

Treasurer Reference Guide  
Barony of Namron  
Frú Kolfinna Egilsdóttir, April 20, 2020

Congratulations on your selection as the Treasurer for the Barony of Namron, and thank you for volunteering to serve our Populace! As a new officer, there are quite a few administrative tasks to become familiar with. This document should help you get started, and keep you on track throughout your term of office. Please send any suggestions for improvement of this document to the local Seneschal so we can maintain a useful resource for our Treasurers.

This list may seem daunting at first, but most actions will quickly become second nature, or may need to be completed only once, or infrequently. Some can be delegated to a Deputy. Several of the items are specific to our barony only. If you need assistance or accommodations to complete the duties of your office, please notify the Seneschal. This document should serve as a starting point for a new appointee to the Office of the Treasurer, but is not implied to be inclusive of all possible responsibilities.

#### Legal

1. The SCA has a zero tolerance policy regarding harassment and bullying. The policy can be read at: <http://socsen.sca.org/the-sca-harrasment-and-bullying-policy/>.
2. You are ultimately responsible for ensuring that you are listed on the Kingdom Warrant Roster, and maintaining current authorizations and paid membership status for the duration of your term in office. More details are found below.

#### General Administration

1. You are responsible for knowing the laws, rules, and policies that apply to your position! Read the following documents. Make sure you are using the most current version. It is strongly recommended that you attend the Treasurer Warranting Class at Round Table at least once per year to get policy updates and interpretation information.
  - a. Barony of Namron Financial Policy: A copy should be in the Google Drive associated with your official email account. Documents may also be obtained from the local Seneschal.
  - b. Ansteorra Financial Policy:  
<https://treasurer.ansteorra.org/files/policies/AnsteorraFinancialPolicy.pdf>
  - c. SCA Chancellor of the Exchequer Handbook:  
<https://treasurer.ansteorra.org/files/policies/ExchequerHandbook.pdf>
  - d. SCA PayPal Policy:  
<https://www.sca.org/wp-content/uploads/2019/12/PayPalPolicy.pdf>
  - e. SCA PayPal Procedure:  
<https://www.sca.org/wp-content/uploads/2019/12/PayPalProcedure.pdf>

- f. Voiding Stale Checks:  
<https://treasurer.ansteorra.org/files/policies/VoidingStaleChecks.pdf>
  - g. Letter to Seneschals and Exchequers:  
<https://treasurer.ansteorra.org/files/policies/LettertoSeneschals&Exchequers-May2015.pdf>
  - h. Theft: Procedures for Seneschals and Exchequers:  
<https://treasurer.ansteorra.org/files/policies/theft.pdf>
  - i. Read the Black Star regularly. You can access a digital version by logging into your membership account at sca.org.
2. Obtain contact information for the following officers.
    - a. Local Seneschal
    - b. Northern Regional Deputy Exchequer
    - c. Kingdom Exchequer
  3. Join the “Whooshy Officers” Facebook Group at <https://www.facebook.com/groups/3271523382876147/>. This group is used for report reminders, discussion, and updates between meetings. Monthly Business Meeting topics and training will also be announced in this group and by email.
  4. Make sure you are added to the Namron Officers and Deputies chat on Facebook Messenger. We use this for quick questions, updates, etc. Extended discussions of official business will be moved to meetings or email, but you can get a lot of basic questions answered quickly in the chat.
  5. Your official email account is an important tool for communicating with other Baronial officers, regional and kingdom officers, and members of the populace. Obtain a temporary email password from the Seneschal. Log in to your official email account and change the password. You should respond to emails within 24 hours.
    - a. Make sure there is no password recovery phone number listed. Recovery email should be [seneschal@namron.ansteorra.org](mailto:seneschal@namron.ansteorra.org).
    - b. DO NOT DELETE all emails! Please read [Gmail and Google Suites for Officers](#) on the Barony of Namron website.
    - c. Use Google Calendar to set reminders for report and waiver submissions (listed below), and meeting schedules. Make sure you are setting them on the correct account!
  6. Send the following information to the Northern Regional Exchequer at [northern@treasurer.ansteorra.org](mailto:northern@treasurer.ansteorra.org) from your official email:
    - a. SCA name
    - b. Modern name
    - c. Copy of current Sustaining or Family membership with expiration
    - d. Copy of driver’s license with personal information redacted.
  7. Send the following information to the Kingdom Exchequer at [kingdom@treasurer.ansteorra.org](mailto:kingdom@treasurer.ansteorra.org) from your official email:
    - a. SCA name
    - b. Modern name
    - c. Copy of current Sustaining or Family membership with expiration

- d. Copy of driver's license with personal information redacted.
8. Send the following information to the local Seneschal at [seneschal@namron.ansteorra.org](mailto:seneschal@namron.ansteorra.org) from your official email:
  - a. SCA name and title
  - b. Modern name
  - c. Membership# and expiration
  - d. Phone number
9. Attend the Round Table Treasurer Warranting Meeting. Be sure to sign in!
10. Appoint an Emergency Replacement Deputy who can fulfill the duties of the office if you are unable to do so for any length of time. Submit their Modern name, SCA name, Membership, expiration, and copy of their driver's license with personal information redacted to the Northern Regional Seneschal.
11. Coordinate with the Seneschal to be added to the bank signatory list.
12. Obtain the Treasurer laptop computer, and all physical paperwork and miscellaneous equipment from the outgoing Treasurer within 30 days.
13. Submit purchase requests to the Financial Committee for review at [finance@namron.ansteorra.org](mailto:finance@namron.ansteorra.org). All approved purchase receipts will be submitted to the Treasurer.
14. Prepare and submit annual budget information for the Office of the Treasurer and include in the annual baronial budget. This typically occurs each November.

#### Key Responsibilities

1. Maintain accurate financial records for the Barony of Namron.
2. Review document retention annually and update files, as necessary.  
<https://www.sca.org/wp-content/uploads/2019/12/RecordRetentionPolicy.pdf>
3. Submit accurate and complete reports in a timely manner.
4. Submit bank signatory requests to the Kingdom and Society Exchequer, and maintain a current signatory list with the local bank branch.  
<https://www.sca.org/wp-content/uploads/2020/01/BankAccountRequest.xls>
5. Serve as a primary member of the Barony of Namron Financial Committee.
6. Lead the Barony of Namron Financial Committee meetings.
7. Write and/or update Barony of Namron Financial Policies, as needed.
8. Manage PayPal event pre-registrations, including request for PayPal usage, provision of pre-registrant lists to gate staff, fulfilling refunds when necessary. Requests for PayPal are submitted to: [registrations@treasurer.ansteorra.org](mailto:registrations@treasurer.ansteorra.org)  
<https://treasurer.ansteorra.org/files/forms/Ansteorra%20PayPal%20Request.docx>
9. Manage gate registrations and staff/coordinators.  
<https://treasurer.ansteorra.org/files/forms/ListofGateFormsandReports.pdf>  
<https://www.sca.org/wp-content/uploads/2019/12/CashChainofCustodyForm.xlsx>;  
<https://treasurer.ansteorra.org/files/forms/GateSignIn.xls>  
<https://www.sca.org/wp-content/uploads/2019/12/GateIncomeandReconciliationSheet.xls>  
[X](#)
10. Ensure that all required signage is posted at the registration gate at events.

11. Ensure correct and timely submission of Non-Member Registration funds and reports to Kingdom NMR Deputy at [nmr@treasurer.ansteorra.org](mailto:nmr@treasurer.ansteorra.org);  
[https://www.sca.org/wp-content/uploads/2019/12/NMR\\_Submission\\_Form.xlsx](https://www.sca.org/wp-content/uploads/2019/12/NMR_Submission_Form.xlsx)
12. Ensure correct and timely submission of Profit Split funds and reports to Kingdom NMR Deputy at [nmr@treasurer.ansteorra.org](mailto:nmr@treasurer.ansteorra.org)
13. Submit accurate and complete Event Reports within 30 days of events.  
<https://treasurer.ansteorra.org/files/forms/LocalEventReport.xls>
14. Provide donation receipts, when requested.  
[https://www.sca.org/wp-content/uploads/2019/12/SCA\\_Donation\\_Form.pdf](https://www.sca.org/wp-content/uploads/2019/12/SCA_Donation_Form.pdf)
15. Coordinate with the Seneschal to fulfill annual rental agreements and payments for:
  - a. Facilities usage, West Wind Unitarian Universalist Church
  - b. Property rental for storage of Phred the Shed
  - c. Property rental for storage of Phredrica the Other Shed
16. Reimburse approved expenses by the Barony of Namron and/or members of the Populace. <https://treasurer.ansteorra.org/files/forms/CheckRequestForm.xlsx>
17. Coordinate with Herald to complete submissions to College of Heralds. Single client form:  
<https://treasurer.ansteorra.org/files/forms/AnsteorranHeraldicSubRec't-SingleClientForm.xlsx>;  
Roster Form:  
<https://treasurer.ansteorra.org/files/forms/AnsteorranHeraldicSubRec't-RosterForm.xlsx>
18. Train, and delegate tasks to, one or more Deputies to ensure the efficiency and performance of your office, as well as its future continuity.

## Reporting

15. View and familiarize yourself with the report forms that you will use before you have a looming deadline.
  - a. All reports must be sent from the official email account. Schedule reports in your official Google Calendar, allowing enough time to submit by the respective deadlines.
  - b. Upon taking office, a change in the Office of the Seneschal, or every two years, a Review of Books must be completed.  
<https://www.sca.org/wp-content/uploads/2019/12/SCAReviewofBooksReport.xls>
  - c. Monthly Financial Reports consist of the following:
    - i. Year-to-Date (Cumulative) Monthly Report, using the locked SCA Quarterly Report Form – add the reporting month in the branch name field
    - ii. Check Register (often referred to as the “ledger”) reflecting all months reported in the Monthly Report
    - iii. Bank Statement for the current Reporting Month, signed by the Seneschal and Treasurer
  - d. Routine reporting deadlines for your office. Submit to Northern Regional Exchequer at [northern@treasurer.ansteorra.org](mailto:northern@treasurer.ansteorra.org), local Seneschal at

[seneschal@namron.ansteorra.org](mailto:seneschal@namron.ansteorra.org) and retain a copy in the Google Drive associated with your official email account. Routine reports are signed by the Treasurer and Seneschal.

- i. January 31: December Bank Ledger Report and Monthly Report/End of Year Financial Report (reporting period January 1 through December 31 of previous calendar year). Send to Northern Regional Deputy Exchequer at [northern@treasurer.ansteorra.org](mailto:northern@treasurer.ansteorra.org), Kingdom Domesday Deputy at [domesday@treasurer.ansteorra.org](mailto:domesday@treasurer.ansteorra.org), and local Seneschal at [seneschal@namron.ansteorra.org](mailto:seneschal@namron.ansteorra.org)  
<https://www.sca.org/wp-content/uploads/2020/01/SCALedgerV3.xlsm>  
[https://www.sca.org/wp-content/uploads/2020/01/SCAFinancialReportv5\\_LARGE\\_locked.xlsm](https://www.sca.org/wp-content/uploads/2020/01/SCAFinancialReportv5_LARGE_locked.xlsm)
- ii. February 28: January Bank Ledger Report and Monthly Report  
<https://www.sca.org/wp-content/uploads/2020/01/SCALedgerV3.xlsm>  
[https://www.sca.org/wp-content/uploads/2020/01/SCAFinancialReportv5\\_LARGE\\_locked.xlsm](https://www.sca.org/wp-content/uploads/2020/01/SCAFinancialReportv5_LARGE_locked.xlsm)
- iii. March 31: February Bank Ledger Report and Monthly Report  
<https://www.sca.org/wp-content/uploads/2020/01/SCALedgerV3.xlsm>  
[https://www.sca.org/wp-content/uploads/2020/01/SCAFinancialReportv5\\_LARGE\\_locked.xlsm](https://www.sca.org/wp-content/uploads/2020/01/SCAFinancialReportv5_LARGE_locked.xlsm)
- iv. April 30: March Bank Ledger Report and Monthly Report [First Quarter Financial Report (reporting period January 1 through March 31 of current calendar year)]  
<https://www.sca.org/wp-content/uploads/2020/01/SCALedgerV3.xlsm>  
[https://www.sca.org/wp-content/uploads/2020/01/SCAFinancialReportv5\\_LARGE\\_locked.xlsm](https://www.sca.org/wp-content/uploads/2020/01/SCAFinancialReportv5_LARGE_locked.xlsm)
- v. May 31: April Bank Ledger Report and Monthly Report  
<https://www.sca.org/wp-content/uploads/2020/01/SCALedgerV3.xlsm>  
[https://www.sca.org/wp-content/uploads/2020/01/SCAFinancialReportv5\\_LARGE\\_locked.xlsm](https://www.sca.org/wp-content/uploads/2020/01/SCAFinancialReportv5_LARGE_locked.xlsm)
- vi. June 30: May Bank Ledger Report and Monthly Report  
<https://www.sca.org/wp-content/uploads/2020/01/SCALedgerV3.xlsm>  
[https://www.sca.org/wp-content/uploads/2020/01/SCAFinancialReportv5\\_LARGE\\_locked.xlsm](https://www.sca.org/wp-content/uploads/2020/01/SCAFinancialReportv5_LARGE_locked.xlsm)
- vii. July 31: June Bank Ledger Report and Monthly Report [Second Quarter Financial Report (reporting period January 1 through June 30 of current calendar year)]  
<https://www.sca.org/wp-content/uploads/2020/01/SCALedgerV3.xlsm>  
[https://www.sca.org/wp-content/uploads/2020/01/SCAFinancialReportv5\\_LARGE\\_locked.xlsm](https://www.sca.org/wp-content/uploads/2020/01/SCAFinancialReportv5_LARGE_locked.xlsm)
- viii. August 30: July Bank Ledger Report and Monthly Report  
<https://www.sca.org/wp-content/uploads/2020/01/SCALedgerV3.xlsm>

- [https://www.sca.org/wp-content/uploads/2020/01/SCAFinancialReportv5\\_LARGE\\_locked.xlsx](https://www.sca.org/wp-content/uploads/2020/01/SCAFinancialReportv5_LARGE_locked.xlsx)
- ix. September 30: August Bank Ledger Report and Monthly Report  
<https://www.sca.org/wp-content/uploads/2020/01/SCALedgerV3.xlsx>  
[https://www.sca.org/wp-content/uploads/2020/01/SCAFinancialReportv5\\_LARGE\\_locked.xlsx](https://www.sca.org/wp-content/uploads/2020/01/SCAFinancialReportv5_LARGE_locked.xlsx)
- x. October 31: September Bank Ledger Report and Monthly Report [Third Quarter Financial Report (reporting period January 1 through September 30 of current calendar year)]  
<https://www.sca.org/wp-content/uploads/2020/01/SCALedgerV3.xlsx>  
[https://www.sca.org/wp-content/uploads/2020/01/SCAFinancialReportv5\\_LARGE\\_locked.xlsx](https://www.sca.org/wp-content/uploads/2020/01/SCAFinancialReportv5_LARGE_locked.xlsx)
- xi. November 30: October Bank Ledger Report and Monthly Report; Annual Operating Budget for upcoming calendar year (send to Northern Regional Exchequer, Kingdom Exchequer at [kingdom@treasurer.ansteorra.org](mailto:kingdom@treasurer.ansteorra.org), and local Seneschal)  
<https://www.sca.org/wp-content/uploads/2020/01/SCALedgerV3.xlsx>  
<https://www.sca.org/wp-content/uploads/2019/12/AnnualBudgetWorksheet.xlsx>;  
<https://www.sca.org/wp-content/uploads/2019/12/BudgetTemplate.xlsx>
- xii. December 31: November Bank Ledger Report and Monthly Report  
<https://www.sca.org/wp-content/uploads/2020/01/SCALedgerV3.xlsx>  
[https://www.sca.org/wp-content/uploads/2020/01/SCAFinancialReportv5\\_LARGE\\_locked.xlsx](https://www.sca.org/wp-content/uploads/2020/01/SCAFinancialReportv5_LARGE_locked.xlsx)

#### Additional Responsibilities

1. Contact prospective members who expressed interest at demos in the activities of your office. Contact should be made within 72 hours.
2. Share regular announcements about financial policies and Financial Committee business on the Namron Email List at [namron@lists.ansteorra.org](mailto:namron@lists.ansteorra.org) and on the Facebook group at <https://www.facebook.com/groups/namron/>.
3. Provide current information on the office of the Treasurer to the Webminister at [webminister@namron.ansteorra.org](mailto:webminister@namron.ansteorra.org).
4. Provide current information on meeting times and locations to the Calendar Events Deputy at [events@namron.ansteorra.org](mailto:events@namron.ansteorra.org).
5. All public posts relating to your office on Facebook and the Namron Email List should indicate that they are official business. It is recommended to use a signature block that includes your SCA name and specifies that you are the Treasurer in some way. Consult with the Social Media Deputy or Seneschal if needed.
6. Attend the Barony of Namron Populace Meeting each month and present a report on the activities of your office. If you are unable to attend, please contact Their Excellencies at

[baron@namron.ansteorra.org](mailto:baron@namron.ansteorra.org) and [baroness@namron.ansteorra.org](mailto:baroness@namron.ansteorra.org) with your information so it can still be shared with the Populace.

- a. You may have a Deputy attend and present on your behalf.
7. Attend the Barony of Namron Business Meeting each month for additional training and discussion of baronial business. If you are unable to attend, please contact the Seneschal at [seneschal@namron.ansteorra.org](mailto:seneschal@namron.ansteorra.org) so that any business relating to your office can be addressed, and to make arrangements for an alternate training time.
  - a. You may have a Deputy attend on your behalf for business discussion, however, some training sessions will still need to be completed. Contact the Seneschal to coordinate.
8. Submit a written missive to the Chronicler at [chronicler@namron.ansteorra.org](mailto:chronicler@namron.ansteorra.org) each month. Potential topics include details on the activities of your office, changes that affect participants, photographs or original artwork with proper release forms, or other things that you think will be useful or interesting to the Populace.
9. Recommend both adult and youth members of the Populace for Baronial or Kingdom awards!
  - a. Recommend Baronial awards by emailing the Landed Nobility at: [baron@namron.ansteorra.org](mailto:baron@namron.ansteorra.org) and [baroness@namron.ansteorra.org](mailto:baroness@namron.ansteorra.org)
  - b. Recommend Kingdom awards by following the instructions at: <https://ansteorra.org/awards/>

## How to Resign

The initial warrant of your position is six months, extendable in six-month increments up to two years. Depending on when you take office, the two-year limit may be slightly reduced or extended to align with the Round Table schedule. Check with the Seneschal for details. If you would like to remain in your position longer than two years, contact Their Excellencies to initiate the approval process.

If a personal situation arises that necessitates your immediate resignation, the Emergency Replacement Deputy will be activated to serve as Marshal until the position is filled by the standard application process.

If you are nearing the end of your term, and are ready to step down, we request 60 days notice so we can offer an appropriate application and selection period.

If at any time, you decide that the time is right to resign, please do so. This is a strictly volunteer position, but can occasionally be stressful and time-consuming, and your personal life and enjoyment of the SCA is important.

Thank you again for your service to The Dream!