Welcome!

Step one is filling out and mailing to the Kingdom Exchequer the Request for Warrant form and copies of your picture ID and SCA membership proof. The Request for Warrant form is attached at the end of this letter.

Please note, until you have received approval from the Kingdom Exchequer you are NOT the group exchequer, even if you have all of the files.

The Kingdom Exchequer will issue a "Warrant of Appointment to Financial Office". This warrant must be signed by the Crown. Thus, receipt of the warrant as exchequer may take a few weeks.

Once you have received approval, your group bank account(s) will need new signature cards. Follow the instructions in the "Bank Account Authorization Procedures" handout on the Society Exchequer web page.

A "Review of Books" will need to be scheduled. This should be done every two years, or whenever there is a change in office. The form we use is in the Society Exchequer's Handbook located as an Excel file Exchequer web page.

Society requires a quarterly cumulative group finance report filed by the end of the month following the March, June, September and December quarter. Incipient Groups use the "SCA Negative Financial Report" form, groups with one or more bank accounts use one of the varying size versions of the "SCA Financial Report" form. Both forms are located on the Society Exchequer web page.

For Groups with one or more Bank Accounts, forms REQUIRED for each quarterly report are:

- Comparative Balance Sheet signed by both the Seneschal and Exchequer.
- Income Statement signed by both the Seneschal and Exchequer.
- Primary Account Reconciliation Worksheet signed by both the Seneschal and Exchequer.
- Secondary Account Reconciliation Worksheet (if have more than one bank account)
- Chancellor of the Exchequer Contact Information
- Copies of each monthly Bank Statement for each Bank Account
- All other pages of the SCA Financial Report can be emailed. A print copy of all pages is required for the Domesday Report covering the entire calendar year.

Each Kingdom has an Exchequer List so that information can be sent to all Eschequers.

KINGDOM OF ______ CHANCELLOR OF THE EXCHEQUER REQUEST FOR WARRANT

Branch:	
	dual who is applying to be Chancellor of the Exchequer and he current Seneschal (or Guild principal, if a chartered Guild).
Legal Name:	
Street Address:	
City:	State: Zip Code:
Internet or	Work_ ()
SCA Name:	
Attach a photocopy of picture ID AN	D a photocopy of proof of <i>current</i> SCA membership
($\sqrt{\text{ when attached}}$) [] Copy of I [] Copy of S	Driver's License or other picture ID SCA membership card or other proof of membership
the Society for Creative Anachronism, Inc., I this branch upon confirmation of my appoint maintaining membership in the Society for C and this branch or guild's financial policy re Kingdom Policy and this branch or guild's re	n of Chancellor of the Exchequer of the above listed branch of agree to assume full responsibility for all financial affairs of tment to the office by warrant. These responsibilities include: Treative Anachronism, Inc.; complying with Society, Kingdom, quirements; submitting reports when they are due according to equirements; making myself available to the membership of this rements; and being a part of this branch or guild's financial
Legal Signature:	Date:
	+ + + + + + + + + + + + + + + + + + +
I am the Groups	
I recommend the above individual for consident branch, and if possible, will assist in training	leration as the new Chancellor of the Exchequer for our g him/her for the office.
Legal Signature:	Date:

Complete this form, make a copy for your files, and mail to the **Kingdom Exchequer** along with the required identification. If you do not hear from the Kingdom Exchequer within 30 days, please call to see what is delaying your warrant.