



East Kingdom Exchequer Training

Part 1

Keeping a Ledger

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Keeping A Ledger: 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!

(Note that the above are examples of each transaction. Not all instances are covered here.)

	AN	AO	AP	AQ	AR	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	Recovered deb	Fees	w/in king.	outside king	Earned	Income	Income	Income		
6														
7	-	1	-	2	3	4	5	-	6	-	7	8	9	10
8														
9														



Keeping A Ledger:

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.



Keeping A Ledger:

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.

Shire of Somewhere Sunny				CHECKING				ADVANCES (Receivables)	SITE ADVANCES (Other Assets)	PAYABLES	RESERVATIONS (Other Liabilities)	EVENT INCOME				Transfers							
Paid To or		Reason	Event Name	Ck #	R	With	Dep	Bal	Repts and/or cash return	Advance s or Bad Checks	Returned or recorded as expense	Paid site advance	Repts Rec'd	Pymt made	Reser- vations deposi- t	Record- ed as income	dep'd rec'd	Refunds paid	AR	AR	AR	Transfers OUT	
Date	Received From	for Transaction	or Office	Balance forward			1500.00										Sunny War	Sunny War	Food	Supp	Site	win king.	
6	1/1	Duke Joe	Advance for archery targets	Sunny War	101	R	250.00			250.00													
7	1/1	Sunny Church	Deposit for Hall and Kitchen	Sunny War	102	R	450.00					450.00											
8	1/2	Bob's Haybales	Haybales for fighting	Sunny War	103	R	100.00																
9	1/15	Sam's Club	Food for Dayboard	Sunny War	104	R	125.68												125.68			100.00	
10	1/20	Deposit	return of advance check # 101	Sunny War			17.83		250.00													232.17	
11	1/20	Deposit	prereservations for Sunny War	Sunny War			400.00								400.00								
12	1/31	Mary Bigpurse	Seed for Troll	Sunny War	105	R	150.00		150.00														
13	2/1	Deposit	return of refundable site fee	Sunny War			50.00			450.00													400.00
14	2/10	Deposit	Gate proceeds	Sunny War			#####										1200.00						
15	2/10	Transfer	Move funds to event income	Sunny War												400.00	400.00						
16	2/10	Deposit	Return seed for Troll	Sunny War			150.00		150.00														
17	2/10	Unhappy Camper	Refund	Sunny War	106	R	12.00																
18	2/11	SCA, Inc	NMS	Sunny War	107	R	36.00																36.00
19	2/28	Returned Check	Inc Funds - Mrs. Bratty Attendee	Sunny War			15.00			15.00													
20	2/28	Ret Check Fee	Fee for bounced check	Sunny War			10.00			10.00													
21	2/28	Duchess Joanna	site tokens - receipts received	Sunny War									25.16										
22	3/2	Duchess Joanna	Site tokens - receipts reimbursed	Sunny War	108	R	25.16							25.16									25.16
23																							
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								2143.99	Total Re	25.00	Total Oth	0.00	Total P	0.00	Total Ot	0.00	let incom	1,588.00					
26								Sheet 3a	Sheet 5		Sheet 5		Sheet 5		Sheet 5		Sheet 1b		Sheet 2	Sheet 2	Sheet 2	Sheet 10	



Keeping A Ledger:

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.

Shire of Somewhere Sunny				CHECKING				ADVANCES (Receivables)		SITE ADVANCES (Other Assets)		PAYABLES		RESERVATIONS (Other Liabilities)		EVENT INCOME				Transfers					
Paid To or		Reason	Event Name	Ck #	R	With	Dep	Bal	Repts and/or cash return	Advance s or Bad Checks	Returned or recorded as expense	Paid site advance	Repts Rec'd	Pymt made	Reser- vations deposite d	Record- ed as income	dep'd rec'd	Refunds paid	AR	AR	AR	Transfers OUT			
Date	Received From	for Transaction	or Office	Balance forward			1500.00										Sunny War	Sunny War	Food	Supp	Site	win king.			
6	1/1	Duke Joe	Advance for archery targets	Sunny War	101	R	250.00		250.00																
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9	1/15	Sam's Club	Food for Dayboard	Sunny War	104	R	125.68													125.68					
10	1/20	Deposit	return of advance check # 101	Sunny War		R		17.83	250.00												232.17				
11	1/20	Deposit	prereservations for Sunny War	Sunny War		R		400.00							400.00										
12	1/31	Mary Bigpurse	Seed for Troll	Sunny War	105	R	150.00		150.00																
13	2/1	Deposit	return of refundable site fee	Sunny War		R		50.00		450.00												400.00			
14	2/10	Deposit	Gate proceeds	Sunny War		R	#####	2092.15								1200.00	400.00								
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		R		150.00	150.00																
17	2/10	Unhappy Camper	Refund	Sunny War	106	R	12.00	2230.15										12.00							
18	2/11	SCA, Inc	NMS	Sunny War	107	R	36.00	2194.15														36.00			
19	2/28	Returned Check	Inc Funds - Mrs. Bratty Attendee	Sunny War		R		15.00		15.00															
20	2/28	Ret Check Fee	Fee for bounced check	Sunny War		R		10.00		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									Total Re	25.00	Total Oth	0.00	Total P	0.00	Total OI	0.00	Net incom	1,588.00							
26									Sheet 3a		Sheet 5		Sheet 5		Sheet 5		Sheet 11b		Sheet 2		Sheet 2		Sheet 2		Sheet 10

