

Barony of Montengarde

OFFICE Exchequer

DATE September 20, 2017

BY Candace Collett

Asa Nordoster

1. We have \$27,165.33 in the bank.

2. We have \$3,646.50 in uncashed cheques.

CHQ 010: Rehab Society of Calgary, Fight Hall March - April 2017

CHQ 011: Abbeydale Community Association, Samhain 2017 Hall Deposit

CHQ 023: SCA Avacal, Award Submissions (x4) CHQ 026: SCA Avacal, Sargent Trials 2017 NMR

CHQ 027: Sonya Hunter, Snow Eaters 2017 Misc. Expenses

CHQ 028: Grace Huszar, Snow Eaters 2017 Feast

CHQ 029: Shaughnessy Community Association, Snow Eaters 2017 Hall Deposit

CHQ 031: Sanatec Environmental, Dragon Slayer 2017 Porta Potties

CHQ 032: City of Airdrie, 12th Night 2018 Hall Deposit

- 3. Emergency Financial Committee meeting was held on August 31, 2017 to allow funds to be given to Murray Anderson in the amount of \$63 to renew our website subscription for 3 months. Our webminister will be sourcing an alternative provider since our current provider's rates have increased to an unreasonable amount.
- 4. I would like to review the baronial asset sign-in/sign-out policy. Since this policy has begun a trial run, property has been taken from the storage facility 3 times. I have not received any paperwork to date. Below is an outline of the policy. Please do not hesitate to contact me with any questions or concerns you may have in this regard.

I propose the following process for signing-out assets from our current storage facility:

- a. The Lender the individual(s) at the storage facility
- b. The Borrower the individual(s) who require the asset(s)
- c. The Exchequer the individual who holds the office of Exchequer

The Borrower obtains permission to use the baronial asset(s) during council before the event/activity is to take place.

*In the case of an Officer needing to use an asset in order to execute the function of their office, permission need not be granted unless the asset is something different than they normally use within their office.

The Exchequer will notify the Lender that permission has been granted to the Borrower via email only. Facebook messages, texts, etc. are not permitted to provide notification due to the need for consistent traceability between the Borrower, the Exchequer and the Lender. The Exchequer will copy the Lender on this correspondence so they are aware that the Lender has been notified.

The Borrower will make arrangements with the Lender as to when they are permitted to come collect the asset(s) in question, and the Lender will make their best efforts to accommodate the needs of the Borrower based on the given timeframe.

The Borrower and the Lender will complete the Property Sign-Out Sheet in its entirety ensuring all information is filled-in.

The Borrower will provide a copy of the Property Sign-Out Sheet to the Exchequer and is required to keep a copy for themself to present when returning the asset(s).

*It is recommended that the Borrower send an electronic copy to the Exchequer (via PDF or smartphone picture) and keep the physical copy for themself

After the event has occurred, the Borrower will make arrangements with the Lender to return the asset(s). The Lender will make their best efforts to work with the Borrower to ensure the asset(s) are retuned in a timely fashion. The Lender will notify the Exchequer of the agreed upon day the asset(s) will be returned.

*No more than 7 days should go by without communication by the Borrower to the Lender to make arrangements for the return of the asset(s).

The Exchequer will follow-up with the Borrower 7 days after the event if they have not heard of any arrangements from the Borrower for the return of asset(s) to the Lender.

Any issues or concerns by either Party involved are to be brought to the Baronial Seneschal, Baron and Baroness.

The Borrower and the Lender will review the condition of the returned asset(s) and complete the applicable portion of the Property Sign-Out Sheet concurrently.

- *Normal wear and tear is expected on borrowed assets.
- *If either Party has any issue that contradicts the other, they are both to contact the Baronial Seneschal, Baron and Baroness with their concerns.

The Borrower will provide the Exchequer with a copy of the completed form which the Exchequer will keep on file.

	YEARLY SUMMARY	2	2017					
PRIMARY_ACCOUNT_2a							MUST MATCH	
	1. Balance from bank statement at end of period	\$2	7,165.33	MUST EQUAL BAN	IK BALANCE			
	3. Checks not cleared on statement	\$	3,646.50	REQUIRES LIST			\$ 3,107.08	Change in Net Worth Net Income
	5. Ending LEDGER or REGISTER Balance	\$2	3,518.83				\$ -	Error
BALANCE_3								
	I. ASSETS a) Undeposited and Non-Interest Bearing Cash	\$2	0,411.75				\$ 13,265.14	Total Gross Income (11) Total Expenses (31)
INCOME_4							\$ 3,175.50	Net Income
INCOME_4	5 Interest Earned	\$	60.98					
				Activity Related	Fund Raising			
	14. Bank Service Charges	\$	272.99	- 6 1.633.71	-			
	16. Equipment Rental & Maintenance 18. Food		-	\$ 1,632.71 \$ 700.00	-			
	19. General Supplies	\$	991.47		-			
	21. Occupancy & Site Charges	\$	120.00		-			
	22. Postage & Shipping, PO Box Rental		-	-	-			
	23. Printing & Publications		-	-	-	L		
	25. Telephone		-	-	-	-	4 40.004.04	
	26. Travel (Gas, Tolls, Airfare)		-	- 1	-		\$ 10,984.81	
TRANSFER_IN_9								
	WITHIN THE KINGDOM	\$	-	REQUIRES LIST	TRI-IK			
	NMR		-					
	Profit Sharing		-					
	OUTSIDE THE KINGDOM	\$	-	REQUIRES LIST	TRI-OK			
TD414055D QUIT 40								
TRANSFER_OUT_10	WITHIN THE KINGDOM	Ċ	2 280 22	REQUIRES LIST	TRO-IK	Thici	includes NMP Her	aldic Submissions, Profit Sharing
	B) OUTSIDE THE KINGDOM	\$	-	REQUIRES LIST	TRO-OK	11115	iliciaaes, Nivik, Hei	aluic Subillissions, Profit Silainig
	by CO ISIDE ITTE KING DOWN	7		NEQOINES EIST	THO OK			
INCOME_DTL_11A	1a. FUNDRAISING INCOME (INTERNAL)	\$	-	REQUIRES LIST	FI			
	1b. FUNDRAISING INCOME (EXTERNAL)	\$	-	REQUIRES LIST	FE			
	2. DIRECT CONTRIBUTIONS		100.55		00			
	a) Donations received without consideration (receiving not b) Stale checks from prior reporting period	\$	108.66		DO-SCHQ			
	by state thetas from prior reporting period	ڔ			DO-3CHQ			
	3a. INCOME FROM DEMOS AND ACTIVITY FEES	\$	2,691.00	REQUIRES LIST	Al	You	can use the 3 catego	ories or make your own
	Herald		-					
	Fight Practice		-					
	Other	\$	-					
INCOME_DTL_11B	3b. ADJUSTED GROSS EVENT INCOME	\$1	3 580 00	REQUIRES LIST	EI			
		7 -	.5,500.00					
EXPENSE_DTL_12A	12. ADVERTISING (NON-SCA)	\$						
	13. BAD DEBTS		-	REQUIRES LIST	ADV			
	20, 2, 12 22 10	\$		REQUIRES LIST REQUIRES LIST	BAD			
	17. FEES & HONORARIA	\$			BAD	Shou	ıld match total after	entering list
EVDENCE DEL 43D	17. FEES & HONORARIA	\$	-	REQUIRES LIST REQUIRES LIST	BAD FH-OA, FH-AR, F	Shou	lld match total after	entering list
EXPENSE_DTL_12B	17. FEES & HONORARIA 20. Insurance (NON-SCA)	\$	-	REQUIRES LIST REQUIRES LIST REQUIRES LIST	BAD FH-OA, FH-AR, F	Shou	lld match total after	entering list
EXPENSE_DTL_12B	17. FEES & HONORARIA	\$	-	REQUIRES LIST REQUIRES LIST	BAD FH-OA, FH-AR, F	Shou	lld match total after	entering list
	17. FEES & HONORARIA 20. Insurance (NON-SCA)	\$ \$ \$	-	REQUIRES LIST REQUIRES LIST REQUIRES LIST	BAD FH-OA, FH-AR, F	Shou	ld match total after	entering list
FUNDS_14	17. FEES & HONORARIA 20. Insurance (NON-SCA) 29. DONATIONS TO SCA, Inc. SUBSIDIARIES AND OTHER	\$ \$ \$	- - 68.42 -	REQUIRES LIST REQUIRES LIST REQUIRES LIST	BAD FH-OA, FH-AR, F	Shou	ld match total after	entering list
FUNDS_14 1 2	17. FEES & HONORARIA 20. Insurance (NON-SCA) 29. DONATIONS TO SCA, Inc. SUBSIDIARIES AND OTHER TOTAL General Funds Chatelaine	\$ \$ \$ \$2 \$1 \$	68.42 - 23,518.83 .9,143.53 124.71	REQUIRES LIST REQUIRES LIST REQUIRES LIST	BAD FH-OA, FH-AR, F	Shou	ld match total after	entering list
FUNDS_14 1 2 3	17. FEES & HONORARIA 20. Insurance (NON-SCA) 29. DONATIONS TO SCA, Inc. SUBSIDIARIES AND OTHER TOTAL General Funds Chatelaine Heavy	\$ \$ \$ \$2 \$1 \$ \$	68.42 - 23,518.83 9,143.53 124.71 394.41	REQUIRES LIST REQUIRES LIST REQUIRES LIST	BAD FH-OA, FH-AR, F	Shou	ld match total after	entering list
FUNDS_14 1 2 3 4	17. FEES & HONORARIA 20. Insurance (NON-SCA) 29. DONATIONS TO SCA, Inc. SUBSIDIARIES AND OTHER TOTAL General Funds Chatelaine Heavy Archery	\$ \$ \$2 \$1 \$ \$	68.42 - 23,518.83 .9,143.53 124.71 394.41 367.50	REQUIRES LIST REQUIRES LIST REQUIRES LIST	BAD FH-OA, FH-AR, F	Shou	ld match total after	entering list
FUNDS_14 1 2 3 4 5	17. FEES & HONORARIA 20. Insurance (NON-SCA) 29. DONATIONS TO SCA, Inc. SUBSIDIARIES AND OTHER TOTAL General Funds Chatelaine Heavy Archery A&S	\$ \$ \$2 \$1 \$ \$ \$	68.42 - 23,518.83 .9,143.53 124.71 394.41 367.50 443.30	REQUIRES LIST REQUIRES LIST REQUIRES LIST	BAD FH-OA, FH-AR, F	Shou	ld match total after	entering list
FUNDS_14 1 2 3 4 5 6	17. FEES & HONORARIA 20. Insurance (NON-SCA) 29. DONATIONS TO SCA, Inc. SUBSIDIARIES AND OTHER TOTAL General Funds Chatelaine Heavy Archery	\$ \$ \$2 \$1 \$ \$	68.42 - 23,518.83 .9,143.53 124.71 394.41 367.50	REQUIRES LIST REQUIRES LIST REQUIRES LIST	BAD FH-OA, FH-AR, F	Shou	ld match total after	entering list
FUNDS_14 1 2 3 4 5 6	17. FEES & HONORARIA 20. Insurance (NON-SCA) 29. DONATIONS TO SCA, Inc. SUBSIDIARIES AND OTHER TOTAL General Funds Chatelaine Heavy Archery A&S Chronicler	\$ \$ \$2 \$1 \$ \$ \$ \$	68.42 - 13,518.83 9,143.53 124.71 394.41 367.50 443.30 199.10	REQUIRES LIST REQUIRES LIST REQUIRES LIST	BAD FH-OA, FH-AR, F	Shou	ld match total after	entering list
FUNDS_14 1 2 3 4 5 6	17. FEES & HONORARIA 20. Insurance (NON-SCA) 29. DONATIONS TO SCA, Inc. SUBSIDIARIES AND OTHER TOTAL General Funds Chatelaine Heavy Archery A&S Chronicler Scribe	\$ \$ \$2 \$1 \$ \$ \$ \$ \$	68.42 - 13,518.83 9,143.53 124.71 394.41 367.50 443.30 199.10 99.40	REQUIRES LIST REQUIRES LIST REQUIRES LIST	BAD FH-OA, FH-AR, F	Shou	ld match total after	entering list
FUNDS_14 1 2 3 4 5 6	17. FEES & HONORARIA 20. Insurance (NON-SCA) 29. DONATIONS TO SCA, Inc. SUBSIDIARIES AND OTHER TOTAL General Funds Chatelaine Heavy Archery A&S Chronicler Scribe Herald Febtoberfest Quartermaster	\$ \$ \$2 \$1 \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	68.42 - 23,518.83 .9,143.53 124.71 394.41 367.50 443.30 199.10 99.40 70.06	REQUIRES LIST REQUIRES LIST REQUIRES LIST	BAD FH-OA, FH-AR, F	Shou	Id match total after	rentering list
FUNDS_14 1 2 3 4 5 6	17. FEES & HONORARIA 20. Insurance (NON-SCA) 29. DONATIONS TO SCA, Inc. SUBSIDIARIES AND OTHER TOTAL General Funds Chatelaine Heavy Archery A&S Chronicler Scribe Herald Febtoberfest Quartermaster Culinary	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	68.42 - 23,518.83 .9,143.53 124.71 394.41 367.50 443.30 199.10 99.40 70.06 - 150.00 103.00	REQUIRES LIST REQUIRES LIST REQUIRES LIST	BAD FH-OA, FH-AR, F	Shou	Id match total after	rentering list
FUNDS_14 1 2 3 4 5 6	17. FEES & HONORARIA 20. Insurance (NON-SCA) 29. DONATIONS TO SCA, Inc. SUBSIDIARIES AND OTHER TOTAL General Funds Chatelaine Heavy Archery A&S Chronicler Scribe Herald Febtoberfest Quartermaster Culinary Baronial Expenses	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	68.42 - 43,518.83 19,143.53 124.71 394.41 367.50 443.30 199.10 99.40 70.06 - 150.00 103.00 267.75	REQUIRES LIST REQUIRES LIST REQUIRES LIST	BAD FH-OA, FH-AR, F	Shou	Id match total after	rentering list
FUNDS_14 1 2 3 4 5 6	17. FEES & HONORARIA 20. Insurance (NON-SCA) 29. DONATIONS TO SCA, Inc. SUBSIDIARIES AND OTHER TOTAL General Funds Chatelaine Heavy Archery A&S Chronicler Scribe Herald Febtoberfest Quartermaster Culinary Baronial Expenses Largess	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	68.42 - 13,518.83 19,143.53 124.71 394.41 367.50 443.30 199.10 99.40 70.06 - 150.00 103.00 267.75 25.00	REQUIRES LIST REQUIRES LIST REQUIRES LIST	BAD FH-OA, FH-AR, F	Shou	Id match total after	rentering list
FUNDS_14 1 2 3 4 5 6	17. FEES & HONORARIA 20. Insurance (NON-SCA) 29. DONATIONS TO SCA, Inc. SUBSIDIARIES AND OTHER TOTAL General Funds Chatelaine Heavy Archery A&S Chronicler Scribe Herald Febtoberfest Quartermaster Culinary Baronial Expenses Largess Kitchen	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	68.42 - 13,518.83 19,143.53 124.71 394.41 367.50 443.30 199.10 99.40 70.06 - 150.00 103.00 267.75 25.00 41.74	REQUIRES LIST REQUIRES LIST REQUIRES LIST	BAD FH-OA, FH-AR, F	Shou	Id match total after	rentering list
FUNDS_14 1 2 3 4 5 6	17. FEES & HONORARIA 20. Insurance (NON-SCA) 29. DONATIONS TO SCA, Inc. SUBSIDIARIES AND OTHER TOTAL General Funds Chatelaine Heavy Archery A&S Chronicler Scribe Herald Febtoberfest Quartermaster Culinary Baronial Expenses Largess	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	68.42 - 13,518.83 19,143.53 124.71 394.41 367.50 443.30 199.10 99.40 70.06 - 150.00 103.00 267.75 25.00	REQUIRES LIST REQUIRES LIST REQUIRES LIST	BAD FH-OA, FH-AR, F	Shou	Id match total after	rentering list
FUNDS_14 1 2 3 4 5 6	17. FEES & HONORARIA 20. Insurance (NON-SCA) 29. DONATIONS TO SCA, Inc. SUBSIDIARIES AND OTHER TOTAL General Funds Chatelaine Heavy Archery A&S Chronicler Scribe Herald Febtoberfest Quartermaster Culinary Baronial Expenses Largess Kitchen Equestrian	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	68.42 - 33,518.83 9,143.53 124.71 394.41 367.50 443.30 199.10 99.40 70.06 - 150.00 103.00 267.75 25.00 41.74 62.00	REQUIRES LIST REQUIRES LIST REQUIRES LIST	BAD FH-OA, FH-AR, F	Shou	Id match total after	rentering list
2 3 4 5 6 7	17. FEES & HONORARIA 20. Insurance (NON-SCA) 29. DONATIONS TO SCA, Inc. SUBSIDIARIES AND OTHER TOTAL General Funds Chatelaine Heavy Archery A&S Chronicler Scribe Herald Febtoberfest Quartermaster Culinary Baronial Expenses Largess Kitchen Equestrian Youth officer	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	68.42 - - - - - - - - - - - - - - - - - - -	REQUIRES LIST REQUIRES LIST REQUIRES LIST	BAD FH-OA, FH-AR, F	Shou	Id match total after	rentering list
FUNDS_14 1 2 3 4 5 6	17. FEES & HONORARIA 20. Insurance (NON-SCA) 29. DONATIONS TO SCA, Inc. SUBSIDIARIES AND OTHER TOTAL General Funds Chatelaine Heavy Archery A&S Chronicler Scribe Herald Febtoberfest Quartermaster Culinary Baronial Expenses Largess Kitchen Equestrian Youth officer Lethbridge Lost and found Rapier	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	68.42 - - - - - - - - - - - - - - - - - - -	REQUIRES LIST REQUIRES LIST REQUIRES LIST	BAD FH-OA, FH-AR, F	Shou	Id match total after	rentering list
FUNDS_14 1 2 3 4 5 6	17. FEES & HONORARIA 20. Insurance (NON-SCA) 29. DONATIONS TO SCA, Inc. SUBSIDIARIES AND OTHER TOTAL General Funds Chatelaine Heavy Archery A&S Chronicler Scribe Herald Febtoberfest Quartermaster Culinary Baronial Expenses Largess Kitchen Equestrian Youth officer Lethbridge Lost and found	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	68.42 - - - - - - - - - - - - - - - - - - -	REQUIRES LIST REQUIRES LIST REQUIRES LIST	BAD FH-OA, FH-AR, F	Shou	Id match total after	rentering list