

So You Want To Be An Exchequer?

Roles and Responsibilities Of Shire Exchequers

By Mary Verch Thomas (with thanks to Lord Aelfgeorn of East Kingdom)

As a local Chancellor of the Exchequer your primary duty is to watch over your Shire's assets. This includes assets in any form but primarily financial assets. This means maintaining at least a current account and possibly savings accounts as well, if your Shire has enough money to warrant this. You are responsible for reconciling the bank statements for these accounts and for preparing financial reports as required by SCA, Kingdom Of Drachenwald and any other regional Law and Policy (e.g Insulae Draconis Operating Procedures, Baronial procedures etc).

Shire Financial Policy and Committee

Each Shire should have a brief statement of its financial policy – if not then as Exchequer you should generate one and get it agreed by the Shire. Some UK banks require this in order to open a bank account for a club. This can be quite simple. For example it could just state that your Shire adopts the policies of the Kingdom of Drachenwald. Each Shire should have a finance committee. The finance committee should consist of the Seneschal, the Exchequer and at least one other officer. This committee should agree any expenditure made by the Shire. The Shire financial policy should detail who is on this committee and who will be signatories on the bank account.

Shire Bank Account

As Exchequer you should be a signatory on the Shire bank account, along with the Seneschal and any other elected signatories. In order to become a signatory to the account you will need to complete a form provided by the Shire's bank and provide evidence of identification (e.g. passport, driving license) and residency (e.g. utility bill in your name with your address on it)

It should be noted that SCA policy states that the Seneschal and Exchequer cannot live at the same address. In exceptional circumstances, if the Exchequer and Seneschal are at the same address they cannot both be signatories on the bank account, and another officer should be designated as a signatory. Under these circumstances the finance committee should include 2 other officers in addition to the Seneschal and Exchequer

Record Keeping

You are required to keep an up-to-date ledger of all transactions involving your Shire's assets. The ledger must clearly explain all payments, deposits, receivables, payables, and cash on hand. For advice and guidance on this see Basic Record Keeping for Shire Finances, which contains commentary and tips on making this easy. For a more detailed discussion and examples see the [Exchequer's Handbook](#). When

you receive a Shire bank statement you are responsible for checking it against your records to ensure no errors have occurred.

Receiving Money

You are responsible for receiving and depositing, as soon as possible, all funds for the Shire. This includes:

- Collecting event reservations from the autocrat or reservations steward
- Taking charge of the cash box when the event gate closes and verifying the money held in it against a record of money collected
- Collecting expense receipts and unspent money advanced for expenses
- Collecting other payments such as newsletter subscriptions, submission fees, fight practice fees/donations, and so on, either directly or from the appropriate officer
- Receiving donations from demos and fund raisers
- Recovering payment and bank fees on bad cheques

Disbursing Money

You are responsible for disbursing all funds for the Shire. Preferably this should be by cheque only, but if cash payments are made, you are responsible for recording these. This includes:

- Paying site fees, deposits, and other routine bills
- Issuing cash advances for major event expenses
- Withdrawing cash to seed the gate cash box
- Transferring NMS payments and Kingdom profit share to the Kingdom Exchequer
- Issuing reimbursements for allowed expenses
- Issuing refunds for event fees in accordance with your Shire's policy
- Purchasing inventory and major supplies approved by your group

You are expected to be familiar with Society and Kingdom [Law and Policy](#) with regard to financial matters. It is part of your job to advise the group on what they are allowed to spend money on, what they are allowed to do to raise money, and the proper procedures to follow in handling SCA money. These policies are based on the Society's IRS tax status (US Tax Law), insurance policies, and common sense. Note that in Drachenwald, because Shire monies are held in bank accounts opened under local laws, these amounts are not included within the SCA Inc. Tax return.

Reporting

You are expected to provide reports to your Shire at any Shire meetings that are held so that members of your Shire know the financial status. Your Seneschal may also require a statement of the Shire's assets to go into their Domesday and Quarterly reports.

You are responsible for producing Quarterly reports. The Quarters are January-March, April-June, July-September and October-December. A quarterly report should be produced before 25th of April, July and September. A Domesday report should be produced before 25th January (note there may be earlier dates for your region e.g for insuale Draconis this is 15th of the month). The quarterly reports, ideally, should be done using the Excel spreadsheet available on the Drachenwald Web site and sent to both the regional and Kingdom Exchequers. It should be agreed with your Shire seneschal before submitting. The Domesday report must be completed and a hard copy signed by both yourself as Exchequer and your Shire's Seneschal. Hard copies or scans of the signed pages along with the Excel file should then be sent to both the appropriate Regional Exchequer and the Drachenwald Exchequer

Chain Of Command

In the first instance any questions or problems should be raised with the Regional Exchequer first, if there is one (e.g. Insulae Draconis Exchequer or Central Regions Exchequer), who has delegated authority from the Drachenwald Exchequer for issues relating to that region. The Regional Exchequer should be able to handle most of the routine questions and problems you have with reports, procedures, etc.

The Drachenwald Exchequer is your boss. When an issue arises the decision of the Kingdom Exchequer is generally final. Truly local issues should be handled locally or with the Regional Exchequer. If something is really causing you a problem then definitely tell the Drachenwald Exchequer about it. Remember that the Drachenwald Exchequer has many groups to handle in many different European countries as well as Kingdom-level duties and reporting requirements to the Corporate level. He or she does not have time for everything - that is why there are Regional Deputies. The Drachenwald Exchequer will be primarily concerned with your Quarterly and Year End (Domesday) report, and with money you must transfer to Kingdom (NMS payments and Kingdom event profits).