

# **Steward's Report**

## **July, 2012**

Greetings to the Empire,

This report includes 3 documents. Please scroll all the way through to ensure that you are aware of all of the information.

1. Financial Report
2. Budget Actuals of 11/10/2011 to 7/15/2012.
3. Letter to Crowns and Stewards

In Service,

HG Dame Rosa Fiend  
Imperial Steward

**Financial Report  
Adrian Empire Corporate Account  
15-Jul-12**

**Deposit Accounts** **\$ 114,627.38**

Restricted Sub Accounts

Albion	2,865.91
Alhambra	1,419.80
Brandenburg	3,457.21
Castilles	3,110.38
Esperance	8,957.57
Pembroke	611.10
Terre Neuve	2,388.16
Umbria	5,500.84
York	3,586.45
Small Chapter Accounts Held By Imperial	7,230.52
Petty Cash Held By Chapters	4,011.28

Restricted Funds

Imperial Travel	2,922.24
LifeTime Memberships	3,600.00
Financial Review	4,000.00

**Restricted Sub Account Total** **\$ 53,661.46**

**Less Accrual**

<b>Insurance - Liability</b>	\$ 9,250.00	Due May 2013
Insurance - Directors	\$ 690.00	Due August 2012

Total Available **\$ 51,025.92**

**Savings Account** **\$ 100.00**

**51,125.92**

Imperial Budget 2011-2012***			
Description	2011-2012 Proposed Budget	Actuals as of February 20, 2012	Actuals as of July 15, 2012 Year-to-Date
<b>Income</b>			
Canada Imperial War	\$200.00		
NE Imperial war	\$800.00		
NW Imperial War	\$650.00		
SE Imperial War	\$1,300.00		
SW Imperial War	\$1,500.00		
<b>Subtotal</b>	<b>\$4,450.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Canada Banner War	\$200.00		\$55.00
NE Banner War	\$600.00		N/A
NW Banner War	\$600.00		\$936.00
SE Banner War	\$1,000.00		\$360.00
SW Banner War	\$1,400.00		\$1,561.00
<b>Subtotal</b>	<b>\$3,800.00</b>	<b>\$0.00</b>	<b>\$2,912.00</b>
Fundraising	\$300.00	\$145.00	\$370.00
Special Events	\$0		\$26.00
Imperial Coronation	\$2,000.00		
Imperial Travel FR	\$0		
Memberships	\$30,000.00	\$2,597.00	\$22,644.00
Interest	\$0		
<b>Subtotal</b>	<b>\$32,300.00</b>	<b>\$2,742.00</b>	<b>\$23,040.00</b>
<b>Total Income</b>	<b>\$40,550.00</b>	<b>\$2,742.00</b>	<b>\$25,952.00</b>
<b>Costs</b>			
Canada Imperial War	\$100.00		
NE Imperial War	\$800.00		
NW Imperial War	\$600.00		
SE Imperial War	\$700.00		\$100.00
SW Imperial War	\$800.00		\$300.00
<b>Subtotal</b>	<b>\$3,000.00</b>	<b>\$0.00</b>	<b>\$400.00</b>
Canada Banner War	\$100.00		\$55.00
NE Banner War	\$600.00		N/A
NW Banner War	\$600.00		\$318.40
SE Banner War	\$700.00		\$416.85
SW Banner War	\$800.00	\$300.00	\$527.52
<b>Subtotal</b>	<b>\$2,800.00</b>	<b>\$300.00</b>	<b>\$1,317.77</b>
Special Events	\$0		
Imperial Coronation	\$2,000.00		
<b>Subtotal</b>	<b>\$2,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Subtotal all Costs</b>	<b>\$7,800.00</b>	<b>\$300.00</b>	<b>\$1,717.77</b>

<b>Operating Expenses</b>			
Imperial Travel Crowns	\$4,000.00	\$1,180.46	\$2,729.81
Imperial Travel Ministers	\$2,000.00	\$606.77	\$1,489.12
Corporate Travel	\$2,000.00	\$307.60	\$858.83
Administration	\$1,000.00	\$298.01	\$1,090.96
IEMs	\$3,000.00		\$858.91
Accounting Taxes	\$800.00		
Accounting Audit Fund	\$850.00		
Quickbooks	\$420.00	\$74.85	\$207.60
Bank Charges	\$160.00		\$10.00
Bad Checks	\$250.00		\$98.00
Insurance- E&O	\$690.00		
Insurance- Liability	\$8,900.00		\$9,560.75
PO Box & Postage	\$250.00	\$97.23	\$256.11
State Registrations	\$600.00	\$81.00	\$141.00
Storage Units	\$1,500.00	\$909.90	\$1,624.80
Website	\$325.00		\$341.64
Imperial Phone	\$1,200.00		\$180.38
Startup Small Subdivisions	\$300.00		
Contingency Fund	\$3,000.00		
Legal Review for BOD	-		\$94.50
<b>Subtotal all Expenses</b>	<b>\$31,245.00</b>	<b>\$3,555.82</b>	<b>\$19,542.41</b>
<b>Total All Costs and Expenses</b>	<b>\$39,045.00</b>	<b>\$3,855.82</b>	<b>\$21,260.18</b>
<b>Net Income Minus Costs &amp; Expenses</b>	<b>\$1505.00</b>	<b>(\$1,183.82)</b>	<b>\$4,691.82</b>

\*\*\*This report reflects income and expenditures for the reign of Sir Thomas and Dame Etaine from 11/10/2011 to 7/15/2012.

\*\*\*Not all expenses for the July estates meeting have been incurred as of this date.

Greetings to Crowns and Stewards,

I feel the need to re-post what is required for the monthly steward reporting process. Some stewards are doing a WONDERFUL job with on-time and complete reporting, but we are still lacking complete reporting from most subdivisions.

I cannot wait until July to have the Steward's send me a whole year at one time. The year end reporting should just be to serve as a checks and balances system. I need complete and accurate reporting on a monthly basis. Simply sending me a summary sheet for the month is not sufficient. Please contact me privately if you have any questions or concerns with this.

The following is what is needed on a MONTHLY basis.

1. Steward's monthly reporting worksheet.
2. Steward's register showing who paid what at each event
3. Copies of check requests for checks written
4. Receipts for checks written
5. If from petty cash, I still need a "check" request authorizing the monies to be paid. Please also indicate what the money was paid out for. (i.e., site reservation, supplies, postage, shipping, etc.) (Please include the petty cash log for all petty cash accounts.)

If nothing has changed, then a simple e-mail stating no monies taken in and no monies paid out will be sufficient.

All required forms can be found on the steward's e-group in the files section. (Or you can e-mail me and I will send them directly to you.

If you wish to scan and e-mail send to: [silversj@att.net](mailto:silversj@att.net)

If you wish to mail send to:

The Adrian Empire  
P.O. Box 541257  
Greenacres, FL 33454

In Service,

Dame Rosa Fiend  
Imperial Steward