

THE OFFICE OF THE EXCHEQUER

1. The exchequer is the financial officer for the group and is responsible for all financial reports and deposits to and disbursements from the group's checking account. The exchequer shall also be responsible for the collection of site fees at an event and for the auditing of the autocrat's financial report at the end of the event.

2. The empire, recognizing the inability of most small groups to recruit an accountant to serve as exchequer, requires that the person chosen have the minimum qualifications of being of legal age and must be able to reconcile the checking account to the bank statement on a monthly basis and be familiar with Excel.

3. The first of each month the subject territory exchequer will prepare a report for the previous month showing beginning bank balance, all deposits with a description, all disbursements with a description and the ending bank balance (see Attachment A). This report shall be given to the sovereign territory exchequer including original receipts, the subject territory ruler and the subject territory chronicler for publication in the local newsletter. If there is not a territory newsletter, the

report will be sent to the kingdom chronicler for publication in the kingdom newsletter. If there was

no activity on the account, a report showing that must be filed.

4. The sovereign territorial exchequer shall report to the Imperial Exchequer on a quarterly basis.

This is to ensure that the Imperial office is not deluged with a year's worth of financial transactions all at one time. The report shall include the financial reports from all of the subject territories plus

the kingdom financial activity (see Attachment D) and will include the original receipts for all expenses.

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This report is due by the 30th of the month following the end of the quarter (April 30, Jul 30, Oct 30 and Jan 30).

THE OFFICE OF IMPERIAL EXCHEQUER

1. The office of Imperial Exchequer shall serve as the financial officer for the corporation and is responsible for the preparation of financial statements, state filing requirements and federal filing requirements. It is the responsibility of the Imperial Exchequer to oversee all exchequers and to ensure that each region with a checking account is reporting on a regular basis. It is also the responsibility of the Imperial Exchequer to maintain and update this handbook in accordance with reporting requirements of tax laws. The Imperial Exchequer shall report to the Board of Directors and the Imperial Estates.

THE OFFICE OF TREASURER

1. The office of Treasurer, being an elected position, is separate from the office of the exchequer. If the Treasurer has an accounting background then there would be no need for a separate Imperial Exchequer.

FINANCIAL POLICIES AND PROCEDURES

1. All checking accounts must have a minimum of three signers and all checks must be signed by two of these signatories. There WILL NOT be two signatories living at the same address. One of the signatories must be the local exchequer. Having the local ruler as a signature would necessitate changing the signature cards at the end of each reign so it is up to the locals branch as to whether they want the ruler as a signatory.

2. The account name will have "The Empire of Chivalry and Steel, Inc." as the first

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line of the name
and the name of the group opening the account as the second line of the name.

3. Since banking fees and account requirements vary from bank to bank and from state to state, it is up to the local group to determine which bank suits their needs. Any documentation needed to

open the account can be obtained from the Imperial Exchequer.

4. Opening a money market or other interest earning account is permitted as long as the interest earned is reported as income for the local group and the money is used for group activities.

5. Upon opening an account, the exchequer will send to the Territorial, Kingdom and Imperial Exchequers the following account information: Bank name and address, account number and signatories on the account. This information is to be kept strictly confidential and is for IRS reporting purposes only.

6. The group is responsible for obtaining a Post Office Box to use as the mailing address for the group. Two separate individuals should have mail box keys and the mail should be collected at least once a week.

7. Each new group shall contact the Corporation Commission of the state they are located in and register the ECS as a foreign corporation in that state. Any documents required for filling foreign corporation status can be obtained from the Imperial Exchequer.

a. A founding member of the group shall serve as statutory agent and their address shall be used as the "street address" (as opposed to mailing address) of the group. The sole purpose of the statutory agent is to act as a local corporate contact for the state in case of mundane paperwork.

b. If the founding member of the group is unwilling or unable to serve as statutory agent,

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the Board of Directors shall appoint a statutory agent based on the recommendation of the populace of that group.

c. The statutory agent must maintain residency in that state and must maintain membership in the ECS.

d. For a group that covers more than one state, a statutory agent and foreign corporation status must be obtained for each state.

DISBURSEMENT OF FUNDS

1. Membership dues are paid directly to the Imperial account.

2. The ruler of the local group can approve any expenditure up to \$200.00 per month. A local group can request up to \$200.00 seed money from the sovereign territory to open an account and the sovereign can approve the request. Any other expenditures must be approved by the crown estates.

3. Expenditures must be for ECS activities: holding events, publication costs, officer expenditures. Group funds CAN NOT be used for the personal benefit of an individual or to pay for an individual's membership in the organization. Reimbursement of travel expenses is not considered a personal benefit as long as the travel was in behalf of the organization such as a director's travel to attend a Board of Directors meeting.

A budget request form should be submitted to the chronicler for publication for the next estates meeting. Upon approval of the estates, the chronicler will give the budget request to the exchequer to issue a check. (Attachment C)

A receipt for all expenditures must be remitted to the exchequer that issued the funds. Autocrats for events have 30 days after the event and officers have 30 days from the issuance

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of the check to
return all receipts to the exchequer. (Attachment B)

4. Fundraising, such as raffles and auctions, is strongly encouraged. All funds must be raised in the name of the ECS and used solely for ECS purposes. Items to be raffled or auctioned must be \ purchased from outside sources or donated by ECS members. Purchasing of said items from an ECS member would constitute use of group funds for the personal benefit of an individual and is a violation of IRS tax laws. Fund-raisers for other charitable non-profit organizations, such as Toys

for Tots an be held at ECS sanctioned events as long as a proper accounting of the monies is made.
Fund-raisers for individuals CAN NOT be held at ECS sanctioned events no matter how dire the individual's circumstances.