter. The Doomsday report is essentially the 4th quarter, cumulative, Financial Report that covers the entire year's financial activities for the branch.

What are the financial reporting requirements?

Financial Reports are cumulative and include of the following elements:

- The SCA-defined Financial Report form
- Journal or Ledger used to record the financial activity of the branch
- A current list of variances in effect
- Bank Statements for the period being reported

When are my financial reports due?

- Quarterly reports are due to the Kingdom 30 days after the end of each quarter. These dates are April 30th, July 30th, October 30th and January 30th.
- The signed reports are due on the 15th of the month following the report due date - May, August, November, and February. The final, signed Doomsday is due no later than February 15th.

Who do my reports get sent to?

- Quarterly and Doomsday electronic reports are first sent to your Kingdom Exchequer or Deputy Exchequer for review and approval.
- Once approved, the local exchequer will provide them to the local seneschal for review. The seneschal will sign both the financial report and the bank statements and return them to the local exchequer.
- The exchequer will also sign the financial report and send copies of the signed report and signed bank statements to the Kingdom Exchequer.
- The local coronets, if applicable, shall also receive a copy of the financial reports.
- If your group is a canton, a copy of your report also gets sent to the baronial exchequer for record-keeping purposes.

What is NMR (formerly NMS)?

- NMR is the \$5 Non-Member Registration paid by non-members at the gate of an event.
- Within 10 days after each event, the exchequer must send a report and a check to the Kingdom NMR Deputy.
- This money is then sent to Corporate, who uses the money to help run the SCA.

How do Heraldry Submissions work?

- Each branch's local herald will work with members to submit (submitter) a name, badge and/or device to the Kingdom Gold Castle Herald.
- There is a \$5 fee for each submission, but resubmissions are free. The local herald can choose to receive these payments, or have the submitter pass the payment on to the local exchequer, whichever works best for your group.
- The herald and the exchequer will work together to complete the Branch Heraldry Payment Record.
 - Ideally, the herald would complete the top portion with the submitter information, while the exchequer confirms receipt of those payments and completes the bottom portion with the branch check information.
 - There should be 4 copies of the completed form:
 - One for the herald to send in with submissions to the Kingdom Gold Castle Herald,
 - One for the exchequer to send in with the branch check to the Kingdom Exchequer, and
 - A copy for each to save for their own record-keeping documentation.
- Personal checks should never be passed on to Kingdom.
- Heraldry paid via a Kingdom PayPal invoice will still need to be recorded on the Branch Monthly Heraldry Payment Record, though the amount should not be included in the check to Kingdom.

Where can I find more information?

Outlands Exchequer Webpage: <https://www.outlands.org/kingdom-officers/exchequer>

Forms, Policies, and Handbooks: <https://www.outlands.org/exchequer-library>

SCA Exchequer Document Library: <https://www.sca.org/resources/document-library/>

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