



THE SOCIETY FOR CREATIVE ANACHRONISM, INC.  
FINANCIAL REPORT

Branch: \_\_\_\_\_ Period: \_\_\_\_\_ to \_\_\_\_\_ .

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**ADDITIONAL WORKSHEETS**

FREE FORM

Unlocked Worksheet for other information (ledgers, etc.)

Version: AS L 4.5 SMALL.pdf LOCAL

**Make sure that all pages marked 'REQUIRED' are submitted and filed.**



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### CHANCELLOR OF THE EXCHEQUER CONTACT INFORMATION

Warrant End Date:			
Legal Name:			
Street Address:			
City:	State or Province:	Zip or Postal Code:	
Home Telephone:	Alternate Phone:		
Internet or E-mail Address (Required if available):			Membership #:
SCA Name:			Exp. Date:
<b>Mailing address (IF NOT THE SAME AS ABOVE):</b>			
PO Box/Address:			
City:	State or Province:	Zip or Postal Code:	

**Deputy for:** \_\_\_\_\_

Legal Name:			
Street Address:			
City:	State or Province:	Zip or Postal Code:	
Home Telephone:	Alternate Phone:		
Internet or E-mail Address (Required if available):			Membership #:
SCA Name:			Exp. Date:

**Deputy for:** \_\_\_\_\_

Legal Name:			
Street Address:			
City:	State or Province:	Zip or Postal Code:	
Home Telephone:	Alternate Phone:		
Internet or E-mail Address (Required if available):			Membership #:
SCA Name:			Exp. Date:



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**PRIMARY ACCOUNT RECONCILIATION**

Complete this form for the **primary** bank account held and managed by this Society branch or office. Attach a copy of the bank statement which includes ending date of period. Kingdoms may require more information to be attached. If your branch has funds but does not keep them in a bank account, use the Comment page to explain how the funds are managed.

Bank Name:	_____		
Bank Account Title:	_____		
Bank Account Type :	_____	Bank's Signature Requirement:	_____
Bank Account Number :	_____	Statement Ending Date:	_____
Bank Branch Phone Number and Name of Contact:	_____		

USD \$

**1. Balance from bank statement at end of period**

Deposit Date	Amount of Deposit	Deposit Date	Amount of Deposit

<b>2. Deposits not cleared on statement</b>	<b>TOTAL</b>	0.00
---------------------------------------------	--------------	------

Check Number	Date	Check Amount	Check Number	Date	Check Amount

<b>3. Checks not cleared on statement</b>	<b>TOTAL</b>	0.00
-------------------------------------------	--------------	------

<b>4. Adjusted ACCOUNT Balance (Line 1 + Line 2 - Line 3)</b>	0.00	0.00
---------------------------------------------------------------	------	------

**5. Ending LEDGER or REGISTER Balance**

**6. Does this account earn interest? (YES or NO)**  *NO: add line 5 to Pg. 3 Line 1.a.(End)*  
*YES: add line 5 to Pg. 3 Line 1.b.(End)*

All Persons below are on the signature card as of (date): \_\_\_\_\_

Title	Legal Name (Print)	Address	Member # / Exp mm/yyyy
Exchequer		0	0 Jan/1900

Branch accounts must include the exchequer and the Kingdom exchequer (or their designate) as signatories.

Sign:	Exchequer:	Date:
Seneschal:		



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**SECONDARY ACCOUNTS RECONCILIATION - OVERFLOW**

Complete one column for each **secondary** bank account held and managed by this Society branch or office. **Fill in all information** for the data to pass on to the Balance Sheet. Attach copies of the bank statements which include ending date of period and reconciliation for each account.

Kingdoms may require more information to be attached.

Bank Name						
Account Number						
Bank's Signature Req:						
Account Type						
<b>Interest Bearing?</b>						**
<b>Statement End Date</b>						**
<b>A: Statement Ending Balance</b>						A
<b>B: Total Deposits not credited</b>						B
<b>C: Total Withdrawals not cleared</b>						C
Non-Interest Bearing Adjusted Bank Balance (A + B - C)	0.00	0.00	0.00	0.00		Pg. 1 I.a
Interest Bearing Adjusted Bank Balance (A + B - C)	0.00	0.00	0.00	0.00		Pg. 1 I.b
<b>ENDING BALANCES</b>						
Ending Balance in Register/Ledger						
<b>SIGNATORIES</b>						
Legal Name						
Member #						1
Expiration mm/yyyy						
Legal Name						
Member #						2
Expiration mm/yyyy						
Legal Name						
Member #						3
Expiration mm/yyyy						
Legal Name						
Member #						4
Expiration mm/yyyy						
Legal Name						
Member #						5
Expiration mm/yyyy						
Legal Name						
Member #						6
Expiration mm/yyyy						

*Use additional sheets if necessary*



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### COMPARATIVE BALANCE STATEMENT

For **Cumulative** Quarterly Reports, use **last year's** Comparative Balance Sheet (End) amounts for the (Start) amounts.

For **Sequential** Quarterly Reports, use **last report's** Comparative Balance Sheet (End) amounts for the (Start) amounts.

For **Year-end** Reports, the (Start) numbers will be provided to you by the Kingdom Exchequer. The numbers may have changed from what was submitted last year because of transfer reconciliation between your account and other accounts.

The Year-end Report must be signed by the person preparing the report.

**(START) FIGURES MAY NOT BE CHANGED UNDER ANY CIRCUMSTANCES!**

		USD \$	USD \$	
<b>I. ASSETS</b>	(from page)	Start	End	Diff
a) Undeposited and Non-Interest Bearing Cash	(2,5a)		0.00	0.00
b) Cash Earning Interest	(2)		0.00	0.00
c) Receivables	(5a)	0.00	0.00	0.00
d) Inventory For Sale (Major Inventory)	(6)			0.00
e) Regalia & Non-Depreciated Equipment	(7)			0.00
f) Depreciated Equipment	(8)			0.00
g) MINUS Accumulated Depreciation	(8)			0.00
h) Prepaid Expenses	(5a)	0.00	0.00	0.00
i) Other Assets	(5a)	0.00	0.00	0.00
<b>j) TOTAL ASSETS</b>	Add <b>a</b> through <b>i</b> , subtract <b>g</b> , then add <b>h</b> and <b>i</b>	0.00	0.00	0.00

<b>II. LIABILITIES</b>				
a) Newsletter Subscriptions Due	(15)			0.00
b) Deferred Revenue	(5b)	0.00	0.00	0.00
c) Payables	(5b)	0.00	0.00	0.00
d) Other Liabilities	(5b)	0.00	0.00	0.00
<b>e) TOTAL LIABILITIES</b>	Add <b>a</b> through <b>d</b>	0.00	0.00	0.00

<b>III. NET WORTH</b>	Line <b>I.i</b> minus Line <b>II.d</b>	0.00	0.00
<b>Proof:</b>	Change in Net Worth	III(End) - III(Start) <b>(A)</b>	<b>(A = B) ? If NO, the report is incomplete.</b>
	Net Income	Income Statement Line 32 <b>(B)</b>	

Legal Names:	Print	Sign	Date:
Exchequer:			
Seneschal:			

Signatures below certify that the information on this report is correct and complete to the best of their knowledge.



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## INCOME STATEMENT

USD \$

INCOME		(from page)	Gross	Cost	Amount
1a	Fund Raising: <b>Non-medieval</b> activities to earn	(11a)		INTERNAL	0.00
1b	income (raffles, car washes, bake sales, etc.)	(11a)		EXTERNAL	0.00
2	Direct Contributions/Donations: <b>No activity</b>	(11a)			0.00
3a	Activity Related: <b>Medieval</b> activities to earn income	(11a)		Income from Demos and Activity Fees	0.00
3b	(events, demos, heraldry fees)	(11b)		Adjusted Gross Event Income	0.00
4a	Funds Transferred In from Another SCA Account	(9)		WITHIN KINGDOM	0.00
4b		(9)		OUTSIDE KINGDOM	0.00
5	Interest Earned				
6	Net Inventory Sales Income	(6)	Gross-Cost=Net		0.00
7	Other Sales Income	(7)			
8	Adjusted Gross Newsletter Income	(15)			
9	Net Advertising Income	(11b)	Gross-Cost=Net	0.00	0.00
10	Other Income	(11b)			0.00
11	<b>TOTAL GROSS INCOME</b>			(Sum of Lines 1 through 9)	0.00

SCA, Inc. Stock Clerk expenses are General Supplies!

EXPENSES		(from page)	Office & Admin.	Activity Related	Fund Raising	Total
12	Advertising (NON-SCA)	(12a)		0.00		0.00
13	Bad Debts	(12a)	0.00	0.00	0.00	0.00
14	Bank Service Charges					0.00
15	Depreciation	(8)				0.00
16	Equipment Rental & Maintenance					0.00
17	Fees & Honoraria	(12a)	0.00	0.00	0.00	0.00
18	Food					0.00
19	General Supplies					0.00
20	Insurance (NON-SCA)	(12b)	0.00	0.00	0.00	0.00
21	Occupancy & Site Charges					0.00
22	Postage & Shipping, PO Box Rental					0.00
23	Printing & Publications					0.00
24	Released Equipment	(7)	0.00		0.00	0.00
25	Telephone					0.00
26	Travel (Gas, Tolls, Airfare)					0.00
27	<b>SUB-TOTAL (Lines 12-26)</b>		0.00	0.00	0.00	0.00
28	Other Expenses				(12b)	0.00
29	Donations to Other 501(c)(3) [Nonprofit] Organizations				(12b)	0.00
30a	Funds Transferred Out to Another SCA Account			WITHIN KINGDOM	(10)	0.00
30b				OUTSIDE KINGDOM	(10)	0.00
31	<b>TOTAL EXPENSES</b>				(Line 27 TOTAL + Lines 28 to 30b)	0.00
32	<b>NET INCOME (MUST MATCH Change in Net Worth)</b>				(Line 11 Minus Line 31)	0.00

Legal Names: \_\_\_\_\_ Print

Sign

Exchequer:		Date:
Seneschal:		Date:



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### ASSET DETAIL WORKSHEET

Undeposited funds are cash or checks not yet deposited into an account, and the amount of any temporary cash funds that may exist. Enter the total amount below with the reason it is not in a bank. Also enter any undeposited transfer checks written in prior year.

*4th quarter only:* Also enter any undeposited transfer checks written in prior year.

UNDEPOSITED FUNDS AND LATE-ARRIVING TRANSFER CHECKS			
Sending Branch or Reason	Amount	Sending Branch or Reason	Amount
<b>Add TOTAL to Pg. 3 I.a (End)</b>			0.00

Receivables are funds that are due to the SCA, Inc. from third parties through already established obligations. Examples include: Unresolved cash advances, returned checks and bank fees, etc.

RECEIVABLES: Owed From	Reason	Prior Amount	Current Amount
<b>TOTAL</b>		0.00	0.00
<b>Show on</b>		<i>Pg. 3 I.c (Start)</i>	<i>Pg. 3 I.c (End)</i>

Prepaid expenses are any expenses that we have paid for in advance, such as site deposits or down payments, that will be used toward the final payment. We are still owed the product or service for which that payment is related, or a refund.

PREPAID EXPENSES: Description	Prior Amount	Current Amount
<b>Show on</b>		0.00
<b>Show on</b>		<i>Pg. 3 I.h (Start)</i>
<b>Show on</b>		<i>Pg. 3 I.h (End)</i>

Other assets are any assets that do not fall into any other category. An example is a site security deposit which will be returned after the event has occurred and the site is inspected.

OTHER ASSETS: Description	Prior Amount	Current Amount
<b>Show on</b>		0.00
<b>Show on</b>		<i>Pg. 3 I.i (Start)</i>
<b>Show on</b>		<i>Pg. 3 I.i (End)</i>

*Use additional sheets if necessary*









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**SCA FUNDS TRANSFERRED DETAIL - OUT**

Funds transferred to another SCA account *within* the Kingdom and *in the same country*:

<b>WITHIN THE KINGDOM</b>	<b>Check #</b>	<b>Check Date</b>	<b>Amount</b>
Show TOTAL on Pg. 4 Line 30a			0.00

Funds transferred to another SCA account *outside of* the Kingdom and *in the same country*:

<b>(A) THE CORPORATE OFFICE OR OFFICER Office and Reason</b>	<b>Check #</b>	<b>Check Date</b>	<b>Amount</b>
<b>TOTAL (A)</b>			<b>0.00</b>
<b>(B) OUTSIDE THE KINGDOM, SAME COUNTRY Kingdom and Branch or Account</b>	<b>Check #</b>	<b>Check Date</b>	<b>Amount</b>
<b>TOTAL (B)</b>			<b>0.00</b>
<b>TOTAL TRANSFERS TO OUTSIDE THE KINGDOM: [(A)+(B)]</b>			<b>0.00</b>
Show on			<i>Pg. 4 Line 30b</i>



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**INCOME DETAIL PART 1**

<b>1a. FUNDRAISING INCOME (INTERNAL) Event</b>	<b>Activity at the event</b>	<b>Amount</b>
<b>Show TOTAL on Pg. 4 Line 1a</b>		0.00

<b>1b. FUNDRAISING INCOME (EXTERNAL) Place</b>	<b>Activity</b>	<b>Amount</b>
<b>Show TOTAL on Pg. 4 Line 1b</b>		0.00

Transfers in from foreign branches (except PayPal) go under a) below!

<b>2. DIRECT CONTRIBUTIONS</b>	<b>Amount</b>
a) Donations received without consideration - List each transaction on INCOME_DTL_11c Worksheet	0.00
<b>Show TOTAL on Pg. 4 Line 2</b>	
	0.00

<b>3a. INCOME FROM DEMOS AND ACTIVITY FEES From</b>	<b>Activity</b>	<b>Amount</b>
<b>Show TOTAL on Pg. 4 Line 3a</b>		0.00

*Use additional sheets if necessary*



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**INCOME DETAIL PART 2**

**3b. ADJUSTED GROSS EVENT INCOME**

Event Name	(A) Gross Gate Income (+ NMS)	(B) Total Refunds	(A-B) Adj. Gross Income
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
<b>TOTAL (A)</b>			0.00
PayPal Income: Event Name	(A) PayPal Income	(B) Total Refunds	(A-B) Adj. Gross Income
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
<b>TOTAL (B)</b>			0.00
<b>Show TOTAL [(A)+(B)] on Pg. 4 Line 3b</b>			0.00

7. NET ADVERTISING INCOME Publication/Issue/Event	(A) Gross Income	(B) Advertising Cost	(A-B) Net Income
			0.00
			0.00
			0.00
<b>Show TOTALS on Pg. 4 Line 9</b>	0.00	0.00	0.00

**CONTACT YOUR KINGDOM EXCHEQUER BEFORE USING THIS SECTION!**

Use this section now for stale checks, recovered bad debts from previous end-of-year reports. These are not to be listed as donations.

10. OTHER INCOME Description	Amount
<b>Show TOTAL on Pg. 4 Line 10</b>	0.00

*Use additional sheets if necessary*



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**INCOME DETAIL PART 3**

2a. DONATIONS - NON SCA - Received without consideration (Money from other organizations other than SCA, Inc.			
Name of Organization or Individual	Reason	Date Received	Amount
Show TOTAL on Pg. 4 Line 1a			0.00

2b. DONATIONS - SCA RELATED - Money received from either SCA, Inc if your group is a subsidiary or if your receiving money from a subsidiary if your group is part of SCA, INC.				
Group Name and Kingdom	Reason	Check #	Check Date	Amount
Show TOTAL on Pg. 4 Line 1b				0.00



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### EXPENSE DETAIL PART 1

Remember to select the category in the far left column.

O.A. AR or FR	12. ADVERTISING (NON-SCA) Organization or Periodical (Not a kingdom newsletter) and date ad was published	Amount
<b>Show TOTAL on Pg. 4 Line 12</b>		0.00

O.A. AR or FR	13. BAD DEBTS Organization or Person	Reason	Amount
<b>Show TOTAL on Pg. 4 Line 13</b>			0.00

Transfers to SCA, Inc. for Insurance go here!

O.A. AR or FR	17. FEES & HONORARIA Organization or Person	Service Provided	Amount
<b>Show TOTAL on Pg. 4 Line 17</b>			0.00

*Use additional sheets if necessary*



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**EXPENSE DETAIL PART 2**

	20. INSURANCE (NON-SCA) Organization or Person	Check #	Check Date	Amount
AR				
AR				
AR				
AR				
<b>Show TOTAL on Pg. 4 Line 20</b>				0.00

**CONTACT YOUR KINGDOM EXCHEQUER BEFORE USING THIS SECTION!**

28. OTHER EXPENSES: Reason	Paid to	Amount
<b>Show TOTAL on Pg. 4 Line 28</b>		0.00

29. DONATIONS TO SCA, Inc. SUBSIDIARIES AND OTHER 501(c)(3) [NONPROFIT] ORGANIZATIONS: Organization Name:	Reason	Check #	Check Date	FED ID Number	Amount
Society for Creative Anachronism, Inc. (California)	94-1698556				
<b>Show TOTAL on Pg. 4 Line 29</b>					0.00



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**FINANCIAL COMMITTEE MEMBERSHIP**

Mark Only One:

<input type="checkbox"/>	Financial Committee consists of Seneschal, Exchequer, and all other paid members <b>in the branch</b> .
<input type="checkbox"/>	Financial Committee consists of Seneschal, Exchequer, and all other paid members <b>voting at a meeting</b> .
<input type="checkbox"/>	Financial Committee consists of Seneschal, Exchequer, and other specified individuals below.

Title	Modern Name SCA Name	Membership Number	Expiration mm/yyyy
Seneschal			
Exchequer			

Use additional sheets if necessary





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**DEDICATED FUND LIST**

Use this form only if you manage multiple funds within your group's accounts. This is a list of all funds and their current balances as of the end date on this report. The total of all funds must equal the total ending cash from the Balance Sheet.

<b>Total of lines I.a (End) and I.b (End) on the Comparative Balance Sheet - CASH:</b>		<b>0.00</b>
<b>Name of Fund</b>	<b>Purpose of Fund</b>	<b>End-of-Period</b>
1 General Fund	All Non-Dedicated Funds	
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
32		
33		
34		
35		
36		
37		
38		
39		
40		
41		
42		
<b>TOTAL:</b>		<b>0.00</b>

*Use additional sheets if necessary*



