

FINANCIAL POLICY
Society for Creative Anachronism
Kingdom of Ansteorra

I. BANK ACCOUNT IDENTIFICATION AND STRUCTURE

All accounts must require two signatures for withdrawal of funds. For branch accounts a copy of the reconciled bank statement must be reviewed and signed by the branch seneschal each month.

II. SIGNATORIES

- A. For branch accounts at least the branch Seneschal, branch Treasurer, and Kingdom Exchequer must be listed as signatories.
- B. Sovereigns, Consorts and the heirs of the Kingdom are not allowed to become a new signatory on a Kingdom, branch or other account while they hold that status. If the Sovereign, Consort or an heir of the Kingdom is already a signatory, the signature card isn't required to be updated, but they may not sign any checks while they hold that status.

III. FINANCIAL REPORTING AND DISCLOSURE

- A. Branch and other treasurers must report at least quarterly to the Kingdom Exchequer or a designated representative. The Kingdom Exchequer's Office Policies will list required reports, reporting deadlines, and where reports are sent.
- B. Branch Treasurers must complete the end of year report on or before the deadline established by the Kingdom Exchequer. The end of year report must be completed on the forms prescribed by the Kingdom Exchequer. A copy of the year-end bank statement and end of year bank reconciliation must be included with the end of year report. The end of year report must be signed by the Branch Seneschal. Copies of the end of year report must be given to the branch's Seneschal and Baron/ess.

IV. FINANCIAL COMMITTEES AND EXPENSE AUTHORIZATION POLICY

- A. Branches shall establish yearly budgets. The Kingdom's annual budget will be established before the end of the calendar year. The Great Officers of State will be expected to submit their financial requirements for the upcoming year in writing by September 1st. The Kingdom Financial Committee will prepare and approve the Kingdom's budget. The Kingdom budget will be published in the Black Star before the end of the calendar year.
- B. All members of any Financial Committee must attend a treasurer's warranting class within 90 days of appointment to the committee.

- C. Local Branch Financial Committees shall consist of the branch seneschal, branch treasurer, and at least one other branch officer. In Baronies the Baron/ess shall be members of the financial committee but with only one vote. It is recommended that all signatories on the account be on the Financial Committee. The Kingdom Financial Committee shall consist of the Kingdom Seneschal, the Kingdom Exchequer, and the Crown. The Crown shall have one vote on the Financial Committee.
- D. Fully documented receipts must be provided to support all expenses. This rule applies to anyone expecting reimbursements. For Kingdom business, all unbudgeted expenditures must be approved by the Kingdom Financial Committee in writing and in advance. Emergency situations will be handled by the Kingdom Financial Committee on a case-by-case basis. Unpre-approved reimbursement requests will be limited to 50% of the funds expended.
- E. Local Branch Financial Committees must authorize all withdrawals of funds from local branch accounts through the advance completion of a financial disbursement form.

V. CONTROLLING CASH ADVANCES

No petty cash funds allowed.

VI. CONTROLLING CASH RECEIPTS

- A. No funds may be disbursed from gate receipts.
- B. Gate records will be kept on a standardized gate sheet approved by the Kingdom Exchequer.
- C. Gate receipts will be deposited into an SCA account within 7 days of the end of the event.

VII. SPECIAL PURPOSE AND DEDICATED FUNDS

- A. When a Designated Fund is set up, a primary purpose will be established by the donor or by the Financial Committee. The final destination of all Designated Funds is the Kingdom General Fund.
- B. Designated Funds may be transferred to the General Fund only if there has been no activity for a reasonable period of time and the transfer has the unanimous approval of the Financial Committee
- C. The Crown Travel Fund will be replenished at the beginning of each Reign at the budgeted amount from the General Fund. The Kingdom Financial Committee may authorize additional funds. Approved reimbursable expenses from this fund incurred

during the normal execution of the Crown office include mileage, gas/oil/tolls, airfare, hotel accommodations, telephone and site fees.

VIII. KINGDOM EVENTS

- A. Typically, local groups co-host the Kingdom events. Any local groups hosting Coronation, Queen's Champion, or Crown Tournament will contribute 40% of that event's net profits to the Kingdom.
- B. Any local groups hosting any of the other reoccurring Kingdom events defined in Law will contribute 30% of that event's net profits to the Kingdom.
- C. Any local groups which receives advance funding from the Kingdom to co-host a Kingdom event will contribute 50% of that event's net profits in addition to repayment of the advance.
- D. Reoccurring Kingdom events held in conjunction with other calendar events will contribute 10% of that event's net profits to the Kingdom.

IX. REVIEW OF THIS POLICY

This policy will be reviewed when the Kingdom Exchequer's office changes or every two years.

X. VARIANCES TO THIS POLICY

Variances 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 variances issued will be sent to the Kingdom Seneschal.

Approved September 29, 2002

Patrick Michael Gordonne, Rex Ansteorra

Julia de Montoya, Regina Ansteorra

Clarissa di Firenze, Kingdom Seneschal

Kaitlyn McKenna, Kingdom Exchequer