THE SOCIETY FOR CREATIVE ANACHRONISM, INC.

CHANCELLOR OF THE EXCHEQUER HANDBOOK

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Introduction

Welcome to the Society for Creative Anachronism, Inc. (SCA) and the challenging and rewarding position of Exchequer, or financial officer of the SCA. The SCA was incorporated in the United States, in the State of California, as a 501(c)(3) educational corporation. There are several states that are incorporated separately, but are under the SCA, Inc. umbrella. Affiliate organizations with branches exist in other parts of the world, such as Australia, New Zealand, and in European countries like Finland and England.

Scope

This handbook covers the duties and conventions used by financial officers of the SCA for managing the financial accounts and assets of the Kingdom, branches, and other groups. It does not address affiliate corporations or documents such as SCA, Inc. Governing Documents (Corpora, By-Laws, Corporate Policies) and Society Financial Policy.

Policies and procedures referenced in this handbook are published separately and are available from the Corporate Office or on the SCA, Inc. website (www.sca.org). Citations reflect those in effect at the time of this handbook's preparation.

Contents of the Handbook

The handbook outlines the responsibilities of the Exchequer and details standard procedures for carrying out these duties. While the Exchequer is not required to be a professional accountant, they should have fundamental skills such as balancing a checkbook, possess moderate proficiency with Microsoft Excel, and ideally have some managerial or supervisory experience, particularly with volunteers.

Certain sections of the handbook may use terms such as "sufficient" or "approximate," recognizing that it is impossible to anticipate every circumstance or scenario. In these instances, the Exchequer is expected to exercise their own best judgment. It is both reasonable and expected that the Exchequer will contact their supervisor for guidance when necessary.

All standardized forms utilized by the SCA at the time of publication are accessible on the SCA's website http://www.sca.org or you may request them by emailing the Society Exchequer at exchequer@sca.org.

Purpose

The methods and procedures described in this handbook are designed to comply with the rules and regulations of the organization as laid out in the Governing Documents and Society Financial Policy in as straightforward a manner as possible.

Society has in place a Financial Policy that regulates how the money is managed by branches and other sub-branches. Kingdoms must have additional financial policies which apply specifically in the Kingdom and its branches. Branches can have specific policies that apply to that branch. (Note: All Kingdom and sub-branch financial policies must comply with Society policies; they may strengthen or be more conservative than Society policy but cannot be more lax.)

Duties

Core Duties of the Exchequer

- Oversee financial decisions for your Branch, including creating and maintaining both annual and event budgets.
- Support the Financial Committee by providing background information necessary for informed decision-making. The Financial Committee is designed to share the responsibility of managing Branch assets.
- Ensure compliance with all relevant financial policies and procedures, including those of the Society, Kingdom, and Branch. Regularly review the necessary sections of Corpora and Kingdom law to remain informed and prepared.

Branch Exchequer Duties

- Oversee the management of both monetary and non-monetary assets, as well as inventory, for the Branch. While certain tasks may be delegated to deputies, the Branch Exchequer remains accountable for all actions and decisions made by their deputies.
- Ensure that all invested parties, including officers, populace members, and supervising officers, receive timely and accurate information regarding Branch assets. To keep all Branch members informed about both monetary and non-monetary assets, provide reports as listed in financial policy and procedures.
- Reconcile financial accounts in a timely manner, in accordance with the issuance of statements.
- Report to the Branch Financial Committee and the supervising exchequer on a quarterly and annual basis.
- Maintain accurate financial ledgers using appropriate applications or forms.
- Report Non-Member Registration (NMR) to the appropriate Kingdom and/or Society deputy exchequer within the required timeframe.
- Review and revise branch financial policy in collaboration with the financial committee. Policy revisions must be approved by the appropriate Exchequer supervisor.

Kingdom Exchequer Duties

- Kingdom Exchequer duties include all responsibilities listed under Branch Exchequer duties, as they pertain to Kingdom-specific accounts. While certain tasks may be delegated to deputies, the Kingdom Exchequer remains accountable for all actions and decisions made by their deputies.
- Manage Branch exchequers, which involves monitoring monthly and quarterly reports, providing counsel and training, and assisting Branch exchequers in understanding their responsibilities.
- Assist Branches in preparing their Financial Policies for use. These policies may be more restrictive than Society Financial Policy, but never less restrictive.

- File Kingdom financial reports monthly with the Society Exchequer.
- File reports and send payment to the Society for NMR on a monthly basis.
- Complete annual consolidated reports for the Kingdom and any associated subsidiaries.
- Provide requested documents and reports to the Corporate Treasurer, such as copies of bank statements, reconciliations, checks, invoices, etc. as may be required to complete the annual accounting audit or for any other purpose as determined by the Corporate Treasurer.

The Role and Responsibilities of the Exchequer

The office of Exchequer is not only significant but also essential for the functioning of each Branch within the SCA. Without a warranted Exchequer, a Branch cannot exist, nor can it maintain its status without submitting the required financial reports and budgets. The Exchequer's position is one of trust, as you are responsible for managing the Branch's assets, financial records, and overall financial health. By accepting this role, you are entrusted with the financial well-being of your Branch and are valued and respected for your service.

Importance of Responsible Financial Management

A Branch's success is closely tied to its financial stability. If a Branch lacks funds, it cannot prosper. Likewise, Branches that do not use their funds effectively tend to stagnate. An honorable and responsible Exchequer helps safeguard Branch funds from misuse, neglect, or theft. Your actions directly impact the Branch's ability to thrive and grow.

Building Strong Relationships and Communication

Establishing a strong working relationship with your organizational structure is crucial. If you are the Kingdom Exchequer, it is important to build solid connections with all Branch Exchequers under your supervision. Effective communication, whether in person, by phone, or electronically, should always be clear and courteous.

Training and Support

- As Kingdom Exchequer, provide written guidelines for your Exchequers and clarify their roles and duties.
- Dedicate time to training so that knowledge can be passed on to deputies, ensuring each new Exchequer receives proper instruction.
- Hold meetings with Branch Exchequers at least twice a year to review policies, procedures, training, and other information that will make their responsibilities easier to manage.

Reporting Requirements

Reporting is one of the most critical aspects of the Exchequer office. Templates for all required reports are available on the SCA.org website and are also attached in the forms section of this Handbook. Accurate and timely reporting supports the transparency and integrity of Branch finances.

Additional Guidance for Exchequers

Serving as Chancellor of the Exchequer will require you to use modern bookkeeping techniques in conjunction with established policies and common sense. Your Exchequer superior is always available to provide training, answer questions, and offer support when needed.

- Always act honestly and responsibly when dealing with everyone, including members of the populace, officers, and external parties.
- Maintain transparency in all financial matters.
- If you encounter a problem, apply common sense and do not hesitate to seek help.
- Request advice and consult with others before making decisions to ensure they are well-informed.
- Remember that expenses must be allowed under policy, but not all allowed expenses may be appropriate or desirable for your Branch.
- Do not be afraid to say no when necessary.

When asked for information, conduct thorough research before responding to ensure accuracy.

Regular Duties

Monthly Bank Reconciliation Procedure

- Gather: monthly bank statement(s), account ledger/register, deposit slips, receipts, transfer forms, prior reconciliation.
- Verify beginning balances match prior reconciled ending balances.
- Match deposits: mark deposits in transit (recorded in ledger, not yet credited by bank).
- Match checks/withdrawals: list outstanding checks (recorded, not yet cleared).
- Record bank charges and interest; post to ledger if missing.
- Investigate discrepancies: transposition errors; missing postings; incorrect beginning numbers.
- Complete Primary/Secondary Account Reconciliation form: Ending Bank Balance + Deposits Not Credited – Outstanding Checks = Adjusted Bank Balance.
- Confirm Adjusted Bank Balance equals ledger ending balance; resolve until equal.
- Obtain signatures: Exchequer and Seneschal <u>must both sign</u> monthly reconciliation and bank statement.
- File & archive: retain reconciliation, signed statements, and support; back up electronic files offsite.

Quarterly Financial Reporting Policy

- Fourth-quarter reports are due to the direct superior officer by January 31 of the next fiscal year for all branch levels. Kingdom Exchequers will provide all local group and entity reports to the Society Chancellor of the Exchequer by February 28.
- Financial statements consisting of the equivalent of a balance sheet and income statement must be made available to the public at least annually.
- Reports are cumulative and due one month after quarter-end; request extensions before the due date.
- Required packet (Excel/PDF): Comparative Balance Statement, Income Statement, Primary Account Reconciliation, Contact Information; mark N/A on unused pages (PDF).
- Attach reconciled bank statement from the final month of the quarter.

- Submit to Kingdom Exchequer, Branch Seneschal, and other required officers; include the full workbook when using Excel.
- Accuracy standards: activity must match events and ledgers; balance the report; investigate common errors (transposition, missing entries, beginning numbers, depreciation).
- Completeness: reports are not complete until all components and signatures are received.
- Failure to report may result in branch suspension. Repeated failure may require replacing the Exchequer.

Year-End Consolidated Report Procedure

- Consolidated year-end reports by Kingdom Exchequers or designated deputies will be forwarded to the Corporate Treasurer by the announced deadline, generally April.
- Materials: year-end workbook with prior year “Start” figures (do not alter), reconciled December statements, quarterly reports, inventories, depreciation sheets, transfer records, receipts, approvals.
- Pre-work: load workbook; do not change prior-year numbers; Check group notes in prior year final workbook and/or contact Corporate Treasurer for discrepancies.
- Enter full-year activity across all forms (Balance Sheet, Income Statement, reconciliation, assets).
- Assets & depreciation: update purchased equipment (> $2,000) and indicate which assets have been retired or disposed of; apply MACRS percentages per schedule.
- Update year-end inventory.
- Transfers: verify inter-branch/Kingdom transfers with dates and check numbers; ensure cross-report consistency.
- Error resolution: address transposition, beginning number, depreciation, and unposted transaction issues; seek assistance if needed.
- Completeness check: ensure all information is included and that all validation checks on the Validations tab are green. Ensure that reconciliations and balances align.
- Submission: send full workbook and signed pages to Kingdom Exchequer and Seneschal per deadlines; late reports risk suspension.
- Post-submission: Archive for seven years; back up files; distribute corrected versions from Kingdom to branch officers.

Cash Handling Standards

- Cash receipts of any type must be deposited in the appropriate account no later than 48 hours after receipt by a group officer, account signatory, or designated paid member in good standing. Undeposited funds may not be used for reimbursement, refunds, or expenditures.
- Provide receipts for all income; retain gate and donation documentation; scan thermal receipts.
- No petty cash unless a written variance; advances must be checked and reconciled within 60 days.

Approvals & Reimbursements

- All expenditures require Financial Committee approval (budgeted or individual).
- Reimbursements require original receipts (copies accepted if originals are not available); no cash reimbursements from event cash boxes; pay by check.

- Use Cash Voucher / Reimbursement Request forms; attach receipts; categorize expenses correctly.

Transfers Between SCA Accounts

- Track source/destination account names, dates, and check numbers; use transfer forms.
- Treat cross-border transfers and transfers to SCA subsidiaries as donations to other 501(c)(3) organizations, per policy.

Asset Management (Cash & Non-Cash)

- Maintain equipment lists with descriptions, quantities, source, and location; include photos where feasible.
- Purchased equipment (> $2,000) is depreciated per MACRS; continue to report fully depreciated items until disposed.
- Inventory: treat major vs. minor per thresholds; track adjusted item costs and sales; comply with sales tax collection where applicable.

Records & Retention

  - Keep transaction records, reimbursed receipts, filed reports, bank statements, committee minutes, and correspondence for at least 7 years.
  - Maintain offsite electronic backups; periodically copy files to Kingdom/Society servers.

Compliance, Variances, & Corrective Actions

- Follow Society, Kingdom, and Branch Financial Policies; Kingdom policies cannot less stringent than Society policy.
- Written variances may be granted by Kingdom Exchequer. Keep copies and review during book reviews.
- Failure to report or financial issues may result in probation or suspension per policy; work with Kingdom Seneschal for suspensions.

Warranting Financial Officers

VERIFY BASIC ELIGIBILITY REQUIREMENTS

- Membership Requirement – Candidate must be a paid member in good standing.
- Age Requirement – Candidate must be at or above the age of majority.
- Neutrality Requirement – Candidate must demonstrate impartial behavior.
- Responsibility & Rule Compliance – Must be willing to manage funds, records, assets, and reporting.
- Office-Holding Restrictions – Cannot hold Seneschal/Guild Principal without variance; cannot share address with another signatory; Royalty and Territorial Barons may not serve.

CONFIRM REQUIRED ACCESS & CAPABILITIES

- Candidate must receive or have access to the Kingdom newsletter.
- Candidates must demonstrate communication ability and leadership capacity.

COLLECT REQUIRED WARRANT APPLICATION MATERIALS

- Identity Information – Legal name, address, phone, email.
- Identity Verification – Provide ID or witness verification.
- Endorsements – Seneschal endorsement and any additional endorsements required.
- Completed Request for Warrant Form.

SUBMIT WARRANT REQUEST

- Must be submitted within 30 days of accepting the office.
- Acting Exchequer status is allowed for up to three months until warrant is processed.

KINGDOM-LEVEL APPROVAL PROCESS

- Kingdom Exchequer and Crown review and approve candidate.
- Candidate must be acceptable to both authorities.
- Warrant Types – Formal or roster warrant.
- Set Up Bank Signatory Authorization
- Add new Exchequer as bank account signatory.
- Submit Signature Card through Kingdom Exchequer to Society Exchequer.

CONFIRM WARRANT STATUS

- Obtain copy of warrant or verify appearance on roster.
- Proper warranting required for insurance and banking authority.

INITIAL DUTIES AFTER WARRANTING

- Review and organize financial records.
- Designate an emergency deputy.
- Read and review the Exchequer Handbook.

WARRANT DURATION & RENEWAL

- Warrants typically last two to three years with annual extension options.
- Renewal based on performance and compliance.

REMOVAL OR REPLACEMENT

- Removal possible for cause (legal or policy violations).
- Removal for failure to correct problems after attempts.
- Removal requests must be in writing.

Bank Accounts

ACCOUNT NAMING & IDENTIFICATION:

- For branches within the U.S. that are not part of a subsidiary, the account name shall be '<branch or entity> - Society for Creative Anachronism, Inc.' (or 'SCA, Inc. - <branch or entity>) and use the SCA FEIN 94-1698556.
- For branches within the U.S. that are part of a subsidiary state corporation, the account name shall be '<branch or entity> - Society for Creative Anachronism, <State name> Inc.' (or 'SCA - <state name>, Inc - <branch or entity') and use the applicable state FEIN.
    - Branches and kingdoms of all levels must receive Society Exchequer approval before opening new financial accounts and must report any changes to existing financial accounts to the Society Exchequer and Treasurer.

PROCEDURE FOR OPENING A BANK ACCOUNT

- Conduct Preliminary Research – Compare nonprofit account options, fees, and requirements.
- Contact Corporate Office – Coordinate with the Corporate Office before meeting the bank.
- Gather Required Documentation – Identification, SCA corporate info, membership verification.
- Complete Signature Card – Fill out bank request form; submit to Kingdom Exchequer → Society Exchequer → Corporate Office.
- Establish Signatories – Add required signatories; ensure no two share an address; exclude Royalty.
- Follow Up with Bank – Confirm receipt within two weeks; contact all parties if delays occur.

PROCEDURE FOR CHANGING A BANK ACCOUNT

- Complete Signature Card Using "Change" Option – Mark signatories as KEEP, ADD, or REMOVE.
- Verify Membership Status – All signatories must be current members with at least 60 days remaining.
- Submit Change Request – Branch Exchequer → Kingdom Exchequer → Society Exchequer → Corporate Office → Bank.
- Maintain External Signatory – Ensure Kingdom Exchequer remains an account signer.
- Follow Up – Use same follow-up process as opening an account.

PROCEDURE FOR CLOSING A BANK ACCOUNT

- Confirm All Checks Have Cleared – Verify no outstanding checks remain.
- Transfer Remaining Funds – Obtain cashier's check made out to receiving SCA account; deliver promptly.
- Close the Account – Request written confirmation of closure to avoid future fees.
- Dispose of Sensitive Materials – Shred unused checks, deposit slips, and identifying documents.
- Notify Kingdom Exchequer – Report closure and update branch financial records.

Bank Account Transactions

PURPOSE AND SCOPE

- Define standardized procedures for conducting all financial transactions through SCA branch bank accounts.
- Ensure compliance with Society Financial Policy (SFP) and Kingdom/Branch financial policies.
- Provide clear controls to protect branch funds and maintain auditability.

DEPOSITS

- Prepare deposit package: deposit slip, labeled funds, supporting documentation (gate sheets, receipts).
- Exchequer or designated deputy prepares deposit slip; deposits must be made by a signatory when possible.
- Deposit cash within 48 hours
- Record deposit in the ledger immediately, including source, purpose, and fund category.
- Mark deposits in-transit during reconciliation if not yet credited by the bank.

ISSUING CHECKS AND DISBURSEMENTS

- Verify Financial Committee approval (budgeted or individually approved).
- Confirm original receipts are provided; copies accepted only when originals are unavailable.
- Write checks only to named payees—no blank or pre-signed checks allowed.
- Record disbursement in ledger with check number, date, amount, expense category, and purpose.
- Attach reimbursement request or advance reconciliation form to receipts for filing.

ELECTRONIC TRANSACTIONS

- Document electronic transactions with printed/PDF confirmation showing date, amount, sender, and recipient.
- Record transactions in ledger immediately with supporting documentation filed.

TRANSFERS BETWEEN SCA ACCOUNTS

- Use official Transfer Form identifying sending and receiving branches.
- Include date, check number (if applicable), and purpose of transfer.
- Record as "Funds Transferred Out" or "Funds Transferred In" in the ledger.
- Cross-check that transfer appears in receiving account reports during quarterly and year-end processes.

RETURNED CHECKS (NSF)

- Record returned check as a receivable for the original amount plus bank fees.
- Contact payer to arrange repayment, document all communication.
- If repaid, record deposit and remove receivable.
- If unrecoverable, Financial Committee may approve write-off as bad debt after one year.

CASH ADVANCES

- Issue advances by check only—not cash.
- Require itemized list of anticipated expenses before issuing advance.
- Record advance as receivable until fully reconciled.
- Require reconciliation within 60 days with receipts and unused funds returned.
- Mark advance closed when total receipts plus returned funds equal original amount.

FILING AND DOCUMENTATION

- Maintain copies of all deposit slips, check copies, transfer forms, and electronic confirmations.
- File documents chronologically by month and fiscal quarter.
- Retain bank records for minimum seven years as required by SFP.

CONTROLS AND SECURITY

Required Signatories and Eligibility:

- All signatories on SCA financial accounts must be paid members in good standing.
- At least three paid members must be signatories on all accounts: the group/entity Chancellor of the Exchequer; the emergency deputy exchequer; the group/entity seneschal or equivalent; and any other paid member as needed. Signatories on the same account are prohibited from living together or sharing the same address and cannot be immediately related.
- The Exchequer Superior or representative must also be a signatory on the account.
- Signatories may not live at the same address.
- Never share passwords, PINs, or online banking credentials.
- Store checkbooks and financial records in secure, access-controlled locations.

Financial Records

PURPOSE OF FINANCIAL RECORD KEEPING

- Ensure accurate, up-to-date documentation of all financial activity.
- Support required reporting, oversight, and audits.
- Maintain transparency and public accessibility of financial records.

REQUIRED RECORDS TO MAINTAIN

- Transaction records, including ledgers and registers.
- Reimbursed receipts with vouchers or forms attached.
- Copies of all filed quarterly and year-end reports (minimum 7 years).
- Bank statements and reconciliation worksheets.
- Financial Committee meeting minutes and approval emails.
- Correspondence related to financial decisions or reporting.

RECORD ORGANIZATION & STORAGE

- Maintain clear filing structure (digital and/or physical).
- Store receipts by period (quarter or year) and by category as needed.
- Clip receipts reimbursed by the same check together.
- Mark duplicate receipts clearly.
- Ensure thermal receipts are scanned to prevent fading.

ELECTRONIC RECORD KEEPING

- Keep digital backups stored offsite or in approved cloud storage.
- Upload copies to Kingdom or Society servers where required.
- Maintain folder structures consistent with reporting packet layout.

PUBLIC ACCESS & REQUESTS FOR REVIEW

- Financial records are public. Schedule appointments for review requests.
- Exchequer may bring Seneschal as backup when presenting records.
- Refer difficult requests to Exchequer Superior when necessary.
- Retention Schedule
- Retain all financial records for at least seven (7) years.
- Shred or burn old records after retention period, except depreciable asset receipts and sanction documentation.
- Destroy any personally identifying information securely.
- Disaster Recovery & Continuity
- Maintain offsite backups updated regularly.
- Ensure successor or emergency deputy has access to necessary files.
- Document processes to support smooth transition during office change.

Financial Committee

PURPOSE AND AUTHORITY OF THE FINANCIAL COMMITTEE

- Manage all branch assets including funds and non-monetary assets.
- Ensure decisions comply with Society, Kingdom, and Branch financial policies.
- Serve as collective decision-maker for all financial activities.

COMPOSITION OF THE FINANCIAL COMMITTEE

- Minimum of three paid SCA members including: Warranted Exchequer, Warranted Seneschal, and Nobility if applicable.
- Additional members may be included per branch custom or policy.
- All committee members may be bank signatories, though not required.

RESPONSIBILITIES OF THE FINANCIAL COMMITTEE

- Create, maintain, and approve branch financial policy.
- Approve all budgets, event budgets, and non-budgeted expenditures.
- Ensure transparency in decision-making; publish minutes and decisions.
- Prevent conflicts of interest and ensure fairness in financial actions.

MEETINGS AND DECISION-MAKING

- Hold meetings regularly as defined by branch policy (monthly, quarterly, etc.).
- Meetings may occur in person, online, or via phone as allowed by policy.
- Use approved voting method—majority, supermajority, unanimous, or consensus—as defined in financial policy.
- Record all decisions in official minutes for audit and transparency.

APPROVING FINANCIAL ACTIVITIES

- Ensure activities comply with SCA financial policy, IRS requirements, and nonprofit rules.

- Evaluate proposals based on necessity, benefit to the branch, and financial sustainability.
- Avoid appearance of favoritism or personal gain; treat all vendors equally.
- Document approvals clearly for future reference and audits.

BUDGETS AND EXPENDITURES

- Review and approve annual operational budgets.
- Approve pre-event budgets before events are published on the calendar.
- Approve non-budgeted expenditures before funds are spent.
- Ensure reimbursements follow policy and only with valid receipts.

TRANSPARENCY AND COMMUNICATION REQUIREMENTS

- Publish meeting minutes to branch populace in a timely manner.
- Ensure all financial decisions are accessible for review.
- Maintain open communication with Exchequer, Seneschal, and branch officers.

RECORD KEEPING AND DOCUMENTATION

- Maintain documentation for all decisions for a minimum of seven years.
- Keep copies of meeting minutes, votes, approvals, and financial notes.
- Ensure all records are available for audits and book reviews.

CONFLICT RESOLUTION AND OVERSIGHT

- Identify and resolve internal conflicts within the committee.
- Seek guidance from Kingdom Exchequer for unresolved issues.
- Follow escalation process for disputes affecting branch finances.

COMPLIANCE AND REVIEW

- Always Follow Society and Kingdom Financial Policy.
- Review financial policy biennially or as required.
- Cooperate fully during reviews of books or investigations into financial irregularities.

Financial Policies

PURPOSE OF FINANCIAL POLICIES

- Define rules for financial management at Branch and Kingdom levels.
- Ensure compliance with Society Financial Policy (SFP), Corpora, and applicable laws.

REQUIRED CONTENTS OF FINANCIAL POLICY

- Financial Committee composition and terms.
- Meeting schedules and procedures.
- Approval procedures for budgets and expenditures.
- Reporting requirements and timelines.
- Cash handling methods and deposit timeframes.
- Event admission, refunds, and complimentary pass rules.
- Asset management, inventory control, and trailer policies.

CREATING OR REVISING FINANCIAL POLICY

- Exchequer drafts revisions with Financial Committee input.
- Confirm no contradictions with SFP or Kingdom Law.
- Publish proposed policy changes to populace for comment.

- Financial Committee votes on revisions.

APPROVAL AND SUBMISSION PROCESS

- Send revised policy with tracked changes to Exchequer Superior.
- Society Exchequer forwards Kingdom policies to Treasurer and Board for approval.
- Policy becomes effective only after Board approval.

PUBLICATION REQUIREMENTS

- Post approved policy on Kingdom or Branch website.
- Publish notice in Kingdom or Branch newsletter.
- Maintain accessible copies for officers and populace.

REVIEW AND REVISION SCHEDULE

- Review policies at least every two years.
- Initiate revisions when laws or SFP updates require changes.

VARIANCES

- Obtain written variances from Kingdom Exchequer for temporary exceptions.
- Maintain variance documentation for reviews.

Expense Authorization

PURPOSE AND SCOPE

- Define standardized procedures to ensure all expenditure complies with Society and Kingdom Financial Policies.
- Establish internal controls for approval, documentation, and payment of expenses.

REQUIREMENTS FOR EXPENSE AUTHORIZATION

- All expenses must be approved by the Financial Committee before funds are spent.
- Approval may be granted through an annual budget, event budget, or individual request.
- No expenditure may occur without prior approval unless the Financial Committee later votes to accept it.
- Royalty gifts, special occasion gifts, or purchases benefiting individuals are prohibited unless allowed by policy.

DOCUMENTATION REQUIRED FOR APPROVAL

- Completed Funds Request or Cash Voucher form, if used by the branch.
- Description of the expense, purpose, and category (Event, Office & Administration, Activity Related, or Fundraising).
- Estimated cost is supported by vendor quotes or reasonable cost estimates.
- Financial Committee meeting minutes or email approvals retained in records.

REIMBURSEMENT PROCEDURES

- Receipts are required for all reimbursements; originals preferred, copies acceptable when originals are unavailable.
- Thermal receipts must be scanned or copied before fading.
- Reimbursement Request Form must accompany receipts and include payee, purpose, amount, date, and category.
- Reimbursements must be paid by check—never from undeposited cash or event gate funds.

DIRECT PAYMENT PROCEDURES

- Checks may be issued directly to vendors for approved purchases.
- Packing slips or invoices serve as receipts when originals are not available.
- All payments must be recorded in the ledger at the time of issuance.

CASH ADVANCES FOR EXPENSES

- Cash advances must be approved by the Financial Committee with an itemized estimate of planned expenses.
- Advances must be issued by check only and recorded as receivables until reconciled.
- Receipts and unused funds must be returned within 60 days.
- Only one extension of an additional 30 days may be granted.

EXPENSE CATEGORIES

- Office & Administration: Expenses incurred that are not activity related or fundraising. Overhead costs such as office expenses (supplies, printing and postage), bank fees, postage for reports or mailing checks, monthly meeting site rental, etc.
- Activity Related: Expenses incurred that are incurred because of events or demos. Examples would include site rentals, feast or revel food and snacks, prizes, hall decorations, etc.
- Fundraising: Costs associated with fundraising activities. Fundraising activities are those whose only purpose is to raise money for a specific purpose or fund, such as travel funds or for large equipment expenditures. Examples may include supplies, such as T-shirts, caps, or mugs, and printing.
- Transfers: payments to other SCA accounts (e.g., Kingdom, Royal Travel Fund).

PROHIBITED EXPENDITURES

- Gifts to individuals (flowers, birthday gifts, household presents).
- Special occasion or personal benefit purchases.
- Loans to individuals or accepting loans from individuals.
- Alcohol purchases, except minimal quantities for cooking purposes.
- Fireworks, raffles, or online auction items.

LEDGER RECORDING REQUIREMENTS

- Record all expenditures with date, check number, payee, purpose, and category.
- Attach related receipts and forms to monthly transaction documentation.
- Ensure expenses appear on quarterly reports under correct categories.

FILING AND RETENTION

- Maintain copies of all expense forms, receipts, approvals, and payments for a minimum of seven years.
- Store digital copies offsite or in approved cloud storage as backup.
- Organize documents by fiscal year and quarter for easy reference.

Special Purpose and Dedicated Funds

PURPOSE OF SPECIAL FUNDS

- Ensure that money raised or allocated for a specific purpose is used only for that purpose.
- Provide transparency and accountability in the handling of designated or restricted funds.
- Prevent misuse or reassignment of funds without proper authorization.

ESTABLISHING A SPECIAL FUND

- Financial Committee must vote to create the fund and document the primary and secondary purpose.
- Define a clear primary purpose (e.g., pavilion purchase) and a secondary purpose if the first becomes impossible or funds remain after the primary purpose is fulfilled.
- Define a time limit for fulfilling the purpose (recommended: 5 years).
- Record fund creation in meeting minutes and financial records.

MANAGING SEPARATE FUNDS

- Track each special fund separately in the ledgers—either using separate fund ledgers or annotated line items.
- Ensure all income designated for the fund is deposited into the main account and credited to that fund.
- Expenses related to the fund must be recorded against the appropriate fund ledger.
- Regularly reconcile the fund balances during quarterly reporting.

ALLOWABLE AND PROHIBITED USE OF SPECIAL FUNDS

- Funds may only be used for the purposes defined when the fund was created.
- Funds cannot be used for unrelated purchases or general branch expenses.
- If materials purchased for the fund are unsuitable, attempts must be made to return or repurpose them appropriately.
- Dedicated assets purchased must be used for the stated purpose and for the benefit of the branch.

REPORTING REQUIREMENTS

- Include special fund balances in quarterly and year-end financial reports.
- Document all income and expenses associated with each special fund.
- Maintain transparency by publishing fund status to the populace when required by policy.

CLOSING A SPECIAL FUND

- A fund may be closed when its primary or secondary purpose is fulfilled or becomes impossible to complete.
- Remaining money must revert to the General Fund unless otherwise approved by the Financial Committee.
- Document closure in Financial Committee minutes and adjust ledgers accordingly.
- Retain historical fund records for a minimum of seven years.

OVERSIGHT AND COMPLIANCE

- Financial Committee must regularly review fund activity for appropriateness.
- Any changes to purpose, structure, or allocation must be approved and documented.
- Ensure compliance with Society Financial Policy and Kingdom regulations regarding restricted funds.

Controlling Disbursements

- All disbursements will be made to an individual or business following account transaction policies; cash disbursements are prohibited.

- Disbursements totaling $2,000 or more per annum to any individual or entity require a completed Form W-9 to be provided by the payee; the exchequer is responsible for collecting this form.

PURPOSE AND OBJECTIVES

- Ensure all disbursements follow Society, Kingdom, and Branch financial policies.
- Provide internal controls to protect SCA funds and ensure transparency.
- Guarantee proper authorization, documentation, and reporting for every payment.

PRE-APPROVAL REQUIREMENTS

- All expenses must be approved by the Financial Committee before payment.
- Approval may occur via annual operational budget, event budget, or individual expense authorization.
- No disbursement may be made without prior approval unless later ratified by the Committee.
- Documentation of approval (meeting minutes or emails) must be retained.

DISBURSEMENT METHODS

- All payments must be made by check drawn on the official SCA account.
- Electronic payments may only be used if permitted by Kingdom policy and documented.
- Cash payments are prohibited except when explicitly allowed under a written variance.

REQUIRED DOCUMENTATION FOR DISBURSEMENT

- Original receipts or invoices for all expenses (copies acceptable when originals unavailable).
- Completed Reimbursement Request or Cash Voucher form.
- Description of expense, purpose, amount, and approved budget category.
- For direct vendor payments, packing slips or invoices must be included.

ISSUING CHECKS

- Checks must be written only to named individuals or vendors—never blank or pre-signed.
- Verify payee information, amount, and purpose before signing.
- Ensure two unrelated signatories are maintained on all accounts.
- Record each check in the ledger immediately, including check number and category.

CONTROLS FOR CASH ADVANCES

- Cash advances must be pre-approved by the Financial Committee.
- Advances must be issued by check and recorded as a receivable.
- Recipient must submit receipts and return unused funds within 60 days.
- Only one 30-day extension may be granted; unresolved advances may result in sanctions.

PROHIBITED DISBURSEMENTS

- Gifts to individuals (flowers, personal gifts, etc.).
- Loans to or from individuals.
- Purchases of alcohol unless solely for cooking.
- Fireworks, raffles, or online auction items.
- Payments that benefit private individuals without legitimate SCA purpose.

LEDGER AND REPORTING REQUIREMENTS

- Record all disbursements in the ledger at the time of issue.
- Include date, payee, amount, check number, and expense category.

- Attach receipts and approval documentation to monthly transaction records.
- Ensure disbursements appear in quarterly and year-end financial reports.

FILING AND RECORDS RETENTION

- Maintain all disbursement documents for at least seven years.
- Organize files by fiscal year and quarter for ease of review.
- Keep digital backups of scanned receipts and forms in secure offsite storage.

OVERSIGHT AND REVIEW

- Financial Committee reviews expenditure at each meeting.
- Exchequer Superior may review disbursement procedures during audits or book reviews.
- Corrective action must be taken immediately when errors or policy violations are found.

Controlling Cash Receipts

Use of online credit card acceptance services by SCA branches is restricted to approval by the Society Chancellor of the Exchequer; under no circumstances may personal accounts be used for SCA funds.

Minors may not serve as primary or sole gate attendants. At least one paid adult member in good standing, not under sanction or investigation, must oversee any location where SCA money is collected. Site owners may oversee gate operations, but final responsibility for funds remains with an authorized paid SCA member without financial or material interest in the site.

PURPOSE AND SCOPE

- Ensure all cash receipts are properly collected, documented, deposited, and reported.
- Protect SCA funds by enforcing internal controls and preventing loss or misuse.
- Establish standardized procedures for events, activities, donations, and other income sources.

GENERAL CASH HANDLING REQUIREMENTS

- All cash receipts must be documented at the time they are received.
- A receipt book must be available at all times where cash is collected.
- Only authorized officers or paid members may handle or supervise cash handling.
- Minors may assist but may not serve as head gatekeepers or be responsible for funds.

GATE AND EVENT INCOME PROCEDURES

- Maintain a receipt book at gate for all cash registrations.
- Count cash with two unrelated individuals present whenever possible.
- Document attendee payments on gate sheets or electronic systems (PayPal/SCARS auto-generate receipts).
- Immediately secure cash in a lockbox or sealed envelope until deposited.

DONATIONS AND NON-EVENT INCOME

- Provide a written receipt for all donations, including donor and recipient information.
- Use the Acknowledgement of Donation and Receipt form for donations when needed.
- For non-cash donations, the donor must determine the value.
- For cash donations of $250 or more, provide the IRS-required acknowledgement letter.

DEPOSIT REQUIREMENTS AND TIMELINES

- Deposits must be made within 48 business hours of receipt of funds
- No incoming funds may be held beyond these timeframes for any reason.
- Deposit packages must include deposit slips, count sheets, and support documentation.

PREPARING DEPOSIT DOCUMENTATION

- Prepare deposit slip showing breakdown of cash and checks.
- Attach gate sheets, receipt book copies, or donation forms as applicable.
- Ensure signatures of preparer and verifier when possible.
- Deposits should be delivered by a signatory or designated deputy and can be made via night deposit box, ATM, or branch.

LEDGER ENTRY AND RECORDING

- Record each deposit in the ledger immediately after preparation.
- Include sources of funds, purpose, amount, date, and fund category.
- List deposits-in-transit during monthly reconciliation if they do not appear on bank statement.

CONTROLS AND SAFEGUARDS

- Never use cash receipts to pay expenses—deposit first, then issue a check.
- Do not commingle personal and branch funds under any circumstances.
- Store cash securely until deposit (lockbox, safe, or on-person only if unavoidable).
- Use variances when special circumstances require temporary process changes.

DOCUMENTATION AND FILING REQUIREMENTS

- File deposit slips and support documentation by month and quarter.
- Retain copies for at least seven years.
- Ensure digital backups are made of all thermal or fragile receipts.

OVERSIGHT AND COMPLIANCE

- Financial Committee reviews cash handling practices regularly.
- Exchequer Superior may request copies during audits or book reviews.
- Any irregularities must be immediately reported and corrected.

Controlling Use of Assets and Inventory

PURPOSE AND SCOPE

- Ensure proper management, safeguarding, and documentation of all SCA branch assets.
- Define procedures for controlling cash assets, inventory, equipment, regalia, and other non-cash property.
- Maintain compliance with Society Financial Policy and Kingdom regulations.

ASSET CATEGORIES

- Cash Assets: bank accounts, petty cash (only with variance), undeclared deposits.
- Inventory: items intended for sale (major and minor inventory).
- Purchased Equipment: durable goods and regalia valued at $2,000 or more.
- Donated Equipment: non-cash donations valued at $2,000 or more.
- General Supplies: consumables or items valued under $2,000.

ASSET ACQUISITION PROCEDURES

- All purchases require prior approval by the Financial Committee.
- Document source, cost, purpose, and intended use upon acquisition.
- Record asset type to ensure correct classification (inventory, equipment, regalia, etc.).
- Solicited donations must be acknowledged with appropriate receipts.
- Provide invoice including make, model, year, and VIN for any over-the-road trailers to the Corporate Treasurer and Corporate Office.

RECORDING AND TRACKING ASSETS

- Maintain detailed asset lists including description, quantity, condition, and storage location.
- Track equipment and regalia separately from general supplies.
- Include photos for identification when feasible.
- Ensure ledgers track both cash and non-cash assets accurately.

STORAGE AND CUSTODY OF ASSETS

- Assign responsible custodians such as Chamberlains, Equipment Masters, or Stock Clerks.
- Custodians must track the location and condition of all assigned property.
- Assets must be stored securely when not in use.
- Loaner gear and shared equipment should be signed out and tracked as needed.

INVENTORY CONTROL PROCEDURES

- Conduct periodic physical inventory reviews—minimum every two years or at officer changeover.
- Update item lists for additions, removals, or condition changes.
- Inventory intended for sale must be tracked with adjusted item cost calculations annually.
- Remove damaged or unsellable items following proper disposal procedures.

DEPRECIATION OF EQUIPMENT

- Depreciate purchased equipment and regalia valued at $2,000 or more using MACRS schedules.
- Continue reporting fully depreciated equipment until physically removed or disposed.
- Record depreciation annually during the year-end reporting cycle.

REGALIA CONTROL PROCEDURES

- Record fair market value based on purchase price, donor valuation, or independent appraisal.
- Maintain records of creator, materials, and special care instructions.
- Ensure appropriate transportation, storage, and maintenance.
- Keep records for insurance purposes and general information

REMOVAL OR DISPOSAL OF ASSETS

- Financial Committee must approve removal of any asset from service.
- Record disposal reasons: destroyed, lost, stolen, sold, or transferred.
- For sold assets, track sale income and any remaining book value.
- Regalia may not be returned to donors unless legally required.
- Inform Corporate Treasurer and Corporate Office when over-the-road trailers are removed, including the make, model, year, and VIN.

TRANSFERS OF ASSETS

- Use proper transfer forms when assets move between SCA branches.
- Document transfer value, custody, and approval.
- Cross-check transfers in both sending and receiving financial reports.

REPORTING REQUIREMENTS

- Include asset changes in quarterly and year-end financial reports.
- Report depreciation, acquisitions, disposals, and transfers accurately.
- Reconcile asset lists with year-end worksheets for inventory, equipment, and regalia.

OVERSIGHT AND COMPLIANCE

- Kingdom Exchequer may audit asset records during book reviews.
- Branches must maintain required support documentation for at least seven years.
- Any irregularities must be reported promptly and corrective actions taken.

Formal Review of Books

PURPOSE OF THE REVIEW OF BOOKS

- Verify compliance with Society and Kingdom Financial Policies.
- Ensure proper financial management and accuracy of records.
- Identify discrepancies early to support corrective actions.

WHEN REVIEWS ARE REQUIRED

- When a new Exchequer assumes office.
- Every two years during the term of office.
- When the Exchequer leaves office.

PREPARATION FOR THE REVIEW

- Gather all financial records: ledgers, bank statements, receipts, committee minutes, and correspondence.
- Ensure digital and physical files are organized and accessible.
- Confirm all reports for the period under review have been submitted.

CONDUCTING THE REVIEW

- Verify that beginning balances match ending balances from prior reports.
- Check transaction records for accuracy and completeness.
- Ensure receipts accompany all reimbursements.
- Review deposit timing for compliance with 14- and 30-day rules.
- Verify bank accounts have required signatories and no signers live at the same address.
- Confirm committee approvals for all expenditures.
- Check inventory, equipment, and regalia lists for accurate reporting.

IDENTIFYING AND RESOLVING ISSUES

- Correct transposition errors or incorrectly posted transactions.
- Address missing receipts or unsupported transactions.
- Investigate discrepancies in balances, depreciation, or inventory counts.
- Document all findings and required corrections.

COMPLETING THE REVIEW DOCUMENTATION

- Complete the Review of Books form with findings and certification.

- Attach supporting documentation as required.

FOLLOW-UP ACTIONS

- Implement corrections identified during the review.
- Notify the Financial Committee of issues requiring local action.
- Ensure updated procedures are followed going forward to prevent recurrence.

RECORD RETENTION REQUIREMENTS

- Retain review documents for at least seven years.
- Archive electronic copies in Kingdom or Society storage systems.

Miscellaneous

Biannual Review of Financial Policies

PURPOSE OF THE REVIEW

- Ensure financial policies remain accurate, up-to-date, and compliant with Society, Corporate, and Kingdom requirements.
- Identify and correct contradictions, outdated rules, or unclear procedures.

REVIEW FREQUENCY

- Conduct a formal review of all financial policies at least once every two years.
- Additional reviews may be conducted if major policy changes occur at higher levels.

PREPARATION FOR THE REVIEW

- Gather the latest versions of Society Financial Policy, Corporate Policies, Corpora, Kingdom Law, and Kingdom Financial Policy.
- Collect the current branch or kingdom financial policy to compare against higher-level documents.
- Compile notes on issues or challenges encountered since the last review.

CONDUCTING THE REVIEW

- Verify that local policy does not contradict or loosen Society or Kingdom policies.
- Check that all required policy components are present (committee composition, actions approval process, reporting deadlines, cash controls, etc.).
- Evaluate whether existing policies remain practical, reasonable, and enforceable.
- Identify any sections requiring clarification or revision.

DOCUMENTATION OF FINDINGS

- Prepare a list of recommended changes, including justification for each modification.
- Share proposed updates with the appropriate Financial Committee for discussion.

APPROVAL PROCESS

- Obtain approval of proposed changes from the financial committee.
- Forward approved revisions to the Exchequer Superior (Kingdom Exchequer for branches; Society Exchequer for kingdoms).
- Kingdom-level financial policy updates require Board of Directors approval.

PUBLICATION OF UPDATED POLICIES

- Publish revised policies via official channels such as newsletters, websites, or meeting handouts.
- Ensure outdated versions are archived and removed from active circulation.

Variances to This Policy

PURPOSE OF A VARIANCE

- Allow temporary or situational exceptions to Society Financial Policy when normal procedures are impractical.
- Provide flexibility while maintaining oversight and compliance.

AUTHORITY TO GRANT VARIANCES

- Variance to portions of this policy may be granted by the Society Chancellor of the Exchequer on a case-by-case basis or limited time basis, subject to review by the Board of Directors.
- Principality Exchequers may not grant variances; this authority cannot be delegated.

CONDITIONS REQUIRING A VARIANCE

- Situations where standard procedures cannot be followed due to local conditions.
- Temporary or extraordinary circumstances requiring deviation from policy.
- Cases where a variance offers a more efficient or practical method for financial management.

PREPARING THE VARIANCE REQUEST

- Identify the specific policy section requiring a variance.
- Explain clearly why the standard rule cannot be followed.
- Describe the proposed alternative method or procedure.
- State the duration for which the variance is requested.
- Verify that the request does not violate law, IRS rules, or Corporate policies.

SUBMITTING THE REQUEST

- Submit the request in writing to the Kingdom Exchequer.
- Include all required supporting documentation.
- Requests may be submitted via email or physical document.

REVIEW AND DECISION PROCESS

- Kingdom Exchequer reviews the request for necessity and compliance.
- Decision to approve or deny is communicated in writing to the requesting branch.
- Approved variances must include any applicable conditions or limitations.

DOCUMENTATION REQUIREMENTS

- All approved variances must be in writing.
- Copies must be retained by both the requesting branch and the Kingdom Exchequer.
- Variances must be checked during all Reviews of Books.

DURATION AND MONITORING

- Variances may be temporary or ongoing, depending on the situation.
- Kingdom Exchequer periodically reviews variances for continued relevance.

- Variances may be revoked if no longer necessary.

RENEWAL OR EXTENSION

- Branches must request renewal if a variance is still needed after expiration.
- Renewal follows the same steps as the original variance request.

ESCALATION

- Unresolved questions or disputes may be elevated to the Society Exchequer.
- Society Exchequer may require modification or removal of variances that conflict with higher policy.

Defined Terms

1099 Form: A form required by the U.S. Internal Revenue Service to document earnings greater than $2,000 per year for an individual. Society prepares and distributes the 1099 Forms.

501(c)(3) organization: A designation of tax-exempt educational charitable organization used by the U.S. Internal Revenue Service. Tax-exemption applies to entities that are organized and operated exclusively for religious, charitable, scientific, literary or educational purposes. Libraries, churches, schools, and museums are all examples of 501(c)(3) organizations.

Account Register: This is the journal used to record all transactions of an account. This can be as simple as a checkbook register or a complex accounting software spreadsheet. Also referred to as check register or cash disbursement journal. For most SCA Branches, this is kept electronically on the approved financial report form.

Accumulated Depreciation: The total reduction in the cost, over time, of an item due to normal wear and tear.

Asset: Cash, non-cash inventory of any value, equipment, and regalia valued at over $2,000.00 held by the branch, even if fully depreciated.

Activity Related Income: Income from medieval activities, such as events (see Event Income), heraldic submissions, authorization fees, and demonstrations.

Audit: A formal accounting procedure for reviewing the records of an organization to ensure that proper bookkeeping procedures are being followed and that there is no evidence of fiscal irresponsibility. The Society uses a trimmed down version known as Review of Books. (See Book Review). The Corporate Office also conducts an annual audit on all SCA records.

Audit Trail: A set of documents, such as deposit slips, receipts, or bank statements, which traces the flow of cash or cash equivalent through an account or records system. It is important to keep accurate records and a good paper trail for all income and expenses. There are multiple forms that are available to assist with the process.

Bad Check: A check returned to the bank as unable to be honored. There are a variety of reasons why this would happen, such as non-sufficient funds (NSF) or a closed account. Bad checks and any fees that are incurred are reported as Receivables.

Bad Debt: Money owed to the Branch for which there is little or no chance of actual collection. The financial committee will vote to determine whether to write off an old or uncollectable Receivable as a Bad Debt. Bad debts are only realized if the bad check had been reported as income in a prior year.

Bank Account: A financial arrangement between the Branch and a Financial Institution to maintain and account for funds by deposits and withdrawals. This is the location where a Branch stores its cash assets in either a checking account, savings account, CD account, or any combination.

Bank Service Charge: A monthly fee charged by the Financial Institution holding the Branch's Bank Account. Fees are typically associated with low balances, excessive activity, writing or depositing bad checks, or as a way to offset administrative costs.

Branch: The geographic or institutional sub-organizations of the Society for Creative Anachronism, Inc. (Corpora, Section III). These include Kingdoms, Principalities, Provinces, Baronies, Shires, Cantons, Colleges, Strongholds, and Ports.

Cash: Money held in cash funds (paper and coin), checks not yet deposited to the branch account, and cash held in Bank Accounts.

Cash Box: Cash used to make change in a cash box. It starts at X dollars and ends at X dollars (also referred to as Change Fund, Seed Money, or Change Account). No payments are to be made from a cash box at any time.

Cash Earning Interest: Money held in accounts that earn interest, to include savings accounts, Certificates of Deposit (CDs), investment accounts, and Negotiable Order of Withdrawal (NOW) accounts.

Chancellor of the Exchequer: The financial officer of a branch, guild, or other entity. This office is required for each branch in Corpora Article III.C. Commonly shortened to Exchequer.

Chatelaine (also Castellan / Hospitaller / Gold Key): Officer in charge of promoting the recruitment and retention of newcomers. They are also typically the keepers of loaner garb and feast gear for use by newcomers at events.

Chronicler: The officer is in charge of collecting material, including event announcements, and preparing a regular newsletter for a Branch or Guild.

Comparative Balance Statement: A Balance Sheet which compares assets and liabilities at the beginning and end of a specified period (typically monthly, quarterly, and annually).

Consolidated Report: The year-end report on the financial activities of the Kingdom, prepared on the forms supplied by the Corporate Treasurer and Society Exchequer and returned with any other required reports or documentation.

Corporate Resolution: An official document that states that the corporation allows some action to be taken - like approval of opening a bank account.

Cost of Goods: The amount paid for the raw materials that went into the inventory. "Raw" in this case simply means what was purchased to make the inventory; this may be finished items such as books or pewter.

Cost of Goods Sold: The adjusted cost of goods for items sold over a period of time. Adjusted, in this case, means that the total cost of goods is spread over the items actually to be sold. This means that selling one item for the adjusted cost of goods during a period of time helps pay for other items that are given away or discarded.

Deduction: A charitable tax deduction allows individuals and businesses to reduce their taxable income by deducting contributions made to qualified charitable organizations. To qualify for this deduction, donations must be made without expecting anything of equal value in return.

Demo: (Demonstration): A display of the activities and education of the Society for the general public (and potential members). Although some branches customarily receive payment for demos, many demos are done without any kind of compensation. Demos are an important way that the SCA maintains its educational 501(c)(3) status.

Depreciation: A reduction in the cost of an item, offsetting the original (or historical) cost, due to normal wear and tear. Depreciation reduces the total value of an item as an asset of the branch. Depreciation is cumulative from year to year and will eventually reduce the total adjusted cost of an item to zero. When this occurs, it still reports the fully depreciated asset as long as the item is owned. The item is not necessarily broken or worn out, and may in fact have years of service left, but is now considered to be worthless as an asset. (See also Accumulated Depreciation).

Deputy: An assistant officer who can be assigned a specific duty or can just be a general helper. Each major office must have an emergency deputy to take over, if needed.

Direct Contributions: Income raised from various sources not connected to an event, such as fundraising, inventory sales, newsletters, or inter-branch transfers. Examples include payments for demos, heraldic submission fees, values of donations-in-kind to the branch, income from sales of equipment or equipment not listed as inventory (such as feast equipment owned by the branch), or simple donations to the branch from members.

Documentation: Receipts from transactions, such as depositing funds in a bank account or being reimbursed for expenses.

Donation-in-kind: Donation of items such as books, costumes, etc.; valued at their original cost to the donor.

Dormant Branch: A branch that has no assets and is not engaging in any activity, either due to lack of population, lack of interest, or imposed sanction or suspension. During the dormancy period, all Branch assets will be held by Kingdom until either the Branch works to have dormancy removed, or until the BOD dissolves the Branch. (See Also: Suspension and Sanction)

Earl Marshal: Kingdom-level Knight's Marshal. (See Knight's Marshal)

Entities: Entities are defined to be all of these things in general. Wherever it says ‗Entity ', read whatever your designation is: branch, guild, etc.

Equipment: Assets that the branch holds, excluding regalia, costing at the time of purchase after January 1, 2019, more than $2,000, or before January 1, 1996, more than $100. Equipment depreciates normally. (Items costing less than $2,000.00 are expensed for the period). For example, a pavilion which cost more than $2,000 owned by the branch is equipment, and depreciates, but a box of cassettes for dance music is expensed for the current period. See Depreciation.

Equipment Rental and Maintenance: Rental fees paid for the temporary use of any items used to conduct a meeting or event, other than the venue itself (which is Occupancy). For example, renting tables and chairs for a feast. Maintenance is costs of supplies to clean or fix owned or rented equipment.

Event Income: Income accumulated from either pre-payment or at Gate payments for an event, which would include the Site Fee, Feast, and any other event-related funds.

Event Report Form (Post-Event Report): A form used to summarize the income and expenses for an event. Most Kingdoms require that these reports be filed within 30 days after the event. (See Appendix A - Form 18)

Event Steward: Person in charge of organizing an event. Considered a deputy branch Seneschal for the planning and execution of the Event. Also known as Autocrat in some places.

Exchequer: Modern: The account in which the tax receipts and other public monies are paid. Historical: The government officer responsible for collecting revenue and making payments on behalf of the sovereign, auditing official accounts and trying legal cases relating to revenue.

In the SCA, Exchequer is the noun which refers to the financial officer. See Chancellor of the Exchequer:

Exchequer Superior: The immediate supervisor for the referenced office. Society is the Exchequer Superior for Kingdom and Kingdom is the Exchequer Superior for Sub-Branches.

Expense (noun): An expense is a cost that is part of a Branch's operating activities during a specified accounting period and which has no lasting value (such as equipment purchases). Expenses can include purchase of goods, food, site rentals, general supplies, etc.

Expense (verb): To report on the Account Register the cost of items purchased by a Branch.

Federal Employer Tax Identification Number (FEIN): The United States Internal Revenue Service assigned number used to identify all the parts, but especially the financial holdings, of the Society for Creative Anachronism, Inc. The Tax ID for the Society is 94-1698556. All Branches within the SCA share the same Tax ID Number. (See also Tax ID). Subsidiaries and branches located within a subsidiary have a separate Tax ID Number.

Financial Policy: The governing financial document within the SCA created to maintain a system of financial procedures to be followed by every branch or entity maintaining Society (SCA) assets. Each Branch is required to have a financial policy. (See Chapter 3)

Financial Committee: The financial governing body of a Branch.

Full-Status Branch: A geographic Branch recognized by the Board of Directors. They may sponsor other incipient branches.

Fundraising: Non-medieval activity to generate donations. The SCA uses two categories, Internal and External. The audience defines these two kinds of Fundraising -- either members of the organization (at events), or the general public (not at events). Most of the time, fundraising is a necessary part of any Branch to help maintain their budget and keep their Branch solvent.

There are many guidelines regarding fundraising. Check the SCA.org website for continuous updated information. NOTE: Raffles or online auctions are not allowed.

Gate (Reservationist): The place where people check in for an Event. The term "Gate" can mean either the location or the individuals doing the work. The purpose of Gate is to collect the Event attendance registration (referred to as both Gate registration and Site registration), to obtain proof of waivers and other forms, to maintain a registry of attendees, and to collect NMR (Non-Member Registration) from those who are not members of the SCA.

General Public: All individuals who are not members of the SCA, who actively, inactively, or inadvertently participate in SCA activities.

General Supplies: Items purchased for the branch that do not fall easily into other categories. (Example: first aid kits, site tokens, list ropes, masking tape, cleaning supplies, toilet paper, etc.)

Guild: A group of people dedicated to the study of one or more subjects can form a Guild.

Guilds are organizations that may be recognized within a kingdom (i.e., chartered) as having permission to hold and use funds according to Society and Kingdom Financial Policy. Guilds have guild principals, which may be considered as equivalent to a branch Seneschal. Therefore, any guild that has permission to hold funds should have someone other than the guild principal appointed as its Exchequer. The Kingdom Exchequer may grant variances to this section of the policy in writing. Frequently, however, Guild funds are held by the Kingdom or a Branch in a dedicated fund for the Guild, which alleviates the need for an Exchequer.

Herald: Person in charge of all heraldic activities for a branch. A Seneschal, an Exchequer, and one of a Knight's Marshal, a Herald, or a Minister of Arts and Sciences are the minimum required officers in branches by Corpora article III.C.

Historical Cost: The initial cost of an item at the time of purchase.

Honorarium (pl. Honorariums or Honoraria): Optional fees paid for a service done for the Society. An example would be a guest speaker at a Collegium.

Household: A group of people joined by some common bond, either friendship or dedication to a common purpose. Households are not officially recognized by kingdoms or the SCA and may not hold funds in the name of the SCA.

Incipient Branch: A geographic Branch recognized by the Kingdom, but not by the Board of Directors. Incipient branches may not open their own bank accounts. From the Exchequer Financial perspective, the difference between Full status and Incipient status is that Incipient status branches need to have a Full status branch handle all their finances for them. Any funds they claim ownership of are held and administered in trust by a sponsoring full-status Branch, and subject to that sponsoring Branch's financial policy.

Income: Assets received by the Branch, either as a transfer, donation, payment for services that the Branch renders, improvement of value of an asset, or as a result of a sale. Event income is tracked separately.

Income Statement: A recounting of all the income and expenses of a Branch during a financial period.

Inurement (also called Personal/Private Benefit): A transaction or exchange where an individual or group of individuals obtains financial gain or discounted services through the use of funds or assets of a charitable organization, that they would not normally be entitled to and which are not offered to others. The Internal Revenue Code prohibits the use of charitable organization funds for private or personal benefit.

Specific examples of inurement are not easy to define and must be determined on a case-by-case basis. Some actual examples that were determined to be inurement are: The College of Heralds paying for heraldic submissions for members of the Chivalry; a group paying to repair the engine of a member's truck after it failed while hauling the regalia trailer; a group paying to replace a member's printer that was sometimes used for printing SCA items; a party sponsored by an SCA group at Pennsic and open only to the attending Crowns. Please note that these examples do not cover all situations of inurement. If you think you may have an inurement issue, please consult your Kingdom Exchequer or the Society Exchequer.

Inventory: Goods held for sale by the Branch.

Knight's Marshal: Person in charge of all martial activities for a branch. A Seneschal, an Exchequer, and one of a Knight's Marshal, a Herald, or the Minister of Arts and Sciences are the minimum required officers to maintain Branch status. (Corpora article III.C).

Liability: Any amount that the Branch is responsible for paying, as a result of a sale, unfulfilled obligation, or debt, such as an unused feast ticket, or money held belonging to another branch.

MACRS (Modified Accelerated Cost Recovery System): Used for depreciating assets bought since 1987. With the MACRS method, assets are depreciated as follows: computers and their peripherals - 5 years; typewriters, copiers, and calculators - 5 years; trailers – 5 years; all other furniture and equipment - 7 years. The chart can be found in Chapter 5, and on the Depreciation Detail form.

Major Inventory: Inventory which is itemized on the financial reports. Major Inventory costs more than $500 per lot initially and is tracked until gone.

Minister of Arts and Sciences: Person in charge of organizing and reporting all continuing education and research into artistic and/or scientific activities for a Branch. A Seneschal, an Exchequer, and one of a Knight's Marshal, a Herald, or Minister of Arts and Sciences are the minimum required officers in a Branch. (Corpora article III.C.)

Minor Inventory: Inventory which is not itemized on the financial reports. Minor Inventory costs less than $250 per lot initially and is not tracked until gone, it is simply expensed as supplies.

Negative Report Form: The report form that applies if your Branch is new and has no assets, or if another SCA branch or non-SCA institution is holding your assets for your Branch. This also applies if your Branch is dormant.

Net Income: The total change in your branch's net worth for the period (income minus expenses). Note that net income can be and often is negative, i.e. your branch lost money during that period.

Net Worth: The total value of your branch's assets (both cash and non-cash), minus total value of your branch's liabilities is your Net Worth.

Newsletters: Publications of any Branch, including Kingdom Newsletters, Principality Newsletters, Branch Newsletters; plus any other non-Branch publications such as Regional Newsletters or Guild Newsletters.

Non-cash Assets: Equipment and other items having an individual purchase price equal to or more than $2,000.00 or inventory of any value.

Non-depreciable assets: Items purchased after January 1, 2019, worth less than $2000.00 each. Items purchased before January 1, 1996, and worth less than $100 are also non-depreciable assets. See Depreciation.

Non-Member Registration: A surcharge for individuals attending a Sanctioned Event who are not members of the SCA. These are funds that collected and transferred monthly to Corporate.

Occupancy: The use of rented or leased space to hold an SCA function. This includes hotel charges. The term “Site” or “Site Occupancy” is also used.

PayPal: A system that allows credit cards to be used for the Prepayment of Event Registration, at Gate registrations, and other Event-related activities. Depending on connectivity, onsite payment may be available.SCORES.

Payables: Specific items owed to others, such as unpaid refunds, or unreimbursed receipts.

Petty Cash: Perpetual cash on hand with an undefined purpose, kept in cash (paper and coin) form for convenience. This type of fund is not allowed, as all funds should be either deposited quickly, or are dedicated for a specific purchase as a cash advance and MUST be reconciled within 60 days. A variance to maintain a petty cash account may only be granted by the Kingdom Exchequer, who must register it with the Society Exchequer. Contact the Kingdom Exchequer for more information.

Populace: The people in your branch or guild (regardless of their membership status in the SCA) whose money is entrusted to your keeping. (Populous is a condition of being peopled. Lands may have populace or be populous.)

Pre-Incipient Branch: (also proto-incipient) A forming branch of the Society, not yet recognized by the Kingdom or the Board of Directors. These loosely organized groups may not hold funds in the name of the SCA. Any funds they claim ownership of are held and administered in trust by a sponsoring full-status branch, and subject to that sponsoring Branch’s financial policy.

Printing and Publications Expense: Expenses involved in the production of the printed materials for the Branch, including reports, announcements, recruitment posters, fliers, and forms. If Newsletters are being printed, that cost is offset by recipient fees.

Prizes: Items or services donated to the winner of a competition; if the value is more than $2,000 and the recipient is a U.S. resident, the value is reported to the US IRS as income. A Form W-9 must be obtained from the recipient.

Pursuivant: Another term for branch Herald. See Herald.

Quarterly Report: A three-month report of the financial activities of the branch, prepared on the Financial Report, found at www.sca.org on the Society Exchequer‘s web page.

Real Estate: A form of property involving land. SCA funds may not be used to purchase real estate, or to improve real estate owned by others.

Receivables: An amount of money owed to the Branch for a service rendered or goods transferred for which payment has not been received. Typical examples are advances of funds and bad checks.

Receipt: A physical verification of a transaction; used to help create an audit trail.

Reconcilement/Reconciliation: A comparison of the bank statement against your account register. Included are transactions too recent to have posted to the bank statement, such as uncleared checks or deposits, as well as items that do not appear in the register, such as service fees. If the bank account balance, adjusted by the amount of un-posted transactions, equals the balance in your account register, you are said to be in balance with the bank.

Refund: Refunds are frequently required when members cannot use the services that are pre-paid, resulting in a liability for the branch to return the pre-payment. This repayment (the refund) is a separate line entry under Adjusted Gross Event- Related Income on the Income Worksheet - Page 2.

Reimbursement: Repayment, upon presentation of a receipt, to a member for an allowable expenditure. Reimbursements are not to occur without the accompanying receipts and Branch approval.

Removed Assets: Equipment no longer held by the branch. Remove from the reports an item already reported as Purchased Equipment that the branch no longer can use. Some common reasons for this are: equipment breakage or damage, loss or theft, normal wear and tear to the point of being unusable, and sale, trade, or donation out of the branch.

Reported Inventory: Inventory with a purchase price (items or supplies) with a value of less than $250. Inventory with purchase price under this limit is expensed under Supplies - Activity Related, and the income from the sale is reported under Other Sales Income.

Reservations: A reservation or registration is a payment sent in before an event to pre-pay for services at the event, such as site and/or feast registration.

Revenue: See Income.

Review of Books: The process used to physically examine the financial status of an SCA branch or other entity. Not as comprehensive as an accounting audit.

Royalty: The Sovereigns which would include King, Queen, Prince, Princess, Heir, or Heiress. During their reign, Royalty may not hold another office in the Branch. (Corpora IV.G.8)

SCORES: SCA Online Registration and Event System: An online system that allows pre-registration for events. This system allows payments via credit card.

Society for Creative Anachronism, Inc.: A 501(c)(3) educational corporation incorporated in the United States of America in 1966 in the State of California. (and referred to as SCA). The governing documents for the SCA are Corpora, By-Laws, and Society Financial Policy.

Sanctioned Event: An official SCA Event (Corpora Section II.C.).

Savings Account: Cash held in an interest-bearing account. This can be in the form of a savings account tied to a Branch, checking account, or CDs. These are still considered Cash and Assets but are tracked separately.

Seneschal: The legal representative of the SCA in a branch. Seneschals are also part of the Branch Financial Committee.

Signatory (also signer): A person or entity legally entitled to draw on a bank account.

Special Deputy: A deputy to either the Kingdom or Society Exchequer, which includes Kingdom Heralds and other Kingdom Level Officers who manage funds, War and other special event accounts, Kingdom Stock Clerks, Regalia, Royal Chamberlains, and any other special functions not covered by the above categories.

Sponsor: A Branch that assists an incipient branch in hosting an event. Incipient branches must have the sponsorship of a full status branch to hold events. See Chapter 8, III.B for more information.

Stale (dated) check: A check dated more than 6 months in the past. Most banks will refuse to honor a stale-dated check.

Subsidiary Branch: A branch that has its assets held for it by another SCA branch. Or a branch within a state that is a Subsidiary State. For example, New York or Tennessee.

Suspension: The inability to hold SCA-sanctioned events, meetings, or practices of any kind. Kingdom Seneschal handles suspension, typically for non-reporting. (See Dormancy)

Transaction: An exchange, usually a transfer of money between a bank and the account holder. All transactions between the Exchequer and the bank should be recorded immediately in the account register.

Treasurer: Financial officer. See Chancellor of the Exchequer.

Warrant: A document that grants official status to perform duties of the office; signed by the Kingdom Exchequer and the Crown.

Year-end Report: See Consolidated Report.

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