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<u>FREE FORM</u>	Unlocked Worksheet for more detail information or ledgers	

Version: AS XL 1.1 LOCAL pdf

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

If a printed worksheet has no data, write N/A across it to show that it does not apply to this report.



THE SOCIETY FOR CREATIVE ANACHRONISM, INC. - FINANCIAL REPORT

Branch: _____ **Period:** _____ to _____.

COMPARATIVE BALANCE SHEET

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!

I. ASSETS		(from page)	Start	End
a) Undeposited and Non-Interest Bearing Cash		(3,5)		\$
b) Cash Earning Interest		(3)		\$
c) Receivables		(5)	\$	\$
d) Inventory For Sale (Major Inventory)		(6)	\$	\$
e) Regalia & Non-Depreciated Equipment		(7)	\$	\$
f) Depreciated Equipment		(8)	\$	\$
g) MINUS Accumulated Depreciation		(8)	\$	\$
h) Other Assets		(5)	\$	\$
i) TOTAL ASSETS	Add a through f , subtract g , then add h		\$	\$

II. LIABILITIES			
a) Newsletter Subscriptions Due	(15)		\$
b) Payables	(5)	\$	\$
c) Other Liabilities	(5)	\$	\$
d) TOTAL LIABILITIES	Add a through c		\$

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

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

Legal Names:

Print

Sign

Exchequer:			Date:
Seneschal:			Date:



THE SOCIETY FOR CREATIVE ANACHRONISM, INC. - FINANCIAL REPORT

Branch: _____ Period: _____ to _____

INCOME STATEMENT

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

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

Legal Names:

Print

Sign

Exchequer:			Date:
Seneschal:			Date:



THE SOCIETY FOR CREATIVE ANACHRONISM, INC. - FINANCIAL REPORT

Branch: _____ Period: _____ to _____

PRIMARY ACCOUNT RECONCILIATION WORKSHEET

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 : _____	Required number of Signatures: _____
Bank Account Number : _____	Statement Ending Date: _____
Bank Officer Name and Phone Number (if known): _____	

1. Balance from bank statement at end of period				
Date(s)	Amount of Deposit	Date(s)	Amount of Deposit	
TOTAL				\$
2. Deposits not credited on statement				
Check Number(s)	Check Amount	Check Number(s)	Check Amount	
TOTAL				\$
3. Checks not cleared on statement				
4. Adjusted Bank Balance (Line 1 + Line 2 - Line 3)				\$
5. Ending Balance in account register or ledger				
6. Does this account earn interest? (YES or NO)				

Line 4 must equal Line 5 to be correctly reconciled.

NO: add line 5 to Pg 1 Line I.a.(End)

YES: add line 5 to Pg 1 Line I.b.(End)

All Persons on signature card as of (date): _____			
Title	Legal Name (Print)	Address	Member # / Exp mm/yyyy
Exchequer			

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

Sign: _____	Exchequer: _____	Date: _____
Seneschal: _____		



THE SOCIETY FOR CREATIVE ANACHRONISM, INC. - FINANCIAL REPORT

Branch: _____ Period: _____ to _____ .

SECONDARY ACCOUNTS RECONCILIATION WORKSHEET

Complete one column for each **secondary** bank account held and managed by this Society branch or office.

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					
# Signatures Required					
Account Type					
Interest Bearing?					**
Statement End Date					**
A: Statement Ending Balance					A
B: Total Deposits not credited					B
C: Total Withdrawals not cleared					C
Non-Interest Bearing Adjusted Bank Balance (A + B - C)	\$	\$	\$	\$	Pg. 1 I.a
Interest Bearing Adjusted Bank Balance (A + B - C)	\$	\$	\$	\$	Pg. 1 I.b
	ENDING BALANCES				
Account Balance on Register/Ledger					
	SIGNATORIES				
Legal Name					1
Member #					
Expiration mm/yyyy					
Legal Name					2
Member #					
Expiration mm/yyyy					
Legal Name					3
Member #					
Expiration mm/yyyy					
Legal Name					4
Member #					
Expiration mm/yyyy					
Legal Name					5
Member #					
Expiration mm/yyyy					

Use additional sheets if necessary



THE SOCIETY FOR CREATIVE ANACHRONISM, INC. - FINANCIAL REPORT

Branch: _____ **Period:** _____ to _____.

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:
Mailing address (IF NOT THE SAME AS ABOVE):				
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:



THE SOCIETY FOR CREATIVE ANACHRONISM, INC. - FINANCIAL REPORT

Branch: _____ Period: _____ to _____.

COMPARATIVE BALANCE 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.

UNDEPOSITED FUNDS AND LATE-ARRIVING TRANSFER CHECKS			
Sending Branch or Reason	Amount	Sending Branch or Reason	Amount
Add TOTAL to Pg 1 I.a (End)			\$

RECEIVABLES: Owed From	Reason	Prior Amount	Current Amount
TOTAL		\$	\$
Show on		Pg. 1 I.c (Start)	Pg. 1 I.c (End)

OTHER ASSETS: Description	Prior Amount	Current Amount
TOTAL	\$	\$
Show on	Pg. 1 I.h (Start)	Pg. 1 I.h (End)

PAYABLES: Owed To	Reason	Prior Amount	Current Amount
TOTAL		\$	\$
Show on		Pg. 1 II.b (Start)	Pg. 1 II.b (End)

OTHER LIABILITIES: Owed To	Reason	Prior Amount	Current Amount
TOTAL		\$	\$
Show on		Pg. 1 II.c (Start)	Pg. 1 II.c (End)

Use additional sheets if necessary



THE SOCIETY FOR CREATIVE ANACHRONISM, INC. - FINANCIAL REPORT

Branch: _____ Period: _____ to _____.

INVENTORY WORKSHEET

NOTE: Use this form for major inventory (purchased with a lot price of \$250 or more). If a new lot originally cost less than US\$250 (minor inventory), use Page 7 to report income from sales of those items.

Report each purchase lot separately. Report sales from oldest lots of the same item first. Report discarded items on line E. Each Lot will either have A1 and B1 populated from a prior report, or A2 and B2 if the lot is new for this report.

Lot Item Description							TOTAL ACROSS and where to report on prior pages
SP	Selling Price						
STARTING BALANCE (for items reported on a prior report)							
A1	Existing Lot Quantity						Pg 1, I.d (Start)
B1	Existing Lot Extended Cost						\$
PURCHASES THIS PERIOD (for items NOT reported on a prior report)							
A2	New Lot Purchase Quantity						
B2	New Lot Purchase Cost						
PER-UNIT COST							
C	Per Unit Cost (B1/A1 or B2/A2)	\$	\$	\$	\$	\$	
ENDING BALANCE							
D	Quantity Sold						
E	Quantity Removed or Discarded						
F	Ending Quantity ((B1 or B2) - D - E)						Pg 1 I.d (End)
G	Ending Extended Cost (F x C)	\$	\$	\$	\$	\$	\$
NET INCOME							
H	Cost of Goods ((B1 + B2) - G)	\$	\$	\$	\$	\$	\$
I	Actual Gross Income from Inventory Sales (compare to D x SP)						\$
J	Net Inventory Sales Income (I - H)	\$	\$	\$	\$	\$	Pg 2, Ln 6

Use additional sheets if necessary



THE SOCIETY FOR CREATIVE ANACHRONISM, INC. - FINANCIAL REPORT

Branch: _____ Period: _____ to _____.

REGALIA & ASSET REMOVAL WORKSHEET

REGALIA & NON-DEPRECIATED EQUIPMENT (value > \$500 each or previously reported)

Regalia: Regalia is limited to items that will not decrease in value with age and which will not wear out with use, such as crowns, coronets, signet rings, swords of state, sceptors, orbs, chains of office, and similar jewelry type items. It does not include thrones, tabards or cloaks or similar items which wear out with use. Regalia is defined by *what it is, not by who uses it*. To remove an item, enter a negative value for (C). Then, enter the item at the bottom under reported regalia.

Item Description	QTY	Year Acquired	(A) (Start) Prior Value	(B) New Item Value	(C) Value Adjustment	(A or B)+(C) (End) Value
						\$
						\$
						\$
						\$
						\$
						\$
						\$
						\$
						\$
						\$
						\$
						\$
						\$
						\$
TOTAL			\$		\$	\$
Show on			Pg. 1 I.e (Start)		Pg 11a, Line 2.c	Pg. 1 I.e (End)

ASSET REMOVAL & OTHER SALES INCOME (not reported as Major Inventory):

Minor Inventory (Not reported as Major Inventory, and expensed as Supplies when purchased)					Number Sold	Income from Sale
TOTAL (1)						\$
Released or Sold Reported Regalia or Equipment (listed on pg 7 or 8 in a prior report)	QTY	Year Acquired	(A) (Start) Prior Value (from pg 7 or 8)	(B) (Start) Accum. Depr. (if from pg 8)	(A - B) Value Lost	Income from Sale (if any)
					\$	
					\$	
					\$	
TOTAL (2)					\$	\$
TOTAL (1)+(2)						\$
Show on					Pg 2, Ln 24	Pg 2 Ln 7

Use additional sheets if necessary.

Branch: _____ **Period:** _____ to _____.

Branch: _____ **Period:** _____ to _____.

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

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

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THE SOCIETY FOR CREATIVE ANACHRONISM, INC. - FINANCIAL REPORT

Branch: _____ Period: _____ to _____ .

INCOME WORKSHEET PART 1

1a. FUNDRAISING INCOME (INTERNAL) Event	Activity at the event	Amount
Show TOTAL on Pg 2 Line 1a		\$

1b. FUNDRAISING INCOME (EXTERNAL) Place	Activity	Amount
Show TOTAL on Pg 2 Line 1b		\$

2. DIRECT CONTRIBUTIONS	Amount
a) Donations received without consideration (receiving nothing in return)	
b) Stale checks from prior reporting period (if end-of-year report, then from prior year)	
c) Value of Asset Donations and Regalia Improvements (from page 7)	\$
Show TOTAL on Pg 2 Line 2	\$

3a. INCOME FROM DEMOS AND ACTIVITY FEES From	Activity	Amount
Show TOTAL on Pg 2 Line 3a		\$

Use additional sheets if necessary

Branch: _____ **Period:** _____ to _____.

[illegible]

7. NET ADVERTISING INCOME	(A)	(B)	(A-B)
Event or Newsletter	Gross Income	Publication Cost	Net Income
			\$
			\$
			\$
			\$
			\$
			\$
			\$
Show TOTALS on Pg 2 Line 7	\$	\$	\$

10. OTHER INCOME	Description	Amount
Show TOTAL on Pg 2 Line 10		\$



THE SOCIETY FOR CREATIVE ANACHRONISM, INC. - FINANCIAL REPORT

Branch: _____ Period: _____ to _____ .

EXPENSE WORKSHEET PART 1

Remember to select the category in the far left column.

OA, AR or FR	12. ADVERTISING (NON-SCA) Organization or Periodical (Not a kingdom newsletter) and date ad was published	Amount
Show TOTAL on Pg 2 Line 12		\$

OA, AR or FR	13. BAD DEBTS Organization or Person	Reason	Amount
Show TOTAL on Pg 2 Line 13			\$

OA, AR or FR	17. FEES & HONORARIA Organization or Person	Service Provided	Amount
Show TOTAL on Pg 2 Line 14			\$

Use additional sheets if necessary

Branch: _____ **Period:** _____ to _____.

	20. INSURANCE (NON-SCA) Organization or Person	Amount
AR		
AR		
AR		
AR		
AR		
AR		
AR		
AR		
AR		
AR		
AR		
Show TOTAL on Pg 2 Line 20		\$

28. OTHER EXPENSES:	Paid to	Amount
Reason		
Show TOTAL on Pg 2 Line 28		\$

29. DONATIONS TO OTHER 501(c)(3) [NONPROFIT] ORGANIZATIONS: Organization Name:	FED ID Number	Amount
Show TOTAL on Pg 2 Line 29		\$

Branch: _____ **Period:** _____ to _____.

Mark Only One:

Financial Committee consists of Seneschal, Exchequer, and other specified individuals below.

[illegible]

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Branch: _____ **Period:** _____ to _____.

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 SOCIETY FOR CREATIVE ANACHRONISM, INC. - FINANCIAL REPORT

Branch: _____ **Period:** _____ to _____.

NEWSLETTER INCOME WORKSHEET

Use this form only if you sell issues of your newsletter.

Newsletter Name: _____

Gross Income: _____

ONLY if you sell issues in advance using subscriptions, fill in the sections below.

Newsletter Frequency	(A) Gross Income	(B) Start Subs Due (Pg 1)	(C) End Subs Due	(A+B-C) Adj. Gross Income
	\$	\$	\$	\$
Show on		Pg 1 II.a (Start)	Pg 1 II.a (End)	Pg 2 Line 8

For calculating price per Issue:	Rate 1	Rate 2	Rate 3
Price of one subscription:			
# of Issues per Subscription:			
Price Per Issue:	\$	\$	\$

Date or Issue Subscription Expires	(A) # of Issues Remaining	(B) # of Subscriptions Expiring this Issue	(C) Price per Issue	(A) x (B) x (C) Balance of Subscription Due
	1			\$
	2			\$
	3			\$
	4			\$
	5			\$
	6			\$
	7			\$
	8			\$
	9			\$
	10			\$
	11			\$
	12			\$
	13			\$
	14			\$
	15			\$
	16			\$
	17			\$
	18			\$
	19			\$
	20			\$
	21			\$
	22			\$
	23			\$
	24			\$
BEYOND 24 ISSUES		Calculate Separately		
Total :				\$

Branch: _____ **Period:** _____ to _____.

COMMENTS

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Branch: _____ **Period:** _____ to _____.

Branch: _____ **Period:** _____ to _____.

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

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

-10b-