East Kingdom Exchequer Training

Part 1
Keeping a Ledger

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Parts of Your Ledger

- 1. Date of transaction
- 2. Check recipient/"Deposit"
- 3. Be specific! Do not simply state category. Note item(s) paid for!
- 4. Activity (Event/Practice/Demo) or Group Office that expense is associated with
- 5. Check # or "Dep"

- 6. Mark with "R" when transaction clears on statement
- 7. Enter \$ amount as withdrawal or deposit as appropriate
- 8. Automatically calculated remember to enter **starting balance** (Balance forward)
- 9. Enter transactions from savings account, if applicable

	A	В	С	D	E	F	G	Н	1	J	К	L
1	EK 11/06											
2	Group	Name			197		CHEC	KING			SAVINGS	1
3												
4		Paid To or	Reason	Event Name	Check #	R	Withdrawal	Deposit	Balance	Withdrawal	Deposit	Balance
5	Date	Received From	for Transaction	or Office	Balance	forw	ard	97 5	0.00	Balance for	ward	0.00
6	2				-77			7.	0.00	el .	8	0.00
7	1	2	2	1	5	6		7 _	Q0.00		α.	0.00
8	1	_))	U			0.00		9	0.00
9									0.00			0.00
10									0.00			0.00
11												
12									Sheet 3a			Sheet 3b
13	-							1				





Parts of Your Ledger

1. Cash on Hand: You should be depositing money in a timely fashion—within two weeks for amounts over \$50, within 30 days for amounts under \$50, and if you follow those timelines you do not necessarily have to record those transactions here. However, if something happens to prevent timely deposit, or if you wish to keep track of everything here, you may do so. Also, you may record gate start-up here if the cash box is taken care of by the Exchequer. If not, use the receivable column. Enter amounts in the right-hand column when you receive them (which does not affect you bank account balance), then in the left hand column when you deposit them (which credits your bank account balance.)

2. Receivables: Use this column for money you have paid out but not received anything back for yet. Advances, bad checks and bad check fees are receivables. When the money is subtracted from the bank balance, record it in the right hand column. When the amount is returned (either in cash or receipts) or written off as a bad debt (with Kingdom Exchequer approval), enter the amount in the left-hand column and expense it as appropriate.

	M	N	0	Р	Q	R	S	Т	U	٧	V	×	Y	Z	AA
1															
				ADVAN	CES	SITE ADV	ANCES			RESER\	/ATIONS				
2	CAS	SH ON HA	AND	(Receiva	ables)	(Other A	ssets)	PAYA	BLES	(Other Li	abilities)	EVENT II	NCOME	EVENT I	NCOME
3	Deposited	Received	Cash on hand	Received receipts	Advances or	Returned or	Paid site	Receipts	Payment	Reservations	Recorded	Event income	Refunds	Event income	Refunds
4	cash	cash	Balance	and/or cash return	Bad checks	ecorded as expense	advance	received	made	deposited	as income	deposited/rec	paid	deposited/rec	paid
5		S-	0.00							700		3 27	1 10	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	/ 1
6			0.00	À	Y										
7		1 _	0.00	·) _	122	2 _		1		_		_ (t _	
8		T -	0.00) –		+ -) –		- () –	
9			0.00												
10			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11				Total Receivab	0.00	Total Other As:	0.00	Total Pagabl	0.00	Total Other	0.00	Net income	0.00	Net income	0.00
12			Sheet 5	Shee	t 5	Shee	et 5	She	et 5	She	et 5	Shee	t 11b	Shee	t 11b
13				P.									- 1		
14															





Parts of Your Ledger

- 3. **Site Advances**: When you write out the check for a site fee, record it here in the right-hand column until the date of the event (the bank account balance is debited when the check is written). On the date of the event, if no part of the site fee was refundable, the entire amount is removed from the site advance column and expensed as a site fee (with no change to the bank account balance). If some amount was refundable, then when it is returned to the bank account (increasing the bank account balance), enter it in the left hand column to remove it from the other assets total.
- 4. **Payables**: You shouldn't use this column much, as it is a good policy to reimburse for receipts as you receive them. However, if a situation arises where you cannot do so, record the transaction here, in the right-hand column, when you receive the receipts (bank account balance does not change), and in the left-hand column when you cut the reimbursement check for them (bank account balance is decreased for the amount of the receipts reimbursed).

	М	N	0	Р	Q	B	S	Т	U	V	W	X	Υ	Z	AA
1															
				ADVAN	CES	SITE ADV	'ANCES			RESER\	/ATIONS				
2	CAS	SH ON HA	ND	(Receiva	ables)	(Other A	ssets)	PAYA	BLES	(Other Li	abilities)	EVENTI	NCOME	EVENTI	NCOME
3	Deposited	Received	Cash on hand	Received receipts	Advances or	Returned or	Paid site	Receipts	Payment	Reservations	Recorded	Event income	Refunds	Event income	Refunds
4	cash	cash	Balance	and/or cash return	Bad checks	ecorded as expense	advance	received	made	deposited	as income	deposited/rec	paid	deposited/rec	paid
5	Ø		0.00					S				1 27	3 62	8.0	7 10
6			0.00	à				4		7.			A*		
7	200	1 _	0.00	· -) _		2 _		1	3			_ (t _	
8	a	T -	0.00) –		+ -) –) –	
9			0.00												
10			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11				Total Receivab	0.00	Total Other As:	0.00	Total Payabl	0.00	Total Other	0.00	Net income	0.00	Net income	0.00
12			Sheet 5	Shee	t 5	Shee	et 5	She	et 5	She	et 5	Shee	et 11b	Shee	t 11b
13				1						T .			-		
14										7					





Parts of Your Ledger

- 5. Reservations (Other Liabilities): Enter prereservations for events here. When money is deposited (and bank account is credited) amounts should be listed here in the left-hand column. When the event happens, all amounts in this column are removed by entering the total amount of income for the event in the left hand column and moving the same amount to event income. This should not change your bank account balance.
- 6. **Event Income**: record here, separately for each event your group hosts. Note income and refunds.

	M	N	0	P	Q	B	S	Т	U	٧	W	X	Y	Z	AA
1															
				ADVAN		SITE ADV		5		1987 N. 1982 N. 1983 N	/ATIONS	EVEN E		EVENT.	
2	CAS	SH ON HA	MD	(Receiva	ables)	(Other A	ssets)	PAYA	BLES	(Other Li	abilities)	EVENTI	NCOME	EVENT	NCOME
3	Deposited	Received	Cash on hand	Received receipts	Advances or	Returned or	Paid site	Receipts	Payment	Reservations	Recorded	Event income	Refunds	Event income	Refunds
4	cash	cash	Balance	and/or cash return	Bad checks	ecorded as expense	advance	received	made	deposited	as income	deposited/rec	paid	deposited/rec	paid
5	9	100	0.00			/ · · · · · · · · · · · · · · · · · · ·				56		1 97	· Vi	100	718
6	54	18	0.00	à	1								ti i		
7		1 _	0.00) _		2 _	/	1	3	_		_ 6	t _	
8	a (77)	T -	0.00	_ 4) -	- 4) -) –	
9	25		0.00												
10			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11		1		Total Receivab	0.00	Total Other As:	0.00	Total Payabl	0.00	Total Other	0.00	Net income	0.00	Net income	0.00
12			Sheet 5	Shee	t 5	Shee	et 5	She	et 5	She	et 5	Shee	et 11b	Shee	t 11b
13										Ť					
14										7					





Parts of Your Ledger

- 1. Fundraising Income: Internal was done at SCA events with SCA-related products; External is mundane activities like bake sales
- 2. Direct Contributions Donations: Proceeds of passing the hat at practice
- 3. Direct Contributions Stale Checks: Checks over a year old not cashed
- 4. Direct Contributions Recovered Debts: Bad checks re-paid be sure to remove from receivables!

- 5. Income from demos and activity fees.
- 6. Transfers in from in or outside of Kingdom
- 7. Interest earned (where applicable)
- 8. Income from newsletter sales
- 9. Income from advertising
- 10. Other income: Do NOT place anything here without checking with the Kingdom Exchequer first to be sure it can't be better classified!

	AN	AO	AP	AQ	AB	AS	AT	AU	AV	AW	AX	AY
1												
2	INCOME											
3			Direct	Direct	Direct	Demos &	Transfers	Transfers				
4	FR	FR	Contribution	Contribution	Contribution	Activity	IN	IN	Interest	Newsletter	Advertising	Other
5	Internal	External	Donations	Stale check:	covered del	Fees	włin king.	outside king	Earned	Income	Income	Income
6										7		
7	_ 1	_	2	3	1	5	- 6	5 _	7	Q	a	10
8		-	_		-	9		,	_ /	0	9	10
9												





Parts of Your Ledger

All expenses fall into one of three categories:

OA: Expenses related to the administration of playing the game. Examples: Waivers, copies of past End-of-Year reports, business meeting site fees, etc.

AR: Expenses related to the game we play: Expenses for Events, Martial or Dance Practices

FR: Expenses to further fundraising activities

The lower line further classifies what the expense was for.

Advertising: when paid to the mundane world, not the Society

Bad Debts: recovery efforts failed and KE approved write-off

Bank Charges and fees

Equipment Rental or Maintenance fees

Fees: to someone who provided a service

Food

General Supplies: site tokens, toilet paper, etc.

Insurance: Paid outside the SCA

Site Charges

Postage

Printing Charges (photocopying, etc.)

Telephone

Travel

	AZ	BA	BB	BC	BD	BE	BF	BG	BH	BI	BJ	BK	BL
1			20.000			23,730					2000		77777
2	EXPENS	ES											
3													
4	0&A	0&A	0&A	0&A	O&A	0&A	0&A	O&A	0&A	O&A	O&A	0&A	O&A
5	Advertising	Bad Debts	Bank Charge	Equip. Rental	Fees	Food	Supplies	Insurance	Site Charges	Postage	Printing	Telephone	Travel
6													
7													





Parts of Your Ledger

- 1. **Other expenses**: Put nothing here unless you check with the Kingdom Exchequer to be sure there is no place more appropriate
- 2. **Donations to other 501C organizations** we need their Tax ID #s. This is not for donations to other SCA groups only to, for example, the Red Cross after Hurricane Katrina
- 3. **Transfers Out Within Kingdom** include NMS; Outside Kingdom would be a transfer to another SCA group, not in the Kingdom

- 4. Track **inventory** here this applies to very few groups
- 5. Track **asset donations** here, only if their Fair Market Value exceeds \$500, or if they were reported previously
- 6. Track **assets** here that have left the branch's possession
- 7. **Depreciable property** purchased: only if amount paid exceeds \$500.

	CM	CN	.00	CP	CQ	CR	CS	CT	CU	CV	CV	CX	CY	CZ	DA
1															
2					NON-CAS	SH ASSE	TS					PROOF			
3			Transfers	Transfers					Direct	2	Depreciable	Ŷ.			
4	Other	Donations	OUT	OUT	Inventor	ry Sales	Invento	ry Cost	Contribution	Asset Removal &	Property		Gross	Gross	
5	Expenses	to 501(c) 3	włin king.	outside king.	# of items	Income	# of items	Expense	sset donatio	Other Sales Income	Purchased		Income	Expenses	
6	2 20	10 100		20.0						4		0.00	0.00	0.00	
7	1	7		3 -		- 4	1 -		5	6	7	0.00	- 80	0.00	
8			•	,			11 10 10 10 10 10 10 10 10 10 10 10 10 1			O		0.00	0.00	0.00	
9												0.00	0.00	0.00	
10	0.00	0.00	0.00	0.00	0	0.00	0	0.00	0.00	0.00	0.00	7		7	
11										3		}			
12	Sheet 12b	Sheet 12b	Sheet 10	Sheet 10	Sheet 6	Sheet 6	Sheet 6	Sheet 6	Sheet 7	Sheet 7	Sheet 7 or 8				
13	e .													,	





Sample Ledger

On the following slides, you will be looking at a sample ledger containing the most common transactions that groups make. Each transaction will have an explanation of why it was entered the way it was. It might be helpful to print up the sample ledger from the website to have it to look at while you view this presentation, as some of the screenshots are a bit small.

In this form of ledger, every transaction is entered TWICE, once to make the changes to the ledger running balance, and a second time to classify the expense. Some of the categories are only holding categories where the transaction stays for a limited amount of time before moving into its final classification. (For example, receivables, payables, cash on hand, site advances, etc.) Removal from a holding category may or may not affect your bank balance, depending on the situation.

At the bottom of each column, the spreadsheet automatically produces a sum, and under the sum there is a note explaining where the information is to be entered in your End – Of – Year (EOY, or Domesday) report.





Sample Ledger

Receivable: *See line 6*: Check #101 to Duke Joe. This was an advance for archery targets. Eventually this expense will be categorized as AR General Supplies, but as of 1/1 the Exchequer has not received any receipts. So for now, we put the check amount into the Receivable column.

See line 10: On 1/20, Duke Joe gave receipts in the amount of \$232.17 to the Exchequer, and returned the remaining \$17.83. The \$250 comes out of the Receivable column, and \$232.17 is entered in the expense column, while \$17.83 is re-deposited. In order to remove the entire \$250 from the Receivable column, the total of the receipts received plus the amount of cash returned must equal \$250. If Duke Joe had gone over budget, and spent \$256.65 on the targets, then an additional check would be written for \$6.65, the \$250 would be removed from the Receivables column, and the \$256.65 would be classified as Supplies.

2		Shire of	Somewhere Sunny			СН	ECKING		ADVA (Receiv		SITE ADV		PAYA	ABLES	1970	VATIONS (iabilities)	EVENT	INCOME				
3									nec a				Repts	Pymt	-		dep 'd	Refunds	9			Transfers
4		Paid To or	Reason	Event Name	Ck#	B Vith	Dep	Bal	ropts and/or	Advance	Returned		Rec'd	made	Reser- vations	Recor-	rec'd	paid	AB	AB	AB	OUT
5	Date	e Received From	for Transaction	or Office		Balance for	ward	1500.00	cash return		or recorded	Paid site advance			deposite d	ded as income	Sunny War	Sunny War	Food	Supp	Site	włin king.
6	1/1	Duke Joe	Advance for archery targets	Sunny War	101	R 250.00		1250.00	Γ	250.00			J.					y .				
7	1/1	Sunny Church	Deposit for Hall and Kitchen	Sunny War	102	R 450.00).	800.00				450.00						,				
8	1/2	Bob's Haybales	Haybales for fighting	Sunny War	103	R 100.00	1	700.00				200000000000000000000000000000000000000								100.00		
9	1/15	Sam's Club	Food for Dayboard	Sunny War	104	R 125.68	1	574.32											125.68			
10	1/20	Deposit	return of advance check # 101	Sunny War		B	17.83	592.15	250.00				J.							232.17		
11	1/20	Deposit	prereservations for Sunny War	Sunny War		B	400.00	992.15							400.00							
12	1/31	Mary Bigpurse	Seed for Troll	Sunny War	105	R 150.00	1	842.15		150.00												
13	2/1	Deposit	return of refundable site fee	Sunny War		B	50.00	892.15			450.00										400.00	
14	2/10	Deposit	Gate proceeds	Sunny War		B	####	2092.15									1200.00	y y				
15	2/10	Transfer	Move funds to event income	Sunny War				2092.15								400.00	400.00					
16	2/10	Deposit	Return seed for Troll	Sunny War		В	150.00	2242.15	150.00													
17	2/10	Unhappy Camper	Refund	Sunny War	106	B 12.00	1	2230.15					4					12.00				
18	2/11	SCA, Inc	NMS	Sunny War	107	R 36.00	1	2194.15														36.00
19	2/28	B Returned Check	Ins Funds - Mrs. Bratty Attendee	Sunny War		R 15.00	i.	2179.15		15.00												
21	2/28	Ret Check Fee	Fee for bounced check	Sunny War		B 10.00	1	2169.15		10.00												
2	2/28	B Duchess Joanna	site tokens - receipts received	Sunny War				2169.15					25.16									
2:			Site tokens - receipts reimbursed	Sunny War	108	R 25.16		2143.99						25.16						25.16		
2:								2143.99														
2.	1							2143.99	400.00	425.00	450.00	450.00	25.16	25.16	400.00	400.00	1600.00	12.00	125.68	357.33	400.00	36.00
25	5		j.						Total Re	25.00	Total Oth	0.00	Total P	0.00	Total O	0.00	let incom	1,588.00				
21	3							Sheet 3a	She	et 5	She	et 5	She	eet 5	She	eet 5	She	et 11b	Sheet 2	Sheet 2	Sheet 2	Sheet 10





Sample Ledger

Other Assets: See line 7: On 1/1 a check was written to Sunny Church for \$450 in preparation for an upcoming event. \$400 was to cover the cost of the site, and \$50 was a refundable deposit to ensure that the site was left in a satisfactory condition. The amount was put into the Other Assets category, as a holding place.

See line 13: On 2/1 the \$50 refundable portion of the site fee was returned. The Exchequer redeposited the \$50, removed the \$450 from the Other Assets category, and moved the \$400 into the AR Site Fee category.

2		Shire of	Somewhere Sunny			CHE	CKING		ADVA (Recei	ANCES vables)	SITE AD		PAYA	ABLES		VATIONS	EVENT	INCOME				
3			,						media				Repts	Pymt	_		dep 'd	Refunds				Transfers
4		Paid To or	Reason	Event Name	Ck#	B With	Dep	Bal	repts and/or	Advance	Returned		Rec'd	made	Reser- vations	Recor-	rec'd	paid	AB	AB	AB	OUT
							1		cash		or recorded	Paid site			deposite	ded as	7.7.7.7.7			177.5		
5	Date	Received From	for Transaction	or Office	E	Balance for	vard	1500.00	return	Checks			i.e		d	income	Sunny War	Sunny War	Food	Supp	Site	w/in king
6	1/1	Duke Joe	Advance for archery targets	Sunny War	101	R 250.00		1250.00	Ï	250.00			_			la:						,
► 7	1/1	Sunny Church	Deposit for Hall and Kitchen	Sunny War	102	R 450.00		800.00				450.00										
8	1/2	Bob's Haybales	Haybales for fighting	Sunny War	103	R 100.00		700.00												100.00		
9	1/15	Sam's Club	Food for Dayboard	Sunny War	104	R 125.68		574.32					A						125.68			
10	1/20	Deposit	return of advance check # 101	Sunny War		R	17.83	592.15	250.00											232.17		
11	1/20	Deposit	prereservations for Sunny War	Sunny War		B	400.00	992.15							400.00							
12	1/31	Mary Bigpurse	Seed for Troll	Sunny War	105	R 150.00		842.15		150.00												
13	2/1	Deposit	return of refundable site fee	Sunny War		B	50.00	892.15			450.00		, i								400.00	
14	2/10	Deposit	Gate proceeds	Sunny War		R	#####	2092.15								i.	1200.00			5.		
15	2/10	Transfer	Move funds to event income	Sunny War				2092.15								400.00	400.00					
16	2/10	Deposit	Return seed for Troll	Sunny War		R	150.00	2242.15	150.00													
17	2/10	Unhappy Camper	Refund	Sunny War	106	R 12.00		2230.15					3					12.00				
18	2/11	SCA, Inc	NMS	Sunny War	107	R 36.00		2194.15												-		36.00
19	2/28	Returned Check	Ins Funds - Mrs. Bratty Attendee	Sunny War		R 15.00		2179.15		15.00												
20	2/28	Ret Check Fee	Fee for bounced check	Sunny War		R 10.00		2169.15		10.00												
21	2/28	Duchess Joanna	site tokens - receipts received	Sunny War				2169.15					25.16									
22	3/2	Duchess Joanna	Site tokens - receipts reimbursed	Sunny War	108	R 25.16		2143.99						25.16						25.16		
23								2143.99														
24								2143.99	400.00	425.00	450.00	450.00	25.16	25.16	400.00	400.00	1600.00	12.00	125.68	357.33	400.00	36.00
25			ā						Total Re	25.00	Total Oth	0.00	Total P	0.00	Total O	0.00	let incom	1,588.00				
26			=					Sheet 3a	She	eet 5	She	et 5	Sh	eet 5	Sh	eet 5	She	et 11b	Sheet 2	Sheet 2	Sheet 2	Sheet 10





Sample Ledger

Expense Categories: See line 8: The Exchequer wrote out a check to Bob's Haybales for haybales for Sunny War. The check can be directly classified as AR General Supplies.

See line 9: The Exchequer went to Sam's Club to buy food for Sunny War. S/he wrote the check directly out to Sam's Club for \$125.68. This can be directly classified as AR Food. Alternatively, Duke Joe could have gone to Sam's, paid for the food out of his own pocket, and submitted the receipt to the Exchequer. In this case, the transaction would look the same, except that the check would be made out to Duke Joe. Or, the purchase at Sam's Club could have included \$56.00 in food, and \$69.68 in toilet paper. These amounts would be classified as Food and Supplies, respectively. However, don't feel the need to go through each item on the receipt to separate food versus supplies – if most of it was food, expense it as food.

2		Shire of	Somewhere Sunny				CHE	CKING		ADVA (Recei	NCES vables)	SITE ADV		PAYA	BLES	0.000	VATIONS Liabilities)	EVENT	INCOME				
3			9	e e	2					ropts		Y		Repts	Pymt	Reser-	-	dep 'd	Refunds	72			Transfers
4	20	Paid To or	Reason	Event Name	Ck#	Βľ	With	Dep	Bal	andfor	Advance	Returned		Rec'd	made	vations	Recor-	rec'd	paid	AR	AR	AB	OUT
5	Date	Received From	for Transaction	or Office		Balar	nce forw	vard	1500.00	cash return	s or Bad					deposite d	ded as income	Sunny War	Sunny War	Food	Supp	Site	włin king.
6	1/1	Duke Joe	Advance for archery targets	Sunny War	101	B	250.00		1250.00	[250.00						2	, i			,		,
7	1/1	Sunny Church	Deposit for Hall and Kitchen	Sunny War	102	R	450.00		800.00			-	450.00				,						
8	1/2	Bob's Haybales	Haybales for fighting	Sunny War	103	B	100.00		700.00												100.00		
>9	1/15	Sam's Club	Food for Dayboard	Sunny War	104	B	125.68		574.32					A .						125.68			
10	1/20	Deposit	return of advance check # 101	Sunny War		B		17.83	592.15	250.00											232.17		
11	1/20	Deposit	prereservations for Sunny War	Sunny War		B		400.00	992.15							400.00							
12	1/31	Mary Bigpurse	Seed for Troll	Sunny War	105	B	150.00		842.15		150.00					6300-10000							
13	2/1	Deposit	return of refundable site fee	Sunny War		B		50.00	892.15			450.00										400.00	
14	2/10	Deposit	Gate proceeds	Sunny War		B		#####	2092.15									1200.00	2				
15	2/10	Transfer	Move funds to event income	Sunny War					2092.15								400.00	400.00					
16	2/10	Deposit	Return seed for Troll	Sunny War		B		150.00	2242.15	150.00													
17	2/10	Unhappy Camper	Refund	Sunny War	106	B	12.00		2230.15					8					12.00				
18	2/11	SCA, Inc	NMS	Sunny War	107	B	36.00		2194.15														36.00
19	2/28	Returned Check	Ins Funds - Mrs. Bratty Attendee	Sunny War		B	15.00		2179.15		15.00												
20	2/28	Ret Check Fee	Fee for bounced check	Sunny War		В	10.00		2169.15		10.00												
21	2/28	Duchess Joanna	site tokens - receipts received	Sunny War					2169.15					25.16									
22	3/2	Duchess Joanna	Site tokens - receipts reimbursed	Sunny War	108	B	25.16		2143.99						25.16						25.16		
23									2143.99														
24									2143.99	400.00	425.00	450.00	450.00	25.16	25.16	400.00	400.00	1600.00	12.00	125.68	357.33	400.00	36.00
25										Total Re	25.00	Total Oth	0.00	Total P	0.00	Total O	0.00	let incom	1,588.00				
26						1, 1			Sheet 3a	She	et 5	She	et 5	She	et 5	Sh	eet 5	She	eet 11b	Sheet 2	Sheet 2	Sheet 2	Sheet 10





Sample Ledger

Event Proceeds: See line 11: It is time to deposit the pre-reservations already received for Sunny War. (Checks written for more than \$50 must be deposited within 14 days of receipt, while checks written for less than \$50 must be deposited within 30 days, and it is a nice gesture to deposit them within 14 days as well.) Since something is still owed to those people who sent you money (the event), this does not immediately become event income – it is really an Other Liability until the day of the event.

See line 15: After the event, the funds are taken out of the Other Liabilities and entered under Event Income. This is a transfer because it is not affecting your bank balance, only changing categorization of money.

26								Sheet 3a	She	et 5	She	et 5	She	et 5	She	et 5	She	et 11b	Sheet 2	Sheet 2	Sheet 2	Sheet 1
25									Total Re	25.00	Total Oth	0.00	Total P		Total O	0.00	let incom	1,588.00				
24								2143.99	400.00	425.00	450.00	450.00	25.16	25.16	400.00	400.00	1600.00	12.00	125.68	357.33	400.00	36.00
23								2143.99														
22			Site tokens - receipts reimbursed	Sunny War	108	R 25.16		2143.99						25.16						25.16		
21	2/28	Duchess Joanna	site tokens - receipts received	Sunny War				2169.15					25.16						-			
20	-		Fee for bounced check	Sunny War		R 10.00		2169.15		10.00												
19			Ins Funds - Mrs. Bratty Attendee	Sunny War	-	R 15.00	_	2179.15		15.00												
18		SCA, Inc	NMS	Sunny War	107	R 36.00		2194.15												-		36.0
17		Unhappy Camper		Sunny War		R 12.00		2230.15										12.00				
16		Deposit	Return seed for Troll	Sunny War		В	150.00		150.00													
15		Transfer	Move funds to event income	Sunny War				2092.15								400.00	400.00					
14		Deposit	Gate proceeds	Sunny War		B	#####										1200.00					
13		Deposit	return of refundable site fee	Sunny War		R 100.00	50.00	892.15			450.00										400.00	
12			Seed for Troll	Sunny War		R 150.00		842.15		150.00					100.00							
→ 11		Deposit	prereservations for Sunny War	Sunny War		 В	400.00	992.15	200.00						400.00			-		202.11		
10		Deposit	return of advance check # 101	Sunny War		R 123.00	17.83	592.15	250.00										125.00	232.17		
9		Sam's Club	Food for Dayboard	Sunny War	104			574.32											125.68	100.00		
8	-		Haybales for fighting	Sunny War Sunny War		R 100.00	_	700.00				450.00						-		100.00		-
6		Duke Joe Sunny Church	Advance for archery targets Deposit for Hall and Kitchen	Sunny War Sunny War	101	R 250.00 R 450.00		1250.00 800.00		250.00		450.00										-
5		Received From	for Transaction	or Office		alance for		1500.00	cash return	Checks	or recorded as expense	Paid site advance			deposite d	ded as income	Sunny War	Sunny War	Food	Supp	Site	włin king
4		Paid To or	Reason	Event Name	Ck#	B With	Dep	Bal	ropts and/or	Advance	Returned		Rec'd	made	vations	Recor-	rec'd	paid	AR	AR	AR	OUT
3									media				Repts	Pymt	Reser-		dep 'd	Refunds				Transfe
2		Shire of	Somewhere Sunny			CHE	CKING		(Recei	ANCES vables)	SITE AD\ (Other A		PAYA	BLES	RESERV (Other L		EVENT	INCOME				





Sample Ledger

Another Kind of Receivable: *See line 12*: The day before the event is here! Mary Bigpurse has been assigned to pick up the starting seed for the gate. The Exchequer gives her a check for \$150.00, and she goes to her bank and cashes it for 100-ones and 10-fives. This is a receivable, since it will be re-deposited. NEVER reimburse receipts from gate money!

See line 16: On 2/10, the Exchequer deposits the proceeds from the event. The \$150 starting gate funds are deposited separately, to avoid confusion. The amount is then removed from the Receivables column.

20 21	2/28 2/28		Fee for bounced check site tokens - receipts received	Sunny War Sunny War		B 10.00	1	2169.15 2169.15		10.00			25.16									
19	2/28	Returned Check	Ins Funds - Mrs. Bratty Attendee	Sunny War		R 15.00	i.	2179.15		15.00												
18	2/11	SCA, Inc	NMS	Sunny War	107	R 36.00		2194.15														3
17	2/10	Unhappy Camper	Refund	Sunny War	106	B 12.00	i i	2230.15					4					12.00				
16	2/10	Deposit	Beturn seed for Troll	Sunny War		В	150.00	2242.15	150.00													
15	2/10	Transfer	Move funds to event income	Sunno War				2092.15								400.00	400.00					
14	2/10	Deposit	Gate proceeds	Sunny War		B	#####				100.00						1200.00				100.00	
13	2/1	Deposit	return of refundable site fee	Sunny War		B	50.00			100.00	450.00										400.00	
12			Seed for Troll	Sunny War		R 150.00		842.15		150.00					100.00	-	-					
11	1/20	Deposit	prereservations for Sunny War	Sunny War		B	400.00		230.00						400.00		-			202.11		
10	1/20	Deposit	Food for Dayboard return of advance check # 101	Sunny War		B 120.60	17.83		250.00										120.00	232.17		
9	1/15	Sam's Club	Haybales for fighting	Sunny War Sunny War	104			574.32											125.68	100.00		
8		Sunny Church Bob's Haybales	Deposit for Hall and Kitchen	Sunny War Sunny War	102	R 450.00 R 100.00		800.00 700.00				450.00				-	-	-		100.00		-
6	1/1	Duke Joe	Advance for archery targets	Sunny War		R 250.00		1250.00	-	250.00							,					-
5		Received From	for Transaction	or Office	_	alance for		1500.00	cash return	Checks	or recorded as expense				deposite d	ded as income	Sunny War	Sunny War	Food	Supp	Site	w/in k
4		Paid To or	Reason	Event Name	Ck#	B Vith	Dep	Bal	ropts and/or	Advance	Returned		Rec'd	made	Reser- vations	Recor-	rec'd	paid	AR	AR	AB	01
3					2 3				media		8		Repts	Pymt			dep 'd	Refunds	9.			Tran





Sample Ledger

Deposits: See line 14: The Exchequer is depositing the gate proceeds from Sunny War. The amount deposited is entered under the Event Income for Sunny War.

Refund: See line 17: Unhappy Camper couldn't make it to Sunny War, and under the guidelines of the financial policies of the Shire of Somewhere Sunny, he is entitled to a refund. The Exchequer sends him a refund, and enters it in the Event Refunds column.

NMS: See line 18: Finally, to close out the event, the Exchequer sends a check to the NMS deputy, and it is recorded as a Transfer OUT, w/in Kingdom.

2		Shire of			CHE	CKING		ADVA (Recei	ANCES	SITE ADV		PAYA	ABLES	101700000000000000000000000000000000000	VATIONS	F\/FNT	INCOME					
3		Office of	Contemicie Cunity	<i>a</i>		One	Citaro		media	rubico)	(Other)	100010)	100000			Japindesj	dep 'd	Refunds		2		Transfers
4		Paid To or	Reason	Event Name	CI. #	B Vith	Dep	Bal	repts	100	5000 00		Repts Rec'd	Pymt	Reser-		-	paid	AB	AB	AB	
4		Paid 10 or	Heason	Event Name	CK#	H with	Бер	Bal	andfor	Advance			Hec a	made	vations	Recor-	rec'd	paid	AH	AH	AH	OUT
5	Date	Received From	for Transaction	or Office	E	lalance for	ward	1500.00	cash return		or recorded as expense	Paid site advance			deposite d	ded as income	Sunny War	Sunny War	Food	Supp	Site	włin king.
6	1/1	Duke Joe	Advance for archery targets	Sunny War	101	R 250.00		1250.00	ľ	250.00			, .	,				S 5		-		
7	1/1	Sunny Church	Deposit for Hall and Kitchen	Sunny War	102	R 450.00		800.00				450.00										
8	1/2	Bob's Haybales	Haybales for fighting	Sunny War	103	R 100.00		700.00												100.00		
9	1/15	Sam's Club	Food for Dayboard	Sunny War	104	R 125.68		574.32					A						125.68			
10	1/20	Deposit	return of advance check # 101	Sunny War		B	17.83	592.15	250.00											232.17		
11	1/20	Deposit	prereservations for Sunny War	Sunny War		B	400.00	992.15							400.00							
12	1/31	Mary Bigpurse	Seed for Troll	Sunny War	105	R 150.00		842.15		150.00					6000-1000							
13	2/1	Deposit	return of refundable site fee	Sunny War		B	50.00	892.15			450.00										400.00	
14	2/10	Deposit	Gate proceeds	Sunny War		B	#####	2092.15									1200.00					
15	2/10	Transfer	Move funds to event income	Sunny War				2092.15			_					400.00	400.00					
16	2/10	Deposit	Return seed for Troll	Sunny War		В	150.00	2242.15	150.00													
17	2/10	Unhappy Camper	Refund	Sunny War	106	R 12.00		2230.15					, a					12.00				
18	2/11	SCA, Inc	NMS	Sunny War	107	R 36.00		2194.15														36.00
19	2/28	Returned Check	Ins Funds - Mrs. Bratty Attendee	Sunny War		R 15.00		2179.15		15.00												
20			Fee for bounced check	Sunny War		R 10.00		2169.15		10.00												
21	2/28	Duchess Joanna	site tokens - receipts received	Sunny War				2169.15					25.16									
22			Site tokens - receipts reimbursed	Sunny War	108	R 25.16		2143.99						25.16						25.16		
23								2143.99														
24								2143.99	400.00	425.00	450.00	450.00	25.16	25.16	400.00	400.00	1600.00	12.00	125.68	357.33	400.00	36.00
25									Total Re	25.00	Total Oth	0.00	Total P	0.00	Total O	0.00	let incom	1,588.00	- 3			
26								Sheet 3a	She	et 5	She	et 5	She	eet 5	Sh	eet 5	She	et 11b	Sheet 2	Sheet 2	Sheet 2	Sheet 10





Sample Ledger

Bad Debts: See lines 19 and 20: Uh-oh! When the Exchequer received the statement for February, s/he realized that a check from a pre-reservation for Sunny War was returned for insufficient funds. This check now goes into the Receivables column, and the Exchequer must commence the guidelines laid out in the Exchequer's handbook to recover the amount of the check, as well as the cost of any fees incurred as a result of the check. This may be written off as a bad debt ONLY after all procedures have been followed, AND the Kingdom Exchequer has OK'd the write-off of the funds.

	Shire of Samoulhara Supply									ADVA	ANCES	SITE ADV	VANCES	110000000		RESER	VATIONS						
2		Shire of	Somewhere Sunny				CHE	CKING		(Receivables)		(Other Assets)		PAYABLES		(Other I	(Other Liabilities)		INCOME				
3					2		8 8			ropts		Y		Repts	Pymt	Reser-		dep 'd	Refunds	1			Transfers
4		Paid To or	Reason	Event Name	Ck #	ŧ R	With	Dep	Bal	andfor	Advance	Returned		Rec'd	made	vations	Recor-	rec'd	paid	AR	AB	AB	OUT
5	Date	Received From	for Transaction	or Office		Bala	ince forv	vard	1500.00	cash return		or recorded as expense				deposite d	ded as income	Sunny War	Sunny War	Food	Supp	Site	włin king
6	1/1	Duke Joe	Advance for archery targets	Sunny War	101	R	250.00		1250.00	Ï	250.00			L.			9						
7	1/1	Sunny Church	Deposit for Hall and Kitchen	Sunny War	102	B	450.00		800.00				450.00										
8	1/2	Bob's Haybales	Haybales for fighting	Sunny War	103	B	100.00		700.00				7777.0777								100.00		
9	1/15	Sam's Club	Food for Dayboard	Sunny War	104	B	125.68		574.32											125.68			
10	1/20	Deposit	return of advance check # 101	Sunny War		B		17.83	592.15	250.00							2				232.17		
11	1/20	Deposit	prereservations for Sunny War	Sunny War	-	B		400.00	992.15							400.00							
12	1/31	Mary Bigpurse	Seed for Troll	Sunny War	105	B	150.00		842.15		150.00					6300000000							
13	2/1	Deposit	return of refundable site fee	Sunny War		B		50.00	892.15			450.00		1								400.00	
14	2/10	Deposit	Gate proceeds	Sunny War		B		#####	2092.15								y.	1200.00					
15	2/10	Transfer	Move funds to event income	Sunny War					2092.15								400.00	400.00					
16	2/10	Deposit	Return seed for Troll	Sunny War		B		150.00	2242.15	150.00							10000000						
17	2/10	Unhappy Camper	Refund	Sunny War	106	B	12.00		2230.15										12.00				
18	2/11	SCA, Inc	NMS	Sunny War	107	B	36.00		2194.15								y.						36.00
19	2/28	Returned Check	Ins Funds - Mrs. Bratty Attendee	Sunny War		B	15.00		2179.15		15.00												
≥ 20	2/28	Ret Check Fee	Fee for bounced check	Sunny War		B	10.00		2169.15		10.00												
21	2/28	Duchess Joanna	site tokens - receipts received	Sunny War					2169.15					25.16									
22	3/2	Duchess Joanna	Site tokens - receipts reimbursed	Sunny War	108	B	25.16		2143.99						25.16		2				25.16		
23									2143.99														
24									2143.99	400.00	425.00	450.00	450.00	25.16	25.16	400.00	400.00	1600.00	12.00	125.68	357.33	400.00	36.00
25										Total Re	25.00	Total Oth	0.00	Total P	0.00	Total O	0.00	let incom	1,588.00				
26									Sheet 3a	She	et 5	She	et 5	She	et 5	Sh	eet 5	She	eet 11b	Sheet 2	Sheet 2	Sheet 2	Sheet 10





Sample Ledger

Payable: See lines 21 and 22: Duchess Joanna caught the Exchequer of the Shire of Somewhere Sunny off guard. She submitted receipts, but the Exchequer doesn't have the checkbook with her. The amount of Duchess Joanna's receipts becomes a Payable until the Exchequer writes her a check to reimburse the amount. It is entered in the left hand column when the receipts are received, and in the right-hand column when the check is written. It is then expensed appropriately.

It is good practice to always reimburse receipts as promptly as possible, so try to use this category as infrequently as you can.

2		Shire of Somewhere Sunny			CHECKING						ADVANCES (Receivables)		SITE ADVANCES (Other Assets)		PAYABLES		RESERVATIONS (Other Liabilities)		EVENT INCOME				
3		Paid To or	Reason	Event Name	Ck#	В	With	Dep	Bal	repts and/or		Datumad		Ropts Rec'd	Pymt made	Reser- vations	Recor-	dep 'd rec'd	Refunds paid	AB	AB	AB	Transfers OUT
5	Date	Received From	for Transaction	or Office			nce forw		1500.00	cash return	100000000000000000000000000000000000000	Returned or recorded as expense		,,,,,,		deposite d	ded as income	No. of Contraction	Sunny War		Supp	Site	w/in king.
6	1/1	Duke Joe	Advance for archery targets	Sunny War	101	B	250.00		1250.00	ľ	250.00	10		J.					S 5				
7	1/1	Sunny Church	Deposit for Hall and Kitchen	Sunny War	102	В	450.00		800.00				450.00					,					
8	1/2	Bob's Haybales	Haybales for fighting	Sunny War	103	В	100.00		700.00												100.00		
9	1/15	Sam's Club	Food for Dayboard	Sunny War	104	В	125.68		574.32					-						125.68			
10	1/20	Deposit	return of advance check # 101	Sunny War		В		17.83	592.15	250.00				J.							232.17		
11	1/20	Deposit	prereservations for Sunny War	Sunny War		B		400.00	992.15							400.00							
12	1/31	Mary Bigpurse	Seed for Troll	Sunny War	105	B	150.00		842.15		150.00					6:505-1:507							
13	2/1	Deposit	return of refundable site fee	Sunny War		B		50.00	892.15			450.00		4								400.00	
14	2/10	Deposit	Gate proceeds	Sunny War		B		#####	2092.15									1200.00	y .				
15	2/10	Transfer	Move funds to event income	Sunny War					2092.15								400.00	400.00					
16	2/10	Deposit	Return seed for Troll	Sunny War		B		150.00	2242.15	150.00													
17	2/10	Unhappy Camper	Refund	Sunny War	106	В	12.00		2230.15					4					12.00				
18	2/11	SCA, Inc	NMS	Sunny War	107	В	36.00		2194.15														36.00
19	2/28	Returned Check	Ins Funds - Mrs. Bratty Attendee	Sunny War		B	15.00		2179.15		15.00												
20	2/28	Ret Check Fee	Fee for bounced check	Sunny War		B	10.00		2169.15		10.00												
21	2/28	Duchess Joanna	site tokens - receipts received	Sunny War					2169.15					25.16									
22	3/2	Duchess Joanna	Site tokens - receipts reimbursed	Sunny War	108	B	25.16		2143.99						25.16			,-	y		25.16		
23									2143.99														
24									2143.99	400.00	425.00	450.00	450.00	25.16	25.16	400.00	400.00	1600.00	12.00	125.68	357.33	400.00	36.00
25										Total Re	25.00	Total Oth	0.00	Total P	0.00	Total O	0.00	let incom	1,588.00				
26	100								Sheet 3a	She	et 5	She	et 5	Sh	eet 5	Sh	eet 5	She	et 11b	Sheet 2	Sheet 2	Sheet 2	Sheet 10