

THE SOCIETY FOR CREATIVE ANACHRONISM, INC. - FINANCIAL REPORT

Branch: _____ Period: _____ to _____.

COMPARATIVE BALANCE SHEET - US

<u>I. ASSETS</u>	Source	Start	End
a) Cash on Hand and Non-Interest-Bearing Accounts	Cash Reconciliation Worksheet		
b) Cash Earning Interest	Cash Reconciliation Worksheet		
c) Receivable	Comparative Balance Worksheet		
d) Inventory For Sale	Inventory Worksheet		
e) Regalia & Donated Property	Property Worksheet		
f) Purchased Property & Equipment	Property Worksheet		
g) MINUS Accumulated Depreciation	Property Worksheet		
h) Other Assets	Comparative Balance Worksheet		
i) TOTAL ASSETS	Add a through f and h then subtract g		

<u>II. LIABILITIES</u>			
a) Newsletter Subscriptions Due	Subscriptions Due Worksheet		
b) Payables	Comparative Balance Worksheet		
c) Other Liabilities	Comparative Balance Worksheet		
d) TOTAL LIABILITIES	Add a through c		

<u>III. NET WORTH</u>		Line I.i minus Line II.d		
Proof:	Change in Net Worth	III(End) - III(Start)	(A)	(A = B) ? If NO, the report is incomplete
	Net Income	Income Statement Line 31	(B)	

Note: For Year-end Reports, all figures under (Start) must equal figures reported on last year's Comparative Balance Sheet under (End) on the Kingdom Report. **(START) FIGURES CAN NOT BE CHANGED UNDER ANY CIRCUMSTANCES!**

Seneschal: _____

Exchequer: _____

Date: _____

THE SOCIETY FOR CREATIVE ANACHRONISM, INC. - FINANCIAL REPORT

Branch: _____ Period: _____ to _____.

INCOME STATEMENT

	INCOME	Source	Amount
1	Contributions from the General Public	Income Worksheet	
2	Direct Contributions	Income Worksheet	
3	Adjusted Gross Event Related Income	Income Worksheet	
4	Funds Received from Another SCA Account	SCA Funds Transferred WITHIN KINGDOM (A) Worksheet OUTSIDE KINGDOM or NON-US GROUPS(B)	
5	Income from Sale of Non Inventory Property	Property Worksheet - ND	
6	Interest Earned		
7	Net Inventory Sales income	Inventory Worksheet	
8	Net Newsletter Income	Income Worksheet	
9	Other Income	Income Worksheet	
10	TOTAL GROSS INCOME (Sum of Lines 1 through 9)		

	EXPENSES (Source)	Office & Admin.	Event Related	Fund Raising	
11	Advertising				
12	Bad Debts				
13	Bank Service Charges				
14	Depreciation (Property Worksheet - D)				
15	Equipment Rental & Maintenance				
16	Fees & Honoraria (Expense Worksheet)				
17	Food				
18	General Supplies				
19	Insurance (NON-SCA)				
20	Occupancy & Site Charges				
21	Postage & Shipping, PO Box Rental				
22	Printing & Publications				
23	Released Property(Property Worksheet - D)				
24	Telephone				
25	Travel (Gas, Tolls, Airfare)				
26	Other Expenses (Expense Worksheet)				
27	SUB-TOTAL (Lines 11 -26)				
28	Donations to Other 501(c)(3) [Nonprofit] Organizations (Expense Worksheet)				
29a	Moved to Another (SCA Funds Transferred Worksheet - Out) WITHIN KINGDOM				
29b	SCA Account (SCA Funds Transferred Worksheet - Out) OUTSIDE KINGDOM/US				
30	TOTAL EXPENSES (Line 27 TOTAL + Lines 28 to 29b)				
31	NET INCOME (MUST MATCH Change in Net Worth) (Line 10 Minus Line 30)				

Seneschal:

Exchequer:

Date:

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CASH RECONCILIATION WORKSHEET

Use one sheet per bank account.

Bank Statement Ending Date : _____

1. ENDING BALANCE FROM BANK STATEMENT _____

DEPOSITS NOT YET CREDITED ON STATEMENT

Date	Amount of Deposit	Date	Amount of Deposit

2. TOTAL DEPOSITS NOT YET CREDITED _____

3. SUBTOTAL (Line 1 + Line 2) _____

WITHDRAWALS AND CHECKS NOT YET CLEARED

Check Number	Check Amount	Check Number	Check Amount

4. TOTAL WITHDRAWALS NOT YET CLEARED _____

5. BANK BALANCE (Line 3 - Minus Line 4) _____

Reconciliation of Account Register to Bank:

6. ENDING BALANCE IN ACCOUNT REGISTER _____

7 a. Service Charges _____
 b. Other Fees _____
 Total Charges _____

8. PLUS: Interest on Account _____

9. ACCOUNT REGISTER BALANCE (Line 6 Minus Line Total 7 Plus Line 8) _____

If Interest-Earning Account, Add Line 9 to Page 1 Line I.b, if not add Line 9 to Page 1 Line I.a (End)

Line 9 Must Equal Line 5 to be correctly reconciled.

10. CASH ON HAND (NOT IN A BANK ACCOUNT)		Add to Page 1 Line I.a
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Seneschal: _____ Exchequer: _____ Date: _____

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COMPARATIVE BALANCE WORKSHEET

RECEIVABLES: Owed From	Reason	Prior Period Amount	Current Amount
TOTAL			
Show on		Pg. 1 I.c (Start)	Pg. 1 I.c (End)

OTHER ASSETS: Description	Prior Period Amount	Current Amount
TOTAL		
Show on		Pg. 1 I.h (Start)
Show on		Pg. 1 I.h (End)

PAYABLES: Owed To	Reason	Prior Period Amount	Current Amount
TOTAL			
Show on		Pg. 1 II.b (Start)	Pg. 1 II.b (End)

OTHER LIABILITIES: Owed To	Reason	Prior Period Amount	Current Amount
TOTAL			
Show on		Pg. 1 II.c (Start)	Pg. 1 II.c (End)

Use additional sheets if necessary

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INVENTORY WORKSHEET

NOTE: Duplicate items with *different* values (because of additional purchase at different prices) should have their own column.

The SCA uses a "first in, first out inventory method. Sales of items with more than one value should be treated as sales of the **oldest** items first. When these items have been completely eliminated, then sales of these items would be from the next set purchased (most likely higher priced than the old set).

For 2000 and later: Do not treat purchases of items for resale as inventory if the total purchase cost less than \$250. If your inventory is worth less than US\$250, expense it under Supplies and add the income to the "Income from Sale of Noninventory Property" (Income Statement Line 5).

	ITEM DESCRIPTION					TOTAL ACROSS	Show Total on Page and Line
	Selling Price	\$	\$	\$	\$		
A	Per Unit Cost	\$	\$	\$	\$		
B	Beginning Quantity						
C	Beginning Extended Cost (AXB)	\$	\$	\$	\$	\$	Pg 1, L.d (Start)
D	Quantity of Additional Purchases						
E	Total Purchased Cost (AxD)	\$	\$	\$	\$		
F	Total Quantity Sold						
G	Ending Inventory Quantity (B+D-F)						
H	Ending Extended Cost (G x A)	\$	\$	\$	\$	\$	Pg 1, L.d (End)
I	Cost of Goods Sold (C + E -H)	\$	\$	\$	\$		
J	Gross Income from Inventory Sales (F x Sales Price)	\$	\$	\$	\$		
K	Net Inventory Income (J - I)	\$	\$	\$	\$	\$	Pg 2, Ln 7

Use additional sheets if necessary

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Branch: _____ Period: _____ to _____ .

PROPERTY WORKSHEET - D (DEPRECIATION)

7 Year Depreciation:

Seven year assets are all assets **except** those specifically mentioned below for 5 year assets. Thrones, pavilions, cooking equipment, fire pits, loaner armor, etc. would all be 7 year assets.

Item Type: O&A, ER or FR	Purchased Property & Equipment Individual Items > \$500 each): Item	Year of Purchase	(A)	(B)	Initial	(C)	(Start)	(D)	(End)
			MACRS % This Year						
TOTAL									
MACRS Schedule (Enter Year)	2002	2001	2000	99	98	97	96	95	
Years Owned	0 to 1	2	3	4	5	6	7	8	
All Other Equipment	14.29%	24.49%	17.49%	12.49%	8.93%	8.92%	8.93%	4.46%	

5 Year Depreciation: Computers and their peripherals, Trailers and other Office equipment

Note: If the item is **not** a computer, computer peripheral or accessory, a trailer, or other office equipment (calculators, typewriters, copiers, faxes, etc.) it belongs to 7 year property above.

Item Type: O&A, ER or FR	Purchased Property & Equipment Individual Items > \$500 each): Item	Year of Purchase	(A)	(B)	Initial	(C)	(Start)	(D)	(End)
			MACRS % This Year						
TOTAL									
MACRS Schedule (Enter Year)	2002	2001	2000	99	98	97			
Years Owned	0 to 1	2	3	4	5	6			
Computers	20.00%	32.00%	19.20%	11.52%	11.52%	5.76%			

Total Purchased Property & Equipment (This page)									
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Use additional sheets if necessary

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Branch: _____ Period: _____ to _____ .

SCA FUNDS TRANSFERRED WORKSHEET - IN

Funds transferred within Kingdom:

ANOTHER SCA ACCOUNT WITHIN THE KINGDOM	Check Number	Date Received	AMOUNT
			TOTAL
			Show on <i>Pg. 2 Line 4a</i>

Funds tranferred from accounts OUTSIDE the Kingdom OR from non-US branches:

(A) OUTSIDE THE KINGDOM:	Check Number	Date Received	AMOUNT
			TOTAL (A)

(B) ANY KINGDOM NEWSLETTER:	Check Number	Date Received	AMOUNT
			TOTAL (B)

TOTAL TRANSFERS TO THIS ACCOUNT FROM OUTSIDE THE KINGDOM (A) + (B)			
			Show on <i>Pg. 2 Line 4b</i>

Use additional sheets if necessary

THE SOCIETY FOR CREATIVE ANACHRONISM, INC. - FINANCIAL REPORT

Branch: _____ Period: _____ to _____.

SCA FUNDS TRANSFERRED WORKSHEET - OUT

Funds transferred to another account within Kingdom:

<i>ANOTHER SCA ACCOUNT WITHIN KINGDOM:</i>	Check #	Date Sent	Amount
TOTAL			
			Pg 2 Line 29a

Funds transfer out of Kingdom:

<i>(A) A CORPORATE OFFICE OR OFFICER:</i>	Check #	Date Sent	Amount
TOTAL (A)			

<i>(B) A BRANCH OR KINGDOM OUTSIDE THE KINGDOM OR TO NON-US BRANCHES</i>	Check #	Date Sent	Amount
TOTAL (B)			

<i>(C) ANY KINGDOM NEWSLETTER:</i>	Event Date	Check #	Date Sent	Amount
TOTAL (C)				

TOTAL TRANSFERS FROM THIS ACCOUNT TO OUTSIDE THE KINGDOM: [(A)+(B)+(C)]	
Show on	Pg 2 Line 29b

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INCOME WORKSHEET

<i>CONTRIBUTIONS FROM THE GENERAL PUBLIC:</i> From	Reason	Amount
Show TOTAL on Pg 2 Line 1		

<i>DIRECT CONTRIBUTIONS</i>	Amount
a) Income from Demonstrations & Public Relations	
b) Contributions from Members (SCA Fund Raising)	
c) Income from Heraldic Submissions	
d) Donations-In-Kind and Reaglia Improvements (Property Worksheet -ND)	
Show TOTAL on Pg 2 Line 2	

<i>Adjusted Gross Event Related Income:</i> Event	(A) Gross Income	(B) Refunds	(A-B) Adj. Gross Income
Show TOTAL on Pg 2 Line 3			

<i>NET NEWSLETTER INCOME:</i> Newsletter Name	(A) Gross Income	(B) Start Subs Due	(C) End Subs Due	(A+B-C) Net Income
Show TOTAL on Pg 2 Line 8				

<i>Other Income: From</i>	Reason	Amount
Show TOTAL on Pg 2 Line 9		

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EXPENSE WORKSHEET

<i>DONATIONS TO OTHER 501©(3) [NONPROFIT] ORGANIZATIONS: Organization Name:</i>	FED ID Number	Check #	Date Sent	Amount
TOTAL				
Show on			<i>Pg 2 Line 28</i>	

<i>FEES & HONORARIA Orgainzation or Person</i>	Check #	Date Sent	Amount
TOTAL			
Show on			<i>Pg 2 Line 16</i>
			Total

<i>OTHER EXPENSES: Organization or Person</i>	Reason	Amount
TOTAL		
Show on		<i>Pg 2 Line 26</i>
		Total

Use additional sheets if necessary

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BANK ACCOUNT INFORMATION FORM

Complete one of these forms for each bank account held and managed by this Society branch or office. Attach copies of the bank statement and reconciliation which include ending date of period, and photocopies or legal equivalent of photo Ids for all local signatories.

The account must have **94-1698556** as the IRS Tax Identification number and the account must be in the name of "**Society for Creative Anachronism, Inc - Branch Name**". "SCA, Inc - Branch name is" also acceptable. If your group does not have an account, attach an explanation of who is holding the funds, if any.

Name of Financial Institution: _____

Street Address: _____

City, State/Province & Zip/Postal: _____

Telephone: _____ Account Number: _____

All Persons Authorized to sign:

Title	Legal Name (Print)	Address:	Member #
Seneschal/Guild Principle			
Branch/Guild Exchequer			
Kingdom Exchequer			
Regional Exchequer			
Other Financial Com. Member			

Address where bank sends monthly statements (if someplace **other** than the Branch Chancellor of the Exchequer's home address).

Name: _____

Street Address: _____

City: _____ **State/Province:** _____ **Zip/Postal Code:** _____

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NEWSLETTER SUBSCRIPTIONS DUE WORKSHEET

Use this form only if you sell multiple issues of your newsletter in advance (subscriptions). If not, the Balance of Subscriptions Due is zero.

Price of one subscription: _____ (Use additional sheets for
 # of Issues per Subscription: _____ other subscription rates)
 Price Per Issue: _____
 Tax Year: _____ 2002

Month/Year Subscription Expires	(A) # of Issues Remaining	(B) # of Subscriptions Expiring this Month/Year or Issue	(C) Price per Issue	(A) x (B) x (C) Balance of Subscription Due
Jan-03	1			
Feb-03	2			
Mar-03	3			
Apr-03	4			
May-03	5			
Jun-03	6			
Jul-03	7			
Aug-03	8			
Sep-03	9			
Oct-03	10			
Nov-03	11			
Dec-03	12			
Jan-04	13			
Feb-04	14			
Mar-04	15			
Apr-04	16			
May-04	17			
Jun-04	18			
Jul-04	19			
Aug-04	20			
Sep-04	21			
Oct-04	22			
Nov-04	23			
Dec-04	24			
BEYOND 2 YRS		Calculate Separately		
<i>Pg 9 Net Newsletter Income (C)</i>			Total This Sheet:	
Show Total on BOTH!			Total Other Sheets:	
			Total:	
<i>Pg 1 Line IIa (End)</i>				

Use additional sheets if necessary