

Atlantian Exchequer Companion Handbook

Being a description of the Exchequer's Workload

1st edition 2025

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Daily

- Read emails sent to the Exchequer. These are found online, in gmail. The email address is exchequer@yourgroup.atlantia.sca.org. You will have been given the password for access to this folder when you stepped up.
 - Reply within 48 hours
 - If unable to respond or deal with issue within 48 hours, at least send an email acknowledging receipt of the email.
- Review spam folders for anything that dropped in there
- Take action as needed

Weekly

- There are no regular tasks that are required each week at this time

Monthly

- During your group's monthly business meeting, provide a financial report, including what has been spent, what is scheduled to be spent, any adjustments that may be needed to the annual budget, and the available balance. Document this report and maintain copies of this documentation with your exchequer documents.
- Download the bank statements for group account and balance them. Do this as close to the beginning of the month as possible. Bank statements are available on the 1st of the month from First Citizens, or near then for other banks, since bank statements cover the entirety of the previous month. You'll need to log in and get them – so you may want to set yourself a reminder to do this.
 - Document your reconciliation on the bank statement.
 - The balancing page on the bank statement can be used to document your reconciliation
 - You can create a reconciliation page if desired, separate from the one on the bank statement (which may not be large enough). If you do this, insert that page in the pdf of the bank statement, which is preferable to sending it as a separate document.
 - You can use a copy of the 2a page from the quarterly report to do reconciliation, printing that page only to pdf and inserting it into the bank statement.
 - Sign and date the pdf of the bank statement. Electronic signatures are acceptable.
 - Send the reconciled statements and the ledger to the group Seneschal. The Seneschal must sign and date the statements after their review and return them for your files.
 - A bank statement in your files that does not have both your signature and the seneschal's signature, both with the date signed, is not complete.

Quarterly

- When you have balanced the last bank statement from the quarter, begin working on the quarterly report. It is best to start this as quickly as possible, so you'll have time to work on it if you are having problems balancing.
 - Quarterly reports are filed to DropBox. DropBox access will have been provided to you when you stepped up. Required documents:
 - The Excel spreadsheet
 - PDF that is signed
 - Your ledger
 - Event Reports
 - Receipts/invoices for all expenditures
 - Bank statements, which were signed by Seneschal each month
 - When all of the data is in DropBox, notify the Regional Exchequer that your report is complete.

Annually

- Reserve time in a monthly meeting to discuss and vote on the annual budget for the upcoming year. This is preferably done in November for the following year.
 - The approved budget amounts need to be reflected on the Funds page of the quarterly report.
 - Each budget line item has a separate line on the Funds page.
 - Expenses related to the already approved annual budget do not require further approval.
 - Some items that might be on an annual budget:
 - Rental for a storage unit
 - Fees for meeting space for business meetings, A&S activities, fighter practices, etc.
 - Officer expenses
 - At the Baronial level, Baronage travel expenses
 - Etcetera
- Review the Financial Policy to ensure that it is up to date, comparing it to the Kingdom Financial Policy.
 - If making changes, make them to a Word document in such a way that they can be seen (set to show markups), then meet with your group's Financial Committee to finalize the updates and approve them.
 - Changed policy then goes to the Kingdom Exchequer for approval.
 - Once approved, the Financial Policy will be posted to the Kingdom Exchequer Financial Policy page by the Kingdom Exchequer. There may also be a place on your group's Internet pages for posting the policy.

As Needed

- Deposit monies received within 14 days of receipt.
- Meet with the Emergency Financial Committee if necessary for votes on expenditures that cannot wait until the next meeting. Such votes must be documented in your files and reported at the next group business meeting as part of your Exchequer report.

- When you attend an event sponsored by your group, or the monthly group business meetings, take the checkbook, you may need it. You often will be able to get the required second signature right there.
- Get new expiration dates from the contacts and signers for the bank accounts (see pages 1, 2a and 2b on the quarterly report) and update those fields on the quarterly report.
- Bank Account Request Forms
 - The group Seneschal, and the Kingdom Exchequer are required signatories on your bank account. Other signatories must be active paid members of the SCA, but do not need to be officers. You should choose signatories such that you have ready access to someone to co-sign a check whenever you need one signed. However, your signatories may not be related to you, living with you, or in a relationship with you closer than friendship. This means if your partner is Seneschal of a group, you may not be Exchequer of that same group. They also may not be Baronage or Royals.
 - Complete Bank Account Request Forms (BARF) as needed to add or remove signatories for the bank accounts. When form is complete, send to the Kingdom Exchequer for review. They will forward the BARF to Corporate. Check that
 - Current form is used
 - All fields are completed
 - Expiration dates for signatories being added or kept are 90 days out
 - The Corporate Exchequer will email a copy of their approval of the changes to you. You must then go to the bank to make the actual changes. If your bank is First Citizens, you can contact our single point of contact who will assist with getting the signatures updated. At this writing, that person is Alvin Bulanadi, alvin.bulanadi@firstcitizens.com.
- When expenses are approved by the Financial Committee, you may write an advance check, or you may wait until the receipts are submitted to write a check.
 - For event-related expenses, or expenses related to annual budget items, no separate request or approval is required once the event or annual budget is approved, for amounts up to the approved amounts. Should the approved amount be exceeded, a vote must be done for the excess part of the expenditure, and the spending party should understand they are not guaranteed reimbursement of such excesses.
 - If an advance check is provided (for example, money for purchase of food for feast for an event), complete the Advance Form. Receipts are required within 5 days of the actual expenditure. The advance recipient will also return any excess monies with the receipts. Receipts will be filed in electronic form with the Exchequer records. A person who has gotten an advance and does not provide receipts owes the entire advance amount back.
 - For an approved expenditure where no advance is provided, the check is written when a receipt is submitted. Receipts will be filed in electronic form with the Exchequer records. No check will be written without a receipt.
 - Any time you write a check for an item that has a fund established for it on the quarterly report, be sure to decrement that fund on page 14. You'll want to determine some way to annotate those expenses on your ledger, and also to mark them when you have updated the fund, so you keep the fund amounts accurate. The Comment Page can be used to keep track of the decrements for Designated funds.
- If you should receive a donation for an item that has a fund established for it on the quarterly report, be sure to increment that fund on page 14. Again, you'll want to determine some way to annotate this income on your ledger and mark it when the fund has been updated on the

quarterly report. The Comment Page can be used to keep track of the decrements for Designated funds.

- Check periodically to ensure that the Kingdom Exchequer Financial Policy page has your updated policy.

Events

- Budgets for events require a vote of approval by the group Financial Committee.
- When the Financial Committee approves the event budget, the Seneschal and Exchequer sign it. A copy must be filed with the group documents.
- Exchequer will write checks as needed for the event, as receipts/invoices are received, provided that the approved budget is not exceeded. Should it be exceeded, a revised budget must be submitted by the Autocrat for a vote. The Autocrat should understand that approval of the excess is not guaranteed.
- The person acting as reservationist for an event needs a copy of the deposit slip for the primary bank account so they can make deposits as money comes in.
- If electronic payment (SCORES or PayPal) is being used for any event, the Kingdom Exchequer gives approval for the group to use such electronic payment. Approval is based on the group being current in their paperwork: quarterly reports, financial policy, signature cards, etc.
- When the event is over, the Autocrat is responsible for completing the Event Report. The Exchequer will assist with this, since the Exchequer knows the financial numbers.
- The Exchequer is responsible for doing the NMR report. The report is sent to the Kingdom NMR Deputy via email within 5 days of the event. The check must be sent within 10 days of the event. The NMR report is also included in the envelope sending the NMR check to the Kingdom.

The Office of the Kingdom Exchequer is always available to assist you with any questions and will offer regular training meetings for the Exchequers to participate in to include Unevent. Reach out to your Regional Exchequer and if required your question can be sent to the Kingdom for assistance.