

Kingdom of An Tir Financial Policy

I. INTRODUCTION

The following Kingdom Financial Policy serves as an addendum and is subject to the requirements set forth by the Society For Creative Anachronism, Inc. Financial Policy, Corpora and By Laws.

II. FINANCIAL POLICY REVIEW

An Tir's Financial Policy should be revised whenever changes in Modern Law, the SCA's governing documents and Policies, the needs of the Kingdom, or agreement between Council of the Exchequer and the Society Exchequer so require, but no less than once every five years.

III. FINANCIAL COMMITTEE

The Council of the Exchequer is the Kingdom level Financial Committee and consists of The Crown, the Crown Prince and Princess when invited by the Crown, the Kingdom Seneschal and the Kingdom Exchequer. The members of the Council of the Exchequer jointly bear the fiduciary responsibilities of managing the Kingdom's assets. The King and Queen each have ½ a vote, the Kingdom Seneschal had 1 (one) vote, and the Kingdom Chancellor of the Exchequer has 1 (one) vote.

1. All decisions and approvals made by the Council of the Exchequer are to be made by consensus. If this fails, the decision will be revisited at a later date, either by email or by the next Crown event. If this also fails, the decision will be referred to the Society Exchequer. Consensus is achieved when all the members of the Council agree that consensus has been achieved regardless of the outcome of the decision being made.
2. The Council of the Exchequer will meet at each of the 4 (four) Crown events. Additional meetings can be called for at the Spring or Fall Crown Council if needed. The Crown events are May Crown, July Coronation, September Crown and 12th Night. If a member is unable to attend a Crown Event, a representative, acceptable to the other members of the Council of the Exchequer, shall be designated with the authority to make decisions in the member's absence.
3. Annual budgets established for the Kingdom including the Crown and Kingdom Officers, special purpose funds, additional policies as needed, and any changes to these budgets, funds or policies shall be approved by the Council of the Exchequer. Copies of these shall be provided to the Society Exchequer.
4. The Council of the Exchequer must approve expenditures exceeding the limits of the budget. Any funds remaining at the end of the year will be directed back to the General Fund, unless specifically stated otherwise in the preceding budget, or by the action of the council of the Exchequer.
5. In an emergency, disbursements can be authorized by the members of the Financial Committee through electronic means. An Emergency is defined as payment being needed before the next scheduled meeting of the Council of the Exchequer. These emergency disbursements will be ratified by the Financial Committee at the next meeting.

IV. BANK ACCOUNTS

Each new account in An Tir will be a double-signature checking account, with at least two officers of the same branch or entity listed as signatories as well as the Kingdom Exchequer or designated representative.

1. Two authorized signatures will be required on any check, money order, or other instrument of withdrawal, whether or not the bank offers signature inspection.
2. Separate Savings accounts, certificates of deposit or any other long-term financial instrument must be approved and registered with the Kingdom Exchequer on a case-by-case basis. This does not apply to savings accounts linked to the Branch checking account.

To maintain required controls on the Kingdom accounts and allow timely processing of the monthly bank statement, view only online banking is set up with access granted to the Kingdom Exchequer, Kingdom Seneschal and their contingency deputies. Once a month the Kingdom Seneschal will review the deposits and withdrawals from the primary bank account and send an email to the Kingdom Exchequer verifying that they have reviewed the account. This email will be printed out and maintained in the files per standard financial time limits.

V. REPORTS

Financial reports will consist of the "Balance Sheet" and "Income Statement" and the supporting worksheets and documentation contained and required by the most recent edition of the Society for Creative Anachronism, Inc., Chancellor of the Exchequer's Handbook. Quarterly reports may be year to date and/or limited to the prior quarter at the discretion of the Exchequer's superior. First, second and third quarter reports may be sent electronically to the Kingdom Exchequer (or Principality Exchequer if the branch lies within a Principality jurisdiction). The annual report must be hard-copy and include the last bank statement of the year for each bank account held by the branch. The annual report must contain the table of contents and each page listed on the table of contents that contains data.

Branch Quarterly reports must be submitted for the following report due dates:

- January 1 - March 31 due May 1
- April 1 - June 30 due August 1
- July 1 - September 30 due November 1
- January 1 - December 31 due February 1

Regional and Principality Reports must be submitted for the following report due dates:

- January 1 - March 31 due May 15
- April 1 - June 30 due August 15
- July 1 - September 30 due November 15
- January 1 - December 31 due February 15

Kingdom Exchequer reports to be submitted quarterly and yearly to the Kingdom Seneschal, the Crown, and the Society Chancellor of the Exchequer for the reporting periods and by the due dates as set by the Society Exchequer.

Failure to file an annual report on time without prior authorization by the Kingdom Exchequer will be grounds for removal from office.

Failure to file two consecutive quarterly reports on time without prior authorization by the Kingdom Exchequer or Principality Exchequer will cause the branch Exchequer to be placed on financial probation.

VI. EXPENSE AUTHORIZATION POLICY

Branches and entities must have a written expense authorization policy on file with their Regional and Kingdom Exchequers. Any change to this policy must also be submitted to the Exchequer's Superior.

VII. REIMBURSEMENT OF EXPENSES

Kingdom and Branch Exchequers are only obligated to reimburse for receipts presented within 120 days of the expenditure.

1. For Kingdom officers and Royalty, all expenditures and reimbursements are to be made from Kingdom accounts or accounts held specifically by those offices.
2. The check request form must be completed and submitted by the requestor before any funds can be authorized. The current check request form will be made available from the An Tir Exchequer's webpage.

VIII. REGALIA

Regalia are loaned to the current Royalty for the duration of each Reign. In order to manage Regalia responsibly, Regalia must be inventoried and checked out from the Kingdom or Principality Chamberlain at the beginning of each Reign. The inventory and checkout process assures that there is a record of the Regalia and its condition recorded, since the users may be required to replace Regalia lost or damaged during their Reign.

A completed inventory sheet and a checkout list of the Regalia being used by the current Royalty is to be signed by the Royalty and a copy sent to the Royal Chamberlain and Kingdom Exchequer before Royal expenses can be reimbursed.

IX. CONTROLLING CASH

1. Funds exceeding \$1000.00 from events, fundraisers, etc., must be deposited in the bank account within 5 days from the close of the event.
2. No group may maintain a Petty Cash fund under any circumstances. Money shall be disbursed by properly drafted group check or traceable money order only.

X. NON-MEMBER SURCHARGE(NMS)

NMS shall be collected by event hosts or their deputy and forwarded with the required statistics to the Kingdom Chancellor of the Exchequer or their designated Kingdom NMS Deputy in accordance with Society mandates. Submissions shall be postmarked no later than 30 days after the end of the event. A submission shall consist of a properly drafted branch check and a completed submission form with the branch name, event name, event date, total attendance and number of NMS collected. Overdue submissions may result in suspension of the branch and/or other remedial measures as deemed necessary.

XI. EVENT ADMISSION AND COMPLIMENTARY PASSES

The Crown and Heirs and their minor children shall be exempt from fees at all events they attend within the Kingdom.

The Coronet and Heirs and their minor children shall be exempt from fees at all events they attend within the Kingdom.

Kingdom Greater Officers shall be exempt from site fees at all Crown events, and at Kingdom events if they are performing the duties of their office.

Kingdom Champions shall be exempt from event fees at all Crown and Kingdom events.

The Kingdom Teamster shall be exempt from event fees at all events where the Kingdom trailer is required.

XII. EVENTS

Kingdom may be the sponsoring branch for any Crown or Kingdom Events. The Events will follow Corpora and Kingdom law as to the awarding and the financial backing of these events. The Financial committee has the duty to assign a deputy to oversee the receipt and expenditures of such events, that person for the time of the event will be an acting deputy of The Kingdom Exchequer's office.

Kingdom may advance funds to any branch for initial expenses for a Crown or Kingdom event. Advance funds must be repaid within 15 business days of the end of the event.

XIII. BRANCH EXCHEQUER REQUIREMENTS

Every group must have a warranted exchequer, and possess a current copy of the following documents: Society's **Branch** Exchequer's Handbook, Society Financial Policy, a copy of Kingdom Law, Kingdom Financial Policy, and the local ("group") Financial Policy.

To receive a warrant, a request for warrant form will be sent to the Kingdom Exchequer, or their Warrants Deputy, verifying the selection of the incumbent exchequer. This form is signed by the current seneschal and the officers of the branch. The exchequer must also attend a class on the duties of the exchequer and the reporting process before assuming the office. This may be done by appointment with the Kingdom Chancellor of the Exchequer, one of the Principality Exchequers or a designated Training Exchequer.

Every exchequer must have a warranted contingency deputy, who should be prepared to take over the exchequer's office on short notice. The Warrants Deputy should be notified of any change in the deputy's name, address, email address, or telephone number. Full contact information for the branch Exchequer and their Contingency Deputy must be on every quarterly report.

Each exchequer shall be warranted for an initial term of two years. An exchequer must request a warrant extension each year after the initial two year term by submitting the Extension of Warrant form to the Kingdom Exchequer Warrants Deputy before the warrant expires. It is recommended that a person have no more than 2 one year extensions unless there is no available replacement.

No exchequer may hold any other office, at any level, unless the other office requires so little work as to not interfere with the duties AND no one else can be found to fill it. A "Request for Variance" must be submitted to the Kingdom Exchequer for permission. This may be done via email. The variance, once granted, will be valid for 1 year and may be renewed at that time.

XIV. VARIANCES TO THIS POLICY

Variations to this policy may be granted in writing for limited periods of time, not to exceed one year, on a case-by-case basis by the Kingdom Exchequer. Notification of variations issued will be sent to the Kingdom Seneschal.

XV. DEDICATED FUNDS

The only dedicated fund that the Kingdom has is the Raven Travel fund. The stipulations of that fund are as follows:

Raven Travel Fund

The Raven Travel Fund was initiated January 11 1993, with the following decree:

During the Reign of Barak and Lao it was determined that the Royalty had need of a travel fund designed specifically for travel outside of An Tir. Herein find the parameters for the use and administration of this fund.

Name: Intra-Kingdom Travel Fund commonly known as the Raven Travel Fund.

Minimum Dollar Level: The minimum dollar amount that this fund should never be allowed to fall to is \$150.00 (One Hundred and Fifty Dollars).

Administration: The administration of this fund shall be handled through the Kingdom Exchequer of An Tir. Money from this fund shall be made available to the Kings and Queens of An Tir for out of Kingdom Travel to Major events that Royalty from other Kingdoms will be present at, such as Pennsic, Estrella, An Tir/West War, and events where there are Courts including more than 3 (Three) different sets of Royalty.

Fund Upkeep: It is the responsibility of the Royalty of An Tir to maintain and attempt to increase the Intra-Kingdom Travel Fund through fund raisers and the solicitation of donations. An attempt should be made to leave the fund with more money than it had when the Royalty ascended the thrones. Funds that are not specifically raised for the Intra-Kingdom Travel Fund shall not be diverted to it for any reason. The Intra-Kingdom Travel Fund monies shall not be diverted to any other fund for any reason.

This fund is hereby established by Barak and Lao and the parameters may only be changed by us. Anyone wishing to make any changes to these parameters must contact us in writing before doing so, in order to get our approval.

Signed Feb 1993 as the Raven Travel Fund

V1.0 January 11, 1998 Countess Elowyn Blackthorne, Kingdom Chancellor of the Exchequer

V1.1 January 8, 1999 HL Ivarr Ulfvarinsson, Kingdom Chancellor of the Exchequer

V1.2 September 2000, HL Alanus of Bunghea, Kingdom Chancellor of the Exchequer

V1.3 January 2010, HL Elonda Blue Haven, Kingdom Chancellor of the Exchequer

V1.4 July 2011, HL Elonda Blue Haven, Kingdom Chancellor of the Exchequer

V1.5 May 2012, HL Genevieve de Montagne, Kingdom Chancellor of the Exchequer