



East Kingdom Exchequer Training

Part 2

Filling in Your EOY Report

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Filling in Your EOY Report



The EOY Report looks daunting, and it is a lot of pages, but there may be a lot of it that does not apply to all groups. Once you have filled it out one time, next time will get easier. Remember, if you have any questions, ask sooner rather than later, as the later you wait, the more swamped the Regional and Kingdom Exchequers will be. Also, the Exchequer Handbook has an entire chapter dedicated to entering data in your EOY report, so it is a great reference to use!



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Always work from back to front when completing your EOY report!

Page 15: For groups with newsletters. Fill in the newsletter name and income received for it on the top lines. Enter the price of a subscription, and the number of issues received for that price. The form should calculate for you the value of each issue. Then, below, enter the remaining issues due to all subscribers. This will then show up as a liability on page 1.

If possible, you can simplify this process by having all subscriptions expire in the same month. December is usually a good choice.

Page 14: List details and amounts held in all dedicated funds here. Any amount not held in a dedicated fund should be in the general fund.



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Page 13: You MUST fill in the information for your Seneschal and Exchequer, as well as all other members of your Financial Committee. Don't forget to check the box at the top of the page which specifies the format of your Financial Committee.

Page 12b: *Insurance Non-SCA:* List amounts paid for a rider to a site owner's insurance here. Funds paid for insurance certificates from SCA Corporate are SCA Funds Transferred Out of Kingdom.

Other Expenses: Nothing should be entered here unless you have checked with the Kingdom Exchequer and there is really no place else to put it.

Donations to Other 501(c)(3) Non Profit Organizations: This is not for donations to other SCA groups, but to outside groups.



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Page 12a: Advertising (NON-SCA): Enter information if you paid for advertising in a mundane publication.

Bad Debts: Debts may only be removed from the Receivable column when all efforts outlined in the Exchequer's handbook have been exhausted, and the group Financial Committee and Kingdom Exchequer have given you the authorization to do so.

Fees and Honoraria: This includes fees and tips paid for services rendered by lifeguards, security officers, and teachers.

Page 11b: Adjusted Gross Event Related Income: An example from my imaginary group:

~~INCOME STATEMENT~~

3b. ADJUSTED GROSS EVENT INCOME	(A) Gross Gate Income (+ NMS)	(B) Total Refunds	(A-B) Adj. Gross Income
Event			
Sunny War	\$1,600.00	\$12.00	\$ 1,588.00
			\$
			\$



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Page 11b (Cont'd): *Net Advertising Income*: Income from advertising in local newsletters or event publications.

Other Income: Do not enter anything here until you have checked with the Kingdom Exchequer to be sure it doesn't belong somewhere more appropriate.

Page 11a: *Fundraising Income (Internal and External)*: Fundraising Income is generated by doing something non-medieval to raise money. It is classified as internal if it happened at an event, or external if it happened in the mundane world.

Direct Contributions: Donations received without consideration: Proceeds of passing-the-hat at meetings, or donations where nothing is given in return.



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Page 11a (Cont'd): *Direct Contributions: Stale Checks:* Checks that have not been cashed, and were outstanding as of your previous year's EOY report. Be sure to put a matching entry in your ledger to increase your bank balance accordingly.

Direct Contributions: Value of Asset Donations and Regalia Improvements: This will come over from page 7.

Income from Demos and Activity Fees: Activity related income not directly related to an event. Examples include: heraldic submissions, fees charged for authorizations, donations from a group after a demo.

Page 10: *SCA Funds transferred Out – Within Kingdom:* Funds transferred out of your group and into another SCA group within your Kingdom and country. Example: NMS.



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Page 10 (cont'd): *SCA Funds transferred Out – Within Kingdom: Ex:*

SCA FUNDS TRANSFERRED DETAIL - OUT

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

WITHIN THE KINGDOM	Check #	Check Date	Amount
NMS for Sunny War	107	11-Feb-2006	\$ 36.00

SCA Funds transferred Out – Corporate Office or Officer: These are usually for SCA Insurance, but can also be for any other transfer to a Corporate Office or Officer.

SCA Funds transferred Out – Outside the Kingdom, Same Country: Transfers from Kingdom to Kingdom are cross-referenced, so if your outgoing transfer does not match an incoming transfer in the receiving Kingdom, expect a request for clarification.



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Page 9: *SCA Funds Transferred In – Within the Kingdom:* Funds put into your account by another group within your Kingdom and country.

SCA Funds Transferred In – Outside the Kingdom: Funds put into your account by another group outside your Kingdom and within your country.

Page 8: *Depreciation Worksheet:* Nothing on this worksheet should be valued less than \$500, unless it was there in previous years and is grandfathered in. Trailers and electronic equipment depreciate over 5 years, everything else over 7 years. Fill in the relevant information, using the table as your guide. The handbook also walks you through this, so I am not going to do so here.



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Page 7: *Regalia and Non-Depreciated Equipment*: Regalia is defined as items that will not depreciate with age, or wear out with use. Things reported here should have a Fair Market Value of more than \$500, or should have been previously recorded, in which case they need to remain listed here until the item leaves the group's possession.

Asset Removal and Other Sales Income (not reported as major inventory): The top is for minor inventory (initial value less than \$250), and the bottom is where regalia or equipment that was released or sold is reported.

Page 6: *Inventory Worksheet*: Inventory is items that we make or obtain to sell to others to make money. Inventory is spelled out in the Handbook, and since many groups have none, I will refer you there for help.



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Page 5: Undeposited Funds and Late Arriving Transfers: Be sure to provide the reason this money hasn't been deposited yet!

Receivables: Report bad checks, advances, etc. still outstanding at the time of the report here. Receivables should be reconciled within 60 days, so if something has been around longer than that, try to reconcile it as soon as possible. Ex:

RECEIVABLES: Owed From	Reason	Prior Amount	Current Amount
Mrs. Bratty Attendee	Bounced Check at Sunny War	\$	\$ 25.00

Other Assets: Refundable site fees and site advances outstanding as of the time of the report.

Payables: Un-reimbursed receipts that are going to be paid.

Other Liabilities: Site fees collected as of the time of reporting but event not held yet.



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Page 4: *Contact Information:* Be sure to fill this page in completely! It is important for the Kingdom Exchequer to have good contact information for you and any deputies you may have!

Page 3b: *Secondary Accounts Reconciliation Worksheet:* Fill in relevant information for all savings accounts, CDs, etc. Do not fill in bank account information here for your primary account – that's on the next page.

Page 3a: *Primary Account Reconciliation Worksheet:* Fill in the information for your main checking account here. Be sure member numbers and expiration dates are filled in for signatories. In the locked form, when your ledger balance reconciles with outstanding transactions, the cells turn green so you know it is balanced.



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Page 3a (cont'd): An example from my sample ledger, to show how the report reconciles outstanding amounts with the ledger balance.

PRIMARY ACCOUNT RECONCILIATION

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:	Sunny Bank		
Bank Account Title:	SCA Inc, Shire of Somewhere Sunny		
Bank Account Type :	Checking	Required number of Signatures:	2
Bank Account Number :	00-00000	Statement Ending Date:	31-Dec-2006
Bank Officer Name and Phone Number (if known):			

1. Balance from bank statement at end of period 2,205.15

Date(s)	Amount of Deposit	Date(s)	Amount of Deposit

2. Deposits not credited on statement **TOTAL** \$

Check Number(s)	Check Amount	Check Number(s)	Check Amount
107	\$ 36.00		
108	\$ 25.16		

3. Checks not cleared on statement **TOTAL** \$ 61.16

4. Adjusted ACCOUNT Balance (Line 1 + Line 2 - Line 3) *Line 4 must equal Line 5* \$ 2,143.99

5. Ending LEDGER or REGISTER Balance *to be correctly reconciled.* \$ 2,143.99

6. Does this account earn interest? (YES or NO) *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):



Filling in Your EOY Report



INCOME STATEMENT

Page 2: *Income and Expenses:*

On this page you will be very thankful if you have a complete ledger! Your ledger should be set up to automatically total the amounts in all columns not already covered, and you enter them in the appropriate places on this page. Be VERY careful not to transpose numbers, as there is a lot of information on this page and it can be difficult to find mistakes. This is what it looks like from the sample ledger:

INCOME			(from page)	Gross	Cost	Amount
1a	Fund Raising: Non-medieval activities	(11a)			INTERNAL	\$
1b	to earn	(11a)			EXTERNAL	\$
2	Direct Contributions/Donations: No active	(11a)				\$
3a	Activity Related: Medieval activities to	(11a)			Income from Demos and Activity Fees	\$
3b	earn income (events, demos, heraldry fees)	(11b)			Adjusted Gross Event Income	\$ 1,588.00
4a	Funds Transferred In from Another SCA	(9)			WITHIN KINGDOM	\$
4b	Account	(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)	\$ 1,588.00

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			\$ 125.68		\$ 125.68
19	General Supplies			\$ 357.33		\$ 357.33
20	Insurance (NON-SCA)	(12b)	\$	\$	\$	\$
21	Occupancy & Site Charges			\$ 400.00		\$ 400.00
22	Postage & Shipping, PO Box Rental					\$
23	Printing & Publications					\$
24	Released Equipment	(7)	\$		\$	\$
25	Telephone					\$
26	Travel (Gas, Tolls, Airfare)					\$
27	SUB-TOTAL	(Lines 12-26)	\$	\$ 883.01	\$	\$ 883.01
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) \$ 36.00
30b					OUTSIDE KINGDOM	(10) \$
31	TOTAL EXPENSES				(Line 27 TOTAL + Lines 28 to 30b)	\$ 919.01
32	NET INCOME <i>(MUST MATCH Change in Net Worth)</i>				(Line 11 Minus Line 31)	\$ 668.99



Filling in Your EOY Report



Page 1: Comparative Balance Sheet: Most of the items on this page are carried over from other pages.

Starting balances on this page **MUST** equal ending balances from last year. If not, your report will be returned as unbalanced.

When your Change in Net Worth equals your Net Income, congratulations, the cell turns green and you are done!

Branch: _____ Period: _____ to _____

COMPARATIVE BALANCE STATEMENT

For **Cumulative** Quarterly Reports, use **last year's** Comparative Balance Sheet (End) amounts for the (Start) amount.
 For **Sequential** Quarterly Reports, use **last report's** Comparative Balance Sheet (End) amounts for the (Start) amount.
 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)	\$ 1,500.00	\$ 2,143.99
b)	Cash Earning Interest	(3)		\$
c)	Receivables	(5)	\$	\$ 25.00
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	\$ 1,500.00	\$ 2,168.99

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	\$ 1,500.00	\$ 2,168.99
Proof:	Change in Net Worth	III(End) - III(Start) (A)	\$ 668.99	{A = B} ? If NO, the report is
	Net Income	Income Statement Line 32 (B)	\$ 668.99	

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:



Filling in Your EOY Report: Troubleshooting



If your report does not balance, there are a number of things you can do to check things:

1. Check the amount you are off – is it equal to one transaction amount? If yes, maybe it was only entered once in your ledger, and has not been reported.
2. Is the amount you are off divisible by 3? (or 9?) This could indicate a transposition error. I don't know how it works, but it is mentioned in the handbook if you are curious.
3. Are your beginning numbers correct? Remember, they **MUST** equal your ending numbers from last year, or your report will be returned to you for adjustment.
4. Could it be a depreciation error? Double check what you filled in.



Filling in Your EOY Report: Troubleshooting



If your report does not balance, there are a number of things you can do to check things:

5. If none of that works, double check your ledger. Maybe there was more than one transaction which was not double entered. Maybe the formulas in your spreadsheet have been altered.
6. 6. If it still doesn't balance, do some yoga, drink some tea, or take a walk. Sometimes you are looking right at the error and cannot see it until after you focus on something else for awhile. You could also run it by your deputy or seneschal. Sometimes fresh eyes are necessary.
7. 7. When all else fails, get help from your Regional or Kingdom Exchequer. Just remember that they will have more time to help the earlier you submit your information to them.



Filling in Your EOY Report: Troubleshooting



Good Luck!! You can do it!!

