

Instructions for the No-Activity Form

What is this form?

This is a one-page combination of the Comparative Balance Sheet, Income Statement, Exchequer Information Sheet and Bank Account Identifications Sheet.

Why does this form need to exist?

I'm not sure that it **needs** to exist, but it may save copying and postage for the groups that can use it.

What groups can use this form?

Groups that:

- 1) Have money (*if you don't have money, you fill out the Negative Report Form*)
- 2) Had no income other than interest during the quarter
- 3) Had no expenses other than bank fees during the quarter
- 4) Have no inventory or property

My group meets these criteria, what do I send in for my quarterly report?

This form (filled out and signed) **AND** the **reconciled** bank statements.

This form frightens me, can't I just keep using the old form?

You betcha! This form is an **OPTION**, that I developed to save paper and postage.

We just had one heraldic submission, can't I just write it in on the form?

Nope, sorry, but that would count as activity ☹ The rules are pretty simple, most groups won't qualify, but for those that do, this form may save a **BUNCH** of paper.

Can I use this form for my Domesday?

No. You must use the full SCA forms for the Domesday. The Domesday is the sum total of the year, and the one that might get sent to Corporate if there are problems.

So, one sheet for 4 quarters, and 4 sheets for 1 year ☹

KINGDOM OF CALONTIR - Quarterly No-Activity Report Form

Branch:	Period:
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for use only by groups whose only activity (if any) is interest and/or bank charges

COMPARATIVE BALANCE SHEET

	Start	End
a) Undeposited and Non-Interest Bearing Cash		
b) Cash Earning Interest		
i) TOTAL ASSETS	Add a and b	\$

INCOME STATEMENT

5	Interest Earned		
11	GROSS INCOME	Line 5	\$
14	Bank Service Charges	Office & Admin.	
31	TOTAL EXPENSES	Line 14	\$
32	NET INCOME	(Line 11 Minus Line 31)	\$

Proof:	Change in Net Worth	i(End) -i(Start)	(A)	\$	(A = B) ?
	Net Income	Income Statement Line 32	(B)	\$	If NO, the report is incomplete

Legal Name:		
Street Address:		
City:	State:	Zip Code:
Telephone:	Work (not required):	
E-mail Address (Required if available):	Membership #:	
SCA Name:	Exp. Date:	

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.

Bank Name: _____

Bank Account Title: _____

Bank Account Type: _____ Required Number of Signatures: _____

Bank Account #: _____ Statement Ending Date: _____

All Persons Authorized to sign:

Title	Legal Name (Print)	Address	Member # & mm/yy
Seneschal/Guild Principle			
Branch/Guild Exchequer			
Kingdom Treasurer			

Seneschal

Chancellor of the Exchequer