

SOCIETY FOR CREATIVE ANACHRONISM, INC.

KINGDOM OF CAID FINANCIAL POLICY

Approved by the Kingdom Financial Committee August 31, 2019

SCA Board Approval October 19, 2019

We do hereby proclaim and publish these policies as the Financial Policy of the Land in this Our Realm.

Wilhelm Skallagrimsson, Rex Caidis

Tysyra tsheere Nanoup, Regina Caidis

Sir Eronric of Devon, Kingdom Seneschal

Baroness Morgana Ferrari de Velletri, Kingdom Exchequer

THE KINGDOM OF CAID FINANCIAL POLICY, 8th edition (August 2019)
Copyright © 2019, The Society for Creative Anachronism, Inc.

Members of the Society for Creative Anachronism, Inc. may copy and distribute this document to other members of the Society so long as copyright credit is given, and no changes are made in this text.

TABLE OF CONTENTS

Article I. KINGDOM FINANCIAL COMMITTEE.....	3
Article II. BUDGETS AND EXPENDITURES	3
Section 2.01 General Expenses	3
Section 2.02 Travel Fund	3
Section 2.03 Kingdom Events	4
Section 2.04 Fundraising	5
Section 2.05 Court Recognition Tokens	5
Section 2.06 Allocated Funds. Reimbursement of Officers	5
Section 2.07 Event Admission Charges/Complimentary Passes	5
Section 2.08 Income Management	6
Article III. ADMINISTRATIVE POLICIES FOR EXCHEQUERS	6
Section 3.01 Exchequer Requirements	6
Section 3.02 Warranting of Exchequers	6
Section 3.03 Bank Accounts	7
Section 3.04 Closing of Accounts	7
Section 3.05 Audits and Review of Records	7
Section 3.06 Reporting Schedule	7

This policy is supplemental to the Society for Creative Anachronism Financial Policy, and in all cases that policy takes precedence. Any policy changes must be agreed to by the Kingdom Financial Committee, approved by the SCA Board of Directors, and will not go into effect until the reign following that of the Crown signatories. This policy must be reviewed by the Kingdom Financial Committee at least once every two years.

Article I. KINGDOM FINANCIAL COMMITTEE

- (a) The Committee will consist of three voting members, specifically, the Kingdom Exchequer, the Kingdom Seneschal, and the Crown (one aggregate vote), with approval requiring two-thirds majority. Other persons may be present but shall not have a vote in any proceedings.
- (b) In addition to being paid members of the SCA, officers on the committee must be warranted.
- (c) The Committee shall meet in person at least once between Crown and Coronation with the attendance of the heirs, for the purpose of dealing with normal financial issues, and to familiarize the heirs with their upcoming financial responsibilities.
- (d) Committee business can be conducted in person, via email, or by phone, with the Kingdom Exchequer responsible for documentation and retention of meeting records.
- (e) Any member may call for an emergency Committee meeting.
 - 1. The request should include a requested deadline for responding.
 - 2. Approval requirements are the same as regular Committee meetings.
- (f) Financial decisions not covered by Corporate or Kingdom Financial policies, included in the Kingdom budget, or Designated Funds must be voted on by the Committee.

Article II. BUDGETS AND EXPENDITURES

Section 2.01 General Expenses

- (a) All expenses, paid by the Kingdom must be preapproved by the financial committee, with reimbursement requiring receipts, or there will be no reimbursement. Cash Advances may be approved on a case by case basis, but receipts must be presented within 60 days of advancement, or the advance must be returned.
- (b) Requests for travel reimbursement must include an event listing with gas receipts within 24 hours of the event, or documentation of mileage. Reimbursement for mileage will be paid at the current rate for charitable mileage as allowed by the Internal Revenue Service.
- (c) Operating expenses for Kingdom offices, which are already included in the Kingdom Budget, do not require Committee approval.
- (d) No expenses will be reimbursed to anyone with an outstanding cash advance.
- (e) All receipts for reimbursement must be presented within 90 days following the expense, otherwise additional approval by the Financial Committee is required.

Section 2.02 Travel Fund

- (a) Crown
 - 1. Prior to each Coronation, the Kingdom Exchequer shall transfer sufficient funds

from the General Fund to bring the balance of the Royal Travel Fund to \$4,000. These funds will be available to reimburse travel expenses for the Crown and Kingdom trailer up to \$3,500, with the remaining \$500 covering pre-Coronation travel expenses for the heirs. Additional funding of the Royal Travel fund through donations of money or volunteer hour funds from the populace, will be added to the account, and considered over and above the original \$4,000, with the Crown encouraged to support funding of this account to avoid depletion. Any funds remaining in the Royal Travel Fund at the end of a reign will be held over to the next reign.

- i. Use of the Kingdom trailer must follow the procedures set by SCA Financial Policy Section XIII.A.
2. Transportation costs for two representatives of the Crown for travel to the Barony of Western Seas (Hawaii) and Pennsic War are reimbursable from the Royal Travel Fund with prior Financial Committee approval. All requested expenses require documentation of expected expense from the service provider, as well as explanation of need, and may be partially or fully approved by the Committee.
3. Prior to each Coronation, the Kingdom Exchequer shall transfer sufficient funds from the General Fund to bring the balance of the Royal Travel Fund to \$4,000. These funds will be available to reimburse travel expenses for the Crown and Kingdom trailer up to \$3,500, with the remaining \$500 covering pre-Coronation travel expenses for the heirs. Additional funding of the Royal Travel fund through donations of money or volunteer hour funds from the populace, will be added to the account, and considered over and above the original \$4,000, with the Crown encouraged to support funding of this account to avoid depletion. Any funds remaining in the Royal Travel Fund at the end of a reign will be held over to the next reign.
4. Transportation costs for two representatives of the Crown for travel to the Barony of Western Seas (Hawaii) and Pennsic War are reimbursable from the Royal Travel Fund with prior Financial Committee approval. All requested expenses require documentation of expected expense from the service provider, as well as explanation of need, and may be partially or fully approved by the Committee.
5. Upon depletion of the Royal Travel Fund during a reign, further travel reimbursement requires Financial Committee approval, and should consider whether Crown attendance is deemed to be of significant benefit to the Kingdom.

(b) Kingdom Officers

1. For all Great Officers, as well as the Constable, and Minister of the Lists, mileage or gas receipts as previously described, are reimbursable for Spring and Fall Crown, Spring and Fall Coronation, Queen's Champion (Heavy weapons, Rapier, Equestrian, Archery, Unarmored, and Thrown Weapons), and Great Western War.
2. For the Dolphin Herald, mileage or gas receipts as previously described, are reimbursable for Spring and Fall Crown, as well as Spring and Fall Coronation.

3. Officers with mandatory meetings or training sessions with their Society Superiors may be reimbursed for travel as previously described, with the addition of airfare and lodging.
4. If the officer in question is sending their designated successor in their place, they will be covered. If both the Officer and the designated successor will be attending, reimbursement for the successor must be approved by the Kingdom Financial Committee.
5. Travel for the Kingdom Seneschal, Earl Marshal, and the Kingdom Exchequer to conduct business in the Barony of Western Seas (Hawaii) may be reimbursed fully for transportation costs. Travel may be done only once per calendar year, and food, rental cars, lodging, and incidental expenses are not reimbursable.

Section 2.03 Kingdom Events

- (a) Subject to review one year after this financial policy goes into effect, local groups that host Crown, Coronation, and Queen's Champion tournaments with heavy weapons, shall receive forty percent of the profits of that event with sixty percent being forwarded to the Kingdom, unless there is a loss, in which case the hosting area will absorb sixty percent of said loss, and the Kingdom shall absorb forty percent of the loss. All other kingdom events, will be financially supported by the kingdom, with the hosting group keeping all profits.
- (b) Budgets for Kingdom events must be presented to the Kingdom Exchequer and Seneschal six months before an event is scheduled and should include site and feast fees expected to cover all expenses of the event, barring unforeseen circumstances, such as late site changes and emergencies.
- (c) Expenses for fund-raising events for other non-profit organizations must be fully reconciled, before any funds are distributed to the recipient organization.
- (d) No event of significant financial impact on the Kingdom or its subgroups may be added to or removed from the Kingdom calendar without prior review of that event by the Kingdom financial committee.

Section 2.04 Fundraising

- (a) Funds raised through fund raising activities must be kept separate from any personal funds and deposited to the appropriate account within two weeks of the activity.

Section 2.05 Court Recognition Tokens

- (a) The Kingdom will pay for eight silver Signa Regina, and eight Sigila Rex, or 16 Signum Regni with a combined maximum of \$200 for each reign. If the Crown desires more, they must cover any additional cost, unless otherwise approved by the Financial Committee.

Section 2.06 Allocated Funds, Reimbursement of Officers

- (a) The Officers of Caid or its branches may establish funds for designated purposes within the Kingdom bank account or the branch bank account for the use of their office.
- (b) Designated funds may be allocated from the General Fund on approval of the Financial Committee, or they may be raised by fund raising activities, direct donations, sales of

inventory, or other approved activities. These funds will be reported in the Exchequer report for the relevant group.

- (c) Officers with designated funds may be reimbursed from those funds, after providing expense documentation, for standard office supplies, without approval of the relevant Financial Committee, unless there are concerns about the expense being reasonable, appropriate, or abnormal for the office.
 - 1. Every fiscal year, the Kingdom will allocate funds from the General Fund to cover the following offices, Kingdom Seneschal and Kingdom Exchequer (\$100 each), and the office of the Kingdom Earl Marshal, which includes Lists (\$200).
- (d) Officers without allocated funds will be reimbursed from the General Fund, with expense documentation, and approval by the Financial Committee.

Section 2.07 Event Admission Charges/Complimentary Admission

- (a) Unless otherwise addressed in this financial policy, event fees are determined by the hosting territory, and events may be held with no admission fee. All admission fees must be advertised, including any and all discounts. Per SCA financial policy VIII.A.8.a. non-members are not eligible for complimentary admission.
- (b) A Non-Member Registration fee of \$5 is to be collected with event fees, except when fees are discounted for minors. A Member Discounted Registration will apply to all members who provide proof of membership, which will remove the \$5 fee.
- (c) Subject to review one year after this financial policy goes into effect, non-camping events will have complimentary admission for minors. Camping events may have free or discounted admission, or a family rate, such as a price limit/cap may be considered. A family is considered one or two adults, and any number of minor children.
- (d) For events with feasts, decreased or free admission may be considered for kitchen staff or servers provided they are current SCA members.
- (e) Free or reduced admission for Kingdom Officers and Champions, as well as Territorial Champions may be considered.
- (f) Royalty will receive complimentary admission to all events but may pay event fees at their own discretion.

Section 2.08 Income Management

- (a) Cash will be handled according to the procedures set by SCA Financial Policy Section XII, and Chapter 7.V. of the SCA Exchequers Handbook.
- (b) Use of Paypal will follow the procedures set by SCA Financial Policy Section XII.B., and Chapter 11 of the SCA Exchequers Handbook.

Article III. ADMINISTRATIVE POLICIES FOR EXCHEQUERS

These policies are in addition to the policies in the SCA Chancellor of the Exchequer Handbook.

Section 3.01 Exchequer Requirements

- (a) Exchequer applicants must demonstrate proof of competence and receive the approval of the Kingdom Exchequer before assuming office.

1. Proof of competence may include: accounting or bookkeeping experience, coursework from a college or university, competence in another office within the SCA, or serving a probationary term under the Kingdom Exchequer or their representative, with approval of their understanding and ability to perform the job.
- (b) Attendance of the Collegium Caidis Exchequer class, or other training by the Kingdom Exchequer or designated deputy, is mandatory, unless waived or deferred by the Kingdom Exchequer.

Section 3.02 Warranting of Exchequers

- (a) All territorial exchequers and deputies of the Kingdom Exchequer will be warranted for a 2-year term on a roster warrant signed by the Kingdom Exchequer and the Crown. Additionally, initial warranting for each individual requires a signed Financial Warrant and Agreement to Serve.
- (b) The Kingdom Exchequer must have a default successor who is familiar with the Kingdom books and records, and able to step into the office should any unforeseen circumstances prevent the Kingdom Exchequer from continuing with the responsibilities of the job.
- (c) Territorial exchequers are deputies of the Kingdom Exchequer and may not be removed from office without the knowledge and consent of the Kingdom Exchequer and the Crown and only for due cause. Likewise, the Kingdom Exchequer may decline to warrant a person selected by the subgroups for exchequer.
- (d) Exchequers (including Kingdom) may be removed from office for failure to perform their duties in accordance with Society Financial Policy, Kingdom Financial Policy or Kingdom law, including but not limited to:
 1. Mingling of SCA funds with personal funds.
 2. Misappropriation of funds.
 3. Failure to provide complete balanced reports in a timely, accurate manner, including a copy of the last bank statement for the reporting period, as well as copies of the first 4 pages of the doomsday report signed by the exchequer and the seneschal.
 4. Inability to cooperate with fellow officers or their superior.
 5. Failure to maintain adequate books and records.
 6. Failure to submit Non-Member Registration fees within 10 business days of the event.
 7. Failure to have books reviewed as required by the Society Financial Policy (XV).
 8. Failure to maintain 3 local active members and an approved kingdom level signatory on their bank account.

Section 3.03 Bank Accounts

1. Setting up bank accounts, signatories, and electronic transfers must follow the policies set by SCA Financial Policy Section IV, and Chapter 4 of the SCA Exchequers Handbook.

Section 3.04 Closing of Accounts

- (a) Following consultation with local group officers when available, the Kingdom Financial Committee may, if deemed necessary, close or order closed the bank account of any branch within the Kingdom of Caid, without consent of the local branch officers.

Section 3.05 Audits and Review of Records

- (a) The Kingdom Exchequer or Seneschal may request a review or audit of the books and records of any group within the kingdom to be conducted by someone who is not a signatory on that group's bank accounts and is approved by the Kingdom Exchequer. This is in addition to the reviews mandated by Society Financial Policy that must take place at least every two years, or anytime the financial officer changes.

Section 3.06 Reporting Schedule

- (a) Consecutive quarterly reports are due to the Kingdom Exchequer within one month of the end of the Quarter, specifically, April 30, July 31, and October 31. Variances from this policy will be considered on a case by case basis.
 - 1. Reports must use the standard SCA exchequers report form and include the most recent bank statement.
- (b) Doomsday reports are due to the Kingdom Exchequer by February 15, or sooner.
 - 1. You must deliver a signed paper copy of this report to your Kingdom superior, along with a copy of the ending bank statement.
- (c) All subgroups must file their reports with both their branch superior and the Kingdom Exchequer.