



ADRIAN EMPIRE

IMPERIAL ESTATES WRIT #3

STEWARD'S MANUAL

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PREFACE

Unto the Stewards of the Chapters, Greetings,

I have been commanded by the Her Imperial Majesty to compile and produce a manual listing the duties of the Steward and the procedures used by the Stewards. As with any human endeavor it has to start somewhere and then evolve as the needs change. So in someone's immortal words "Hear, tremble, and obey".

The duties of the Imperial Steward are stated as follows in the Imperial By-Laws:

THE STEWARD: The Steward is responsible for the legal obligations and finances of the Adrian Empire or Chapter. (*Chancery Note:: Refer to Imperial Estates Writ 20 for a current and complete description of duties.*)

As you can see this is a one liner, it does however, place a great deal of responsibility on the Stewards. Hopefully the following material will help you to carry out the duties of the Steward's Office. I have set down the list of duties for the Imperial Steward and the Stewards of Chapters, followed by the procedures needed to run the ministry. There are sample forms included for your use, which may be changed from time to time as needed, if you come up with a better way to do something or you have to do something different to comply with the laws of the state you are in, send it to the Imperial Steward.

The responsibility for the legal obligations means that you, the Steward, are the one who pays the bills. Only the Estates can authorize and approve the expenditure of funds, the Crown/Ruling Noble can authorize expenditure of funds (which the Estates must approve at the next estates meeting, if they do not approve of the expenditure the money must be reimbursed to the treasury by the Crown/Ruling Noble), and the Steward is the only one who can pay the bills. DO NOT write a check without written authorization of the Crown/Ruling Noble or the Estates, otherwise you will be reimbursing the treasury. Remember that the funds in the treasury belong to the members of the Empire/Chapter.

The responsibility for the finances means that you, the Steward, must help insure that there is sufficient money in the treasury to cover the expenditures incurred, in other words make sure that the Crown/Ruling Noble and the Estates know how much money is in the treasury, how much is already committed to other expenses, and how much is available to spend. Do not count on any money that has not been paid, it may not come in. If you have any questions do not hesitate to call, I will provide you with all the help that I can. Good luck and may all of your accounts balance.

Yours in Service,

Sir Terrance de Coirnoir, Imperial Steward in the reign of Her Imperial Majesty, Lyonene.

I. CIVIL DUTIES

A. IMPERIAL STEWARD

1. Advise the Imperial Crown on matters concerning the Imperial treasury and status of members of the Empire.
2. Advise the Imperial Crown, Imperial Estates, Crowns/Ruling Nobles and Stewards of Chapters on matters concerning the registration of members, receipt and disbursement of dues, and the accounting policies and procedures of the Empire.
3. On a monthly basis;
 - a. Make deposits, pay bills, and update the general ledger
 - b. Report to the Imperial Crown
 - c. Update the Imperial membership register
 - d. Give to the Imperial Chronicler the name and address information for new members, change of address and membership expirations
 - e. Give the Imperial Minister of Rolls a list of new members, membership renewals and membership expirations
4. Audit the treasury records of each Chapters once a year.
5. Prepare and file the yearly reports to the Arizona Corporation Commission and the Internal Revenue Service.
6. Act as the Secretary/Treasurer of the Adrian Empire, Inc.
7. Assist the Stewards of Chapters.
8. Insure the collection of taxes and site fees at Imperial Events.
9. Keep an inventory of all chattel goods owned by the Empire.

B. STEWARD OF A CHAPTER

1. Advise the Crown/Ruling Noble and Estates on matters concerning the Chapter treasury, the status of members of the Chapter, the registration of members, receipt and disbursement of dues and the accounting policies and procedures of the Empire.
2. On a monthly basis;
 - a. Make deposits, pay bills, and reconcile checkbook
 - b. Send original bank statements, income and expense journal, an updated register of new members and membership renewals and a check for the Imperial portion of membership dues collected to Imperial Steward
 - c. Give to the Chronicler a list of members who dues will expire in two months and the name and address information for new members, change of address and membership expirations
 - d. Give the Minister of Rolls a list of new members, membership renewals, and expirations
3. Advise the Crown/Ruling Noble of the membership status of the members when asked.
4. Insure the collection of taxes and site fees at Chapter events.
5. Keep an inventory of all chattel goods owned by the Chapter.

II. PARLIAMENTARY DUTIES

A. IMPERIAL STEWARD

Report to the Imperial Estates on the status of the Adrian Empire, Inc., the treasury, and the chattel goods to include, but not limited to the following:

1. Report to Arizona Corporation Commission
2. Reports submitted to the Internal Revenue Service
3. Balance Sheet
4. Income Statement
5. Statements of Cash Flow
6. Inventory listing of the chattel goods

B. STEWARD OF A CHAPTER

1. Report to the Estates on the status of the treasury and the chattel goods.

III. PROCEDURES

A. OPENING A CHECKING ACCOUNT FOR THE CHAPTER

1. Each Chapter may only have one checking account; Estates of the Chapter must work through the bank account of the Chapter. In order to keep track of each Estate's funds and expenses setup the Chapter and each Estate as a separate "company". You will need to produce a consolidated statement for the Imperial Steward each month.
2. You will need the name for the account (the account name of a Chapter will be "Adrian Empire, Inc. - "Name of Chapter" for example the account name of Navarre would be as follows "Adrian Empire, Inc. - Navarre"), a copy of the "Articles of Incorporation" (see attached), the Federal Tax ID number (call the Imperial Steward) and the Social Security Numbers of the people who will be the signatories on the account (one who is the Imperial Steward and at least two local people will be needed and the Crown/Ruling Noble and Chancellor are not allowed to be signatories). In the case of Chapters setting up a bank account outside of the state of Arizona you will need to inform the bank official that you are opening an account for a foreign corporation. The bank of choice is Bank of America as this is the bank in which we have the Imperial bank account. This will get you from the bank an account card which you will need to send to the Imperial Steward for their signature (the secretary/treasurer of the corporation must sign the account card), the Imperial Steward must post the account card within one business day after receipt.
3. Once you have received the account card, then set up your opening deposit, go to the bank and open the account, and choose your checks (you may need to ask for a deposit book as some business checks do not come with deposit slips). There will be a bank charge for the checks/deposit book so make sure that you have sufficient funds to cover these expenses. Because this is an automatic expense that is incurred with business of the club, the Estates cannot disallow it. You should now have your account opened, ready to conduct the business of the Chapter.
4. No officer or member of the Adrian Empire Inc. who is signatory on an Adrian checking, savings or other account at a financial institution shall be related by marriage to or live in the same mundane household as any other person who either authorizes expenditures from that account or is also a signatory on that account. This shall apply at all levels of the organization. Shires and Duchies may be exempted from this requirement by the Imperial Crown, in which case the Imperial Crown assumes responsibility for oversight of the Shires and Duchies financial practices. If this law is violated, all parties in violation shall be placed on immediate Judicial Ban and disqualified from either authorizing or signing for disbursement of funds

B. AUTHORIZATION FOR EXPENDITURE OF FUNDS

You will need to have a signed check request (see attached form) from either the Crown/Ruling Noble or from the Estates; this needs to be signed by the Chancellor on behalf of the Estates. Never give anyone funds for which you do not have an authorization.

C. REGISTRATION OF MEMBERS

You are responsible for insuring that as each member pays their dues their mundane name, address, type of membership, (if family membership the names of the family members), date paid and length of membership. The Crown/Ruling Noble and their ministers use this information; please keep it as accurate as possible. You will need to send a registry form along with the membership forms to the Imperial Steward each month. The only acceptable membership form is Imperially authorized. The Imperial Steward will issue membership numbers for each member which will be provided to the Steward of the Chapter. Members whose membership is up for renewal are given a 30 day grace period in which to pay their dues. If they pay after the 30 day grace period, treat the membership as if it was a new membership; remember there are offices, which have time requirements as "a member in good standing". Once someone has expired and gone past the grace period, the timer starts over.

Both the membership and registry forms are available from the local or Imperial Steward, or on-line at:

1. Membership Form: <http://adrianempire.org/documents/forms/MembFormImp2001.pdf>.
2. Registry Form: http://adrianempire.org/documents/forms/Steward_Register.pdf

D. RECEIPT OF DUES

The amount of dues for each type and length of membership is set by the Imperial Estates; you MAY NOT change this. You will receive dues from new members and for members who are renewing their dues. You need to have everyone fill out a membership application; this will help you keep your register current. Give each member a receipt for their dues and note on the receipt the type of membership, length of membership, new membership or renewal, amount, cash or check and date paid. Checks must be made out to the "Adrian Empire, Inc.". (Refer to the Bylaws for a current dues table and types of memberships.)

E. UPGRADE OF MEMBERSHIP

From time to time a member will wish to upgrade their membership from a single to a family membership. For a 6 month/1 year membership if there is more than 3/6 months left on the membership they will pay the full difference between a single and a family membership if there is 3/6 months or less they will pay 1/2 of the difference between a single and a family membership. Lifetime memberships always pay the full difference between a single and a family membership.

F. DISBURSEMENT OF DUES

The amount of dues that each Chapter may keep is set by the Imperial Estates; you MAY NOT change this. (*Chancery Note: Refer to the Bylaws for current disbursement amounts.*)

G. ACCOUNTING POLICIES

The Empire conforms to the generally accepted accounting principles.

H. REPORTS AND DOCUMENTS TO BE PREPARED BY A STEWARD OF A CHAPTER

The reports and documents are due to the Imperial Steward by the 10th of the month. The Chapter must conform to these reporting requirements; there are penalties for not doing so:

1. Failure to comply for a single month; the Steward is automatically given a public censure and is not credited with a civil participation for that month.
2. Failure to comply for two consecutive months; the Steward is removed from office, placed under judicial ban for 1 year and the Crown/Ruling Noble of the Chapter finds a competent replacement for the Steward.
3. Failure to comply for three consecutive months will result in automatic revocation of the Chapter's Charter and reduction to an Imperial Shire. The reports and documents required are:
 - a. ORIGINAL BANK STATEMENTS
The branch of the bank at which you have the Empire's account may be willing for no fee to provide you with dual original bank statements ask and see what they say. If not make sure that you make copies for your own records and send the originals to the Imperial Steward. While internally we view ourselves as separate entities, the Arizona Corporation Commission and the Internal Revenue Service do not, and the Imperial Steward as the Secretary/Treasurer of the Adrian Empire, Inc. is required to fill out reports and maintain the records of the corporation. Please include all items that the bank sent to you with the statement including the canceled checks.
 - b. INCOME AND EXPENSE JOURNALS
Journal pages for both income and expense are included for your use, please fill out all information. If there is no activity send the report stating such. These are simply put a chronological order of the income and expenses of the Chapter.
 - c. UPDATED REGISTER
Update register of new members, membership renewals, and membership expirations. A register form is included for your use, please fill out all information, if unable to fill out all information explain why.
 - d. CHECK FOR DUES
This is a check due to the Imperial treasury for the Imperial portion of the membership dues. Make the check payable to the "Adrian Empire, Inc."
 - e. EXPIRATION LIST
Provide a list of members whose dues will expire in two months and a list of name and address information for new members and members whose address information has changed and a list of membership expirations to the Chronicler of the Chapter. The Chronicler needs to let the member know that their subscription to the newsletter is going to expire, as well as whom to send the newsletters to.
 - f. MEMBERSHIP ACTIVITY LIST
Provide a list of new members, membership renewals, and membership expirations to the Minister of Rolls of the Chapter. The Minister of Rolls needs to know whom to add to his list, keep on his list, and remove from his list of active members.
 - g. INVENTORY OF CHATTEL GOODS
Update Inventory of Chattel Goods and provide updated copy to Imperial Steward.

I. INVENTORY OF CHATTEL GOODS

It is the responsibility of the Steward to maintain the inventory listing of any chattel goods owned by the Empire/Chapter. Examples of chattel goods are banners, crowns, swords, books, clothing, fighting equipment, etc.