

Local Officer Domesday Reports

Frequently Asked Questions (FAQs)

(Date of last review: November 25, 2005)

1. "What is a Domesday Report?"

In the SCA, a Domesday report is an officer's required "end-of-year" report showing the names of the people who held the office during the year, and a list of the major events, accomplishments and problems addressed by the office during the year.

The due date for local officer Domesday reports is established by each Kingdom Superior Officer, but is generally in January of the new year. The specific contents and format required for the reports are also established by each Kingdom Superior Officer, and vary widely by office. For example, a Seneschal Domesday would include the zip codes assigned for the group, a Herald's Domesday may include the awards received by members in the local group, the Chirurgeon's Domesday may include a list of injuries during the year, etc.

A Domesday report is always sent to the same officers and royalty who receive an officer's regular reports during the year.

2. "Why is a Domesday Report needed?"

The Domesday report system is a critical part of the administrative chain required to keep the SCA working as a non-profit corporation, and stretches from each Local Group Officer all the way up to the SCA Corporate Officers. Here's how it works:

- a. **Local Group Officers** and **Lesser Kingdom Officers** send their Domesday reports to their Kingdom Superior Officer.
- b. **Kingdom Great Officers** summarize the contents of all of the Local Group Officer and Lesser Kingdom Officer Domesday reports in a Kingdom Domesday report that is sent to their SCA Corporate Superior officer.
- c. **SCA Corporate Officers** summarize the contents of all of the Kingdom Domesday reports in their SCA Corporate end-of-year report.

So Domesday reports are the mechanism by which the SCA gathers information to create the SCA Corporate Tax Return, the SCA annual report, the basis for annual budgets/insurance planning, and other administrative functions.

Because the Domesday reports are a chain, each level of officer must provide their report so the information can be included in a superior officer's report. If any one officer in the chain omits a report or sends it late, the whole year-end corporate reporting process is delayed.

3. "What happens if an officer doesn't do a Domesday report, or if it isn't done on-time?"

In order to maintain status as an official SCA group (Kingdom, Barony, Shire, College or Incipient Group), the officers of that group must be warranted and must report regularly. And their end-of-year Domesday report is one of the most important reports an officer must complete.

A late Domesday report is taken very seriously because the local group reports are the beginning of the chain-of-reports required to meet Corporate deadlines (like filing the Corporate Tax Returns

with the Internal Revenue Service). So if the Domesday for a Shire is not completed, the Domesday for the Kingdom where that Shire is located cannot be completed, which means the end-of-year report for the Corporate office cannot be completed.

It is especially important for Great Officers of a group (the Seneschal, Exchequer, Marshal, Herald, Chronicler and Chirurgion) to complete their Domesday reports. When those officers do not complete a Domesday, the officer can be removed and the status of the group can be jeopardized.

4. "What do I do if my office is missing information for part of the year (the office was vacant for a while, or my predecessor didn't report regularly, etc.)?"

The SCA is a volunteer organization, so people holding an office may step down quickly and without notice, reports may be missed, and files can be lost or misplaced. It is not uncommon for an Officer who is completing a Domesday to not have access to every report submitted in the prior calendar year, or to have no information about the office for a specific period in the year.

These challenges should not prevent an officer from creating a Domesday report, or from getting the report done when it is supposed to be completed. Try your best to get the missing information about your office. Check with the Seneschal of your group and the Baron and Baroness (if applicable) to see if they retained copies of past reports you are missing. If your best efforts cannot locate the information, say so in the Domesday report, and give the best recap of where the office stands at end-of-year. Then turn the Domesday report in on-time.

5. "When is my Domesday report due?"

Generally, Domesday reports for local group officers are due in January following the calendar year they cover. However, the specific deadline may vary from office to office. For example, the Kingdom Herald may request that Heraldic Domesday reports be submitted by January 15th, while the Kingdom Exchequer may request Exchequer Domesday reports be completed by January 30th. Check with your Baronial or Kingdom Superior officer and ask when a Domesday must be submitted for the office you hold.

6. "What goes into my Domesday report, and who can answer my Domesday report questions?"

There are a number of resources for officers creating a Domesday report. First check whether your superior officer has distributed a template for formatting a Domesday report for your office, and/or a list of what you need to cover in the report. Also check to see if you can find last year's Domesday for your office, and use it as a guideline. Last, you can ask other officers in your group who have completed Domesday reports to assist you with yours.

Questions about the format and content of a Domesday report should always be directed to the superior officer who receives your regular reports. Questions about the details of your office in the last year (and what to put in the report) may also be directed to the prior officers who held the position, and the Seneschal and the Baron and Baroness of the group (if applicable).