The following Financial Policies pertain to the Kingdom of Artemisia’s Financial Activity for all Groups in the Kingdom. The word “Group”, unless specifically stated otherwise, includes the Kingdom level. The following are in addition to the Society Financial Policy (SFP) and does not replace, or supersede any part of the SFP.

I. The Kingdom Financial Committee (KFC) will consist of the Crowns (with one vote), Kingdom Seneschal, and the Kingdom Chancellor of the Exchequer (KCoE). The term-limit of service to the KFC will end with their stepping away from their Kingdom Office or Crown.

   A. KFC meetings will, of necessity, be largely electronic in nature.
   B. A majority vote is needed to pass or veto most fiscal proposals. A unanimous vote is needed to pass an annual budget, change the “Procedure for Royal Travel Reimbursement”, or to authorize an unbudgeted amount greater than $500.00.

       1) The Kingdom Financial Policy (KFP) must be reviewed once per calendar year. All changes to the KFP not made necessary by a change in SFP, requires a unanimous KFC vote.

   C. All members of the KFC will register their vote on all fiscal proposals with the KCoE. These votes must be recorded and a hard copy printed and filed for all group decisions.

       1) Under normal circumstances, fiscal proposals needing a vote must be answered within one (1) month of the proposal reaching the KFC.

       2) If there is an emergency which requires a vote, the KFC must respond within 24 hours. If not all members are reachable, then the first two similar votes may carry the vote, or a superior --Society Officer-- may be asked to break a tie.

II. Reporting. The SCA uses the calendar year of Jan 1 to Dec 31 as the fiscal year. All sub-Kingdom groups must file a monthly, quarterly and annual report to the KCoE and copy all reports to their group Seneschal and, if applicable, their Nobility. The timeframe of these reports are as follows:

   A. Monthly reports will be due on the 20th of the month following and covering the preceding month. I.e. the January report covering the time-span of Jan 1st to Jan 31st will be due on the 20th of February.

   B. Quarterly reports will be due on the 20th of the month following and covering the preceding quarter. I.e. the 1st Quarter report covering the time-span of Jan 1st to Mar 31st will be due on the 20th of April.

   C. Annual (or Doomsday) reports covering the time-span of Jan 1st to December 31st of the preceding year will be due on the 20th of January.
The necessary contents of the reports will be posted on the Kingdom Web Site and sent electronically to each sub-Kingdom Exchequer twice a year. Reports will be sent in the format and via the method the KCoE indicates.

The KCoE will report quarterly and annually to the Society Exchequer (SCoE) in the format and via the method the SCoE indicates. The KCoE will send a monthly report to the KFC.

III. Events.

A. Any person or position (i.e. Society A&S minister, event feast steward) who is expected to be comp’d (complimentary pass to not pay the gate fee), to an event must be noted either in the Group Financial Policy (GFP) or that Event Budget.
   1) For all Kingdom level events, all current SCA Crowns and Heirs are to be comp’d.
   2) For all events in the Kingdom the Artemisia The Gryphon Crown and Heirs will be comp’d.

B. Event fiscal responsibilities include:
   1) a Group Financial Committee (GFC) pre-approved Pre-Event Budget and announcement.
      a) the Event Stewart must obtain prior GFC approval for any expenses that go over the budget.
   2) all funds must be double counted by an Exchequer and Event Stewart, or their appointees, at the beginning and end of each event or the end of each day if event is longer than one day.
   3) timely deposit of all incomes into the Group bank account.
      a) for any multi-day event longer than 3 days; funds in excess of what is necessary to run the gate cash change box should be double counted and signed for by an Exchequer and Event Steward, or their appointee. If the excess is greater than $1000 it must be deposited daily into the closest open local Group bank branch.
      b) Beginning cash change box funds must be deposited separately into the Group bank account at the end of the event to distinguish it from event income.
   4) reconciliation of any fund advances.
   5) reimbursement of any expenses
   6) transfer of any profit splits, NMS fees etc. if applicable
   7) “Post Event Financial Report” form filled out and copy sent to KCoE
B. For all Kingdom events – (two Coronations, two Crowns, two A&S and other events so designated by the KFC to be a Kingdom event):

1) a sub-Kingdom GFC approved Pre Event Budget, description of site details and amenities, and the event announcement must be sent to the KFC no later than 6 months before the event is to occur.

2) the “Cash Chain of Custody” form posted on the Kingdom Website must be used and a copy sent to KCoE via the required method.

3) a filled out copy of the “Post Event Financial Report” form posted on the Kingdom Website and a copy of all expense receipts must be sent to the KCoE via the required method.

C. All ‘internal’ fund raising at events

1) must follow current “Fundraising Procedures” posted on Kingdom Website

2) fund raising funds are not event income and must be deposited separately into Group bank account.

IV. Expenses

A. Annual Budget - The GFC must approve a Group Annual Budget that includes the estimated income and expenses necessary to run the Group for the coming fiscal year.

B. All non-budgeted or over-budget expenses must be pre-approved by the GFC.

C. Each Group must define what will be paid for Travel costs. At the Kingdom level Travel is defined as round trip transportation and lodging costs.

1) Royal Travel will be paid out according to the current “Procedure for Royal Travel Reimbursement” posted on the Kingdom Website. A maximum of $1800 per reign for Crowns and $500 for Heirs will be set aside in the Kingdom Annual Budget of the General Funds.

2) Kingdom Officer Travel will be paid out to those Officers who must travel to fulfill the required duties of their Office. The maximum amount per Office per year will be included in the Annual Budget.

3) Travel to Society meetings/symposiums deemed necessary by Society or beneficial to the Kingdom, will be voted on case-by-case separately by the KFC.

4) If reasonable and requested, the GFC will authorize in part or full, additional unbudgeted Lodging expense if Travel is/was deemed to be unsafe. Cancellation of a flight, hazardous travel conditions, exhaustion of all legal drivers in a vehicle, vehicle breakdowns are a few, but not all reasons for extending lodging costs. Safety first.
This Kingdom Financial Policy is approved on June 9, 2014 by the Kingdom Financial Committee

Crown

Crown

Kingdom Seneschal

Kingdom Exchequer