

THE SOCIETY FOR CREATIVE ANACHRONISM, INC.

REVIEW OF BOOKS REPORT

Branch: _____

Section A: Cash Asset Management

YES	NO	Question
		1. Is the money being kept in a bank? If NO, attach a description of the current money handling procedures in effect, and a proposed date to open a bank account. If YES, review the bank statements to ensure proper account titling and Tax ID usage, if applicable.
		a) How is the account controlled? [] Double Signature [] Statements sent to other person [] Other (attach description)
		b) Signatories: [] Kingdom Exchequer [] Seneschal [] Exchequer [] Other officer [] _____
		c) Are all signatories currently members?
		d) Are all of the signatories not currently Royalty?
		e) Do no two of the signatories share the same address?
		2. Does the Exchequer hold another branch office? If YES, attach description of situation.
		3. Is all SCA money being kept in the branch's regular account? IF NO, attach description of situation.
		4. If the records are kept on computer, are periodic printouts and backups being made? If NO, attach description of situation.
		5. Are there copies of all reports (domesday, event, etc.) filed during the history of the branch up to 7 years ago? If NO, attach description of situation.
		6. Was the most recent report published in some manner to the populace? If NO, attach description of situation.
		7. Is the Subscription Liability covered? (Net Worth equal to or more than the Subscription Liability on last report) If NO, attach description of situation.
		8. Is fund accounting used? Review special-purpose funds for appropriateness.
		9. Are there any outstanding cash advances? Review them and any procedures for issuing them.
		10. Are there any set cash management procedures normally used by this branch? Review them.
		11. Are all applicable Kingdom Policies being complied with? If NO, attach description of situation.

Section B: Non-Cash Asset Management

YES	NO	Question
		1. Is there a copy of the most recent Society Chancellor of the Exchequer Officer's Handbook in the files?
		2. Is there a current and complete property list?

Section C: This Branch's Financial Policies.

Attach a copy of this if there is one. Review to make sure that it doesn't countermand any current Society or Kingdom Policy.

Section D: Current Variances.

Review all current variances in effect, and discontinue those that are now unnecessary.

Reviewing Officer Date:

Branch Exchequer Date

Use back if necessary for explanations and descriptions.