



Kingdom of Artemisia

Financial Policies

—Amendment 4/2006

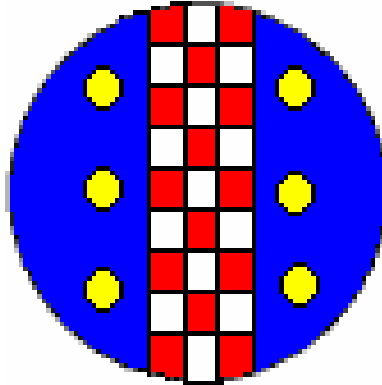


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1. Introduction

The Kingdom of Artemisia will adhere to the Financial Policies as set forth by the Society for Creative Anachronism, Inc. and contained in the governing documents of the organization. The Society Financial Policy establishes minimum standards that are to be adhered to. The Kingdom of Artemisia Financial Policy will further define the standards to which all branches within the Kingdom will conduct their financial dealings.

2. Branch Reporting:

- a. All branches within the Kingdom will provide a monthly report of their financial transactions to the Kingdom Exchequer, the branch's Seneschal or Guild Head, and, in the case of Baronies, the Baron/Baroness. Monthly reports will consist of a minimum of a copy of the bank statement(s), a copy of the reconciliation of the bank statement, and a copy of the Ledger or detailed listing of all transaction occurring during the month. This report may be sent in an electronic format, if acceptable to the receiving office.
- b. At the end of each quarter, a report will be submitted on the Approved Financial Reporting Forms and will include a full accounting of all transactions occurring throughout the quarter. This report will be distributed to the Kingdom Exchequer, branch Seneschal or Guild Head and, in the case of Baronies, the Baron/Baroness. This report may be sent in electronic format, if acceptable to the receiving office. If the quarterly report is sent in an electronic format, a hard copy of the first four pages, signed by the branch Exchequer and Seneschal (or Guild Head) must be forwarded to the Kingdom Exchequer.
- c. By February 15th of each year, a report will be submitted on the Approved Financial Reporting Forms and will include a full accounting of all transactions occurring throughout the prior year. This report will be distributed to the Kingdom Exchequer, branch Seneschal or Guild Head and, in the case of Baronies, the Baron/Baroness. This report may be sent in electronic format, if acceptable to the receiving office. If the annual report is sent in an electronic format, a hard copy of the first four pages, signed by the branch Exchequer and Seneschal (or Guild Head) must be forwarded to the Kingdom Exchequer.

3. Kingdom Reporting:

- a. The Kingdom Chancellor of the Exchequer will report monthly to the Kingdom Crown and the Kingdom Seneschal. This report will consist of a copy of the ledger sheet (the detailed listing of all transactions occurring during the month) showing all activity occurring in the Kingdom account(s), a copy of the Kingdom bank account statement and brief report of any issues or concerns with various deputies, groups, etc. under the supervision of the Chancellor of the Exchequer office.
- b. Reporting will be made to Society as described in the Society Financial Policy.

4. Kingdom Financial Committee:

- a. The Kingdom Financial Committee shall consist of the Kingdom Exchequer, the Kingdom Seneschal, and the Sovereignty (voting as one). The Kingdom Financial Committee is responsible for establishment of a financial policy, creation of a yearly budget and approval of expenditures outside the yearly budget.
- b. The Kingdom Financial Committee shall meet as determined necessary by any member of the Committee. Discussions and approvals may take course through e-mail. In the event that e-mail communications are utilized, the Chancellor of the Exchequer will be responsible for maintaining a complete record of the discussion and/or approval by maintaining print outs of the communications in the official records. Electronic records may also be maintained, but electronic records are not to replace hard-copy records.

5. Expense Authorization

- a. Budgeted items under the amount of \$100.00 require two-thirds approval by the Kingdom Financial Committee. Budget items over the amount of \$100.00 require unanimous approval by the Kingdom Financial Committee. Expenditures outside the budget under the amount of \$100.00 require two-thirds approval by the Kingdom Financial Committee. Expenditures outside the budget equal to or over \$100.00 require unanimous approval by the Kingdom Financial Committee.
- b. Approvals may be obtained through e-mail communication or by a meeting of the Kingdom Financial Committee members. If approval is obtained through e-mail communication, the Chancellor of the Exchequer will print out

each of the e-mail and attach the printouts to the report listing the expense. If the approval is obtained in a meeting, a copy of the meeting minutes will be attached to the report listing the expense.

- c. All requests for reimbursement must be made in writing and approved in writing prior to expenditure. If written approval for expenditures is not obtained prior to actual expenditures, the receipts may not be reimbursed.

6. Officer Expense Reimbursements

- a. Expenditures for Kingdom Officers shall be allowed for the normal costs of running the office (postage, printing, supplies, etc.) within the budgetary guidelines that are approved by the Kingdom Financial Committee. The yearly budget shall be finalized in November of each year and published in the January Kingdom Newsletter. Upon occasion, there may be unusual expenses associated with the running of a Kingdom office, such as the expense for the printing of a publication or the mailing of a petition or poll, etc. Funds may be obtained in advance if approved by the Kingdom Financial Committee.
- b. The Kingdom Seneschal shall be reimbursed one-half of his/her travel expenses for attendance at Coronations and Crown Tournaments for the Kingdom of Artemisia.
- c. The Kingdom Earl Marshall shall be reimbursed one-half of his/her travel expenses for attending Crown Tournaments.
- d. The Kingdom Minister of Arts and Sciences shall be reimbursed one-half of his/her travel expenses for attending the Kingdom Arts and Sciences Competition and Kingdom Collegium.
- e. The Kingdom Financial Committee may authorize reimbursement of one-half of the travel expenses for Officers of State or their designated deputies, who attend Corporate sponsored meeting or Symposiums, when such attendance is recommended by their Corporate superiors and up to 100% of the travel expenses when such attendance is required by their Corporate superior. Expenses eligible to be reimbursed include gasoline reimbursement, airline, bus, train or other transportation tickets, lodging, and meal expense up to \$15 per day for each day of the meeting.

7. Kingdom Events

- a. Expenditures from Kingdom Funds may be for the following Kingdom events: Coronations, Crown Tournaments, Kingdom Arts and Science Competition, and Kingdom Arts and Sciences Collegium. Other events may be designated as Kingdom events at the discretion of the Crown that would be reigning at the time of the event and the Kingdom Financial Committee. The sponsoring branch for a Kingdom event, as specified in Kingdom Law, shall provide the funds for the event and will retain one-half of the profits from the event. The Kingdom shall receive the other half of the profits within 60 days from the date of the event. The group may request financial assistance from the Kingdom in order to sponsor the event. A budget proposal for the event must be submitted to the Kingdom Chancellor of the Exchequer and approved by the Kingdom Financial Committee prior to publication of the event. The sponsoring branch should exercise financial responsibility in ensuring that the event financial activity is managed in accordance with the approved budget. In the event that money is lost on a Kingdom event, the Kingdom Financial Committee shall decide upon distribution of the losses. Bids for Kingdom Events shall be submitted to the Crown, the Seneschal and the Kingdom Exchequer. In the case of the Kingdom A&S and Kingdom Collegium the bid shall also be submitted to the Minister of Arts and Sciences. Site fees and Feast Fees for each Kingdom event shall be coordinated with the Kingdom Exchequer prior to publication in the Kingdom Newsletter.
- b. Each Kingdom event shall provide for a fundraiser to benefit the Kingdom. Fundraisers may be auctions, passing the helm, or take some other form to be determined by the Kingdom Exchequer in coordination with the autocrat of the event. The Kingdom Exchequer is responsible for coordinating fundraising within the Kingdom for the Kingdom Coffers. Branches are encouraged to donate funds to the Kingdom however no branch may be required to donate funds to the Kingdom. The Kingdom Exchequer is responsible for aiding local branches with their fundraising regarding rules, regulations, ideas and general information as required.

8. Expenses of the Crown:

- a. The Kingdom shall reimburse the Crown one-half of their travel expenses for non-required events and/or meetings. Non-required events and/or meetings include events held by various groups within the Kingdom of Artemisia, events held by various groups outside the Kingdom of Artemisia and any other meetings or events sponsored or endorsed by the Society for Creative Anachronism where the attendance of the Crown is not required. These expenses may include up to two out-of-kingdom events. Travel expenses are to include gasoline, bus fare, plane fare, and/or train fare and reasonable lodging fees. Original receipts must be submitted to obtain

reimbursement. Total reimbursement from the Kingdom to the Crown for travel expenses for non-required events and/or meetings shall not exceed \$1000.00 per reign.

- b. The Kingdom shall reimburse the Crown 100% of their travel expenses for required events and or/meetings. Required events and/or meetings include the Crown Tournament where the Crown's heirs will be determined, the Coronation event where the Crown will be installed and the Coronation event where the Crown will step down. Also included will be any Treaty Negotiation or other meetings where the Kingdom of Artemisia is a principal participant in the event and attendance of the Crown is required. Travel expenses are to include gasoline, bus fare, plane fare, and/or train fare and reasonable lodging fees. If the travel is to a business meeting, the Kingdom shall also reimburse the Crown reimbursement for meals up to \$15.00 per day for each day the meeting is convened. Total reimbursement from the Kingdom to the Crown for travel expenses for required events and/or meetings shall not exceed \$750.00
- c. The Crown may also be reimbursed, without prior approval by the Kingdom Financial Committee, for reasonable expenses such as photocopying, award scrolls, and medallions for special recognition, not covered by Kingdom awards. Other special expenses may be reimbursed with prior approval from the Kingdom Financial Committee. The amount reimbursed for these non-travel expenses shall not exceed \$50 per reign.
- d. There may be Corporate-level emergency situations which require the Crown to travel out of Kingdom more than two times in a reign. In those circumstances the Crown shall be reimbursed for one-half their travel expense, up to the aforementioned \$1000.00 per reign if their attendance is not required. If the attendance of the Crown is required, the total amount of expenses will be reimbursed in accordance with Paragraph 1.b.
- e. A group within Artemisia holding a published event that the Crown attends is encouraged to donate a portion of the profits to the Kingdom Cooffers.

9. Branch Finances

- a. Local group monies are held for the use of the group. Within the local groups, the approval of the Financial Committee (to include at least the Exchequer, the Seneschal, one other local signatory and if applicable ruling Noble) must be obtained before the money can be disbursed on expenses outside the approved yearly budget. The yearly budget is approved by the local financial committee.
- b. The Chancellors of the Exchequer within the Kingdom of Artemisia shall follow generally accepted accounting procedures and refer to the Kingdom Exchequers Officer's Handbook as well as the Kingdom of Artemisia Exchequer Office Policy.

10. Kingdom Regalia

Kingdom Regalia is here defined as those possessions of the Kingdom reserved for the use of the Crown, and certain officers in their ceremonial duties. This includes those items that do not meet the financial definition of "regalia" in the Exchequer's handbook, such as banners, tableware, and award medallions and tokens. Regalia items are financial assets. Accurate inventory must be kept, including descriptions, pictures, care or repair instructions and the date of original receipt, as well as the ultimate disposition (i.e. sale, loss, destruction) of regalia items. Accurate records must be kept of the transfer of regalia items from person to person, to determine liability for loss or damage. If new regalia items are needed, either to replace retired, lost or destroyed items, or in response to a request from the Crown, this need shall be posted in the Kingdom newsletter as a "Request for Bid," with instructions on what a bid must contain. Bids for new regalia will be submitted to the Kingdom Financial Committee for discussion and approval or rejection. All regalia items must be properly approved in writing by the Kingdom Financial Committee before payment will be made. If no officer is defined in Kingdom Law to fulfill these duties, the Kingdom Exchequer shall be responsible for executing them.

11. Sovereignty Communication

The Chancellor of the Exchequer will provide to each new heir to the Crown a copy of this Financial Policy as well as a copy of the Society Financial Policy within 30 days of the Crown Tournament event. This communication can be made through personal delivery of a hard-copy of the documents, electronically by sending a PDF version of these documents to the kingdom e-mail address assigned to the heirs or, upon request, by mailing a hardcopy of the documents to an address specified in the request.