

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: _____

This form should be completed by the individual who is applying to be Chancellor of the Exchequer and signed by either the outgoing Exchequer or the current Seneschal (or Guild principal, if a chartered Guild).

Legal Name: _____

Street Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Telephone: Home (____) _____ Work (____) _____

Internet or

Email address (not required): _____

SCA Name: _____

Attach a photocopy of picture ID **AND** a photocopy of proof of *current* SCA membership

(√ when attached) ☐ Copy of Driver's License or other picture ID
 ☐ Copy of SCA membership card or other proof of membership

I understand that by applying for the position of Chancellor of the Exchequer of the above listed branch of the Society for Creative Anachronism, Inc., I agree to assume full responsibility for all financial affairs of this branch upon confirmation of my appointment to the office by warrant. These responsibilities include: maintaining membership in the Society for Creative Anachronism, Inc.; complying with Society, Kingdom, and this branch or guild's financial policy requirements; submitting reports when they are due according to Kingdom Policy and this branch or guild's requirements; making myself available to the membership of this branch or guild for consultation and reimbursements; and being a part of this branch or guild's financial committee.

Legal Signature: _____ **Date:** _____

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Recommendation by either Seneschal or previous Exchequer

I am the Groups _____

I recommend the above individual for consideration as the new Chancellor of the Exchequer for our branch, and if possible, will assist in training 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.