

SOCIETY FOR CREATIVE ANACHRONISM, INC KINGDOM OF CAID FINANCIAL POLICY

Amended March 2, 2012

SCA Board Approval April 28, 2012

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

Witness our hands this 19th day of March, Anno Societatis XLVI (2012 c.e.)

THE KINGDOM OF CAID FINANCIAL POLICY, 6th Edition (March 2012)
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Article I. Terms

Section 1.01 Kingdom Financial

- (a) The Kingdom of CAID shall assemble a Kingdom Financial Committee. This Committee will consist of three voting members; the Kingdom Exchequer, the Kingdom Seneschal, and the Sovereignty (who have one aggregate vote). Other persons may be present but shall not have a vote in any proceedings.
- (b) All members of the Kingdom Financial Committee must hold a warrant for the office. The Seneschal and the Exchequer shall each have one vote. The Crown shall have a composite vote. Approval shall be by two-thirds majority.
- (c) The Financial Committee shall meet in person at least once between Crown and Coronation (with the attendance of the Crown Prince and Princess) for the purpose of dealing with normal financial issues and to familiarize the incoming Royalty with their responsibilities regarding the Committee.
- (d) The Financial committee will conduct business in person, email, and by phone as necessary. Records of the meetings and printouts of the emails shall be retained by the Kingdom Exchequer.
- (e) If it becomes necessary any member may call for an emergency meeting of the Kingdom Financial Committee and utilize the best communication method to server the emergency.

Section 1.02 Policies

- (a) These policies are in addition to the Society for Creative Anachronism financial policy. In all cases the policy of the SCA, Inc takes precedence.
- (b) This policy should be reviewed at least once every 2 years by the Kingdom Exchequer. Changes by the Kingdom to this policy become effective with the reign of the Monarchs following the Monarchs reigning when the policy change is made.
- (c) Any financial decisions not covered by the Corporate or Kingdom financial policies must be voted upon by the financial committee.

Article II. BUDGETS AND EXPENDITURES

Section 2.01 General Expenses

- (a) All expenses paid by the Kingdom are preapproved by the financial committee. In order to be reimbursed, you must present receipts; there will be no reimbursements without receipts. Cash Advances require approval, on a case by case basis, by the Financial Committee. Receipts must be presented within 60 days of advancement or the advance must be returned.
- (b) Requests for reimbursement for travel must be presented with gas receipts or mileage documentation. Mileage will be based on the current charitable mileage.
- (c) No expenses will be reimbursed without prior approval by the Financial Committee, except those office operating supplies that are covered in the Kingdom Budget.
- (d) No expenses will be reimbursed to anyone with an outstanding advance balance.
- (e) All receipts for reimbursement must be presented within 90 days of the date of the expense. Receipts presented after that time will be reimbursed only with the approval of the Financial Committee.

Section 2.02 Travel Fund

- i. Monarchs:
 - (i) The Kingdom Exchequer shall make sure that the Royal Travel Fund has \$3,500 for the purpose of reimbursement of all travel expenses for the monarchs and the transport of the Kingdom Trailer. Any needed transfer from the General Fund shall be completed by the coronation of the monarchs. In addition, the Royal Travel Fund may be funded by donations of money or volunteer hour funds from the populace. This additional funding can be used for travel related reimbursement over and above the \$3,500 until the fund is depleted. Funds remaining in this account at the end of a reign will be held over to the next reign. Monarchs are encouraged to support funding of this account in order to avoid depletion.

Reimbursement for mileage will be paid at the current rate for charitable mileage as allowed by the Internal Revenue Service, or reimbursement may be given upon presentation of a receipt for gasoline.
 - (ii) Distance travel to the Barony of Western Seas (Hawaii) may be reimbursed up to 75% of the transportation costs, as well as hotel expenses up to \$60 per monarch per night for two nights maximum. These reimbursements will be

funded from the Royal Travel Fund. Food, rental cars, and incidental expenses are not reimbursable.

- (iii) If the Royal Travel Fund is depleted during a reign, only travel approved by the Financial Committee will be reimbursed, but only when the Monarch can provide a significant benefit to the Kingdom by their attendance.

(b) Kingdom Officers

- (i) All Great Officers, Constable, and Minister of the Lists: For the following events: Spring and Fall Crown, Spring and Fall Coronation/,Queen's Champion (Heavy weapons, Rapier, Equestrian, Archery), Great Western War, and CP Prize:

Travel within the mainland of Caid and more than 60 miles from the Officer's residence may be reimbursed for either mileage at the current rate for charitable mileage as allowed by the Internal Revenue Service, or reimbursement may be given upon presentation of a receipt for gasoline purchase dated within 24 hours of the day of the event. An event listing with mileage traveled is required for this reimbursement

- (ii) Dolphin Herald: mileage/gas receipts as above are covered for Spring and Fall Crown, Spring and Fall Coronation
- (iii) Officers with mandatory meetings with their Society Superiors may be reimbursed for 75% of travel (mileage/gasoline as above, or airfare) and lodging. If the officer in question is sending their designated successor, the successor 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. (v) Kingdom Seneschal, Earl Marshal, and the Kingdom Exchequer: distance travel to the Barony of Western Seas (Hawaii) may be reimbursed up to 75% of the transportation costs, as well as hotel expenses up to \$60 per officer per night for two nights maximum. Food, rental cars, and incidental expenses are not reimbursable. Travel may be done only once per calendar year.

Section 2.03 Kingdom Events

- (a) The Kingdom Events, with the exception of Baronial Anniversaries, events to benefit a specific cause (Crown Prints, Make-a-Wish, etc...), and sessions of the Collegium Caidis, which are hosted within different political subdivisions of Caid, shall handle profits or losses in the following manner.
 - (i) The hosting subdivision shall receive forty percent of the profits of said event with sixty percent being forwarded to the Kingdom.
 - (ii) If there is a loss, the hosting area will absorb sixty percent of said loss, and the Kingdom shall absorb forty percent of the loss.
- (b) A budget of projected revenue and expenses related to any Kingdom event subject to the 60/40 rule must be presented to the Kingdom Exchequer and Seneschal six months before an event is scheduled. Site and Feast fees shall be set at a level expected to cover all expenses of the event, barring unforeseen circumstances such as late site changes and emergencies.
- (c) Events to benefit the Kingdom newsletter are not subject to the 60/40 split. 100% of the profits will go to the newsletter.
- (d) Expenses for fund-raising events for other non-profit organizations must be paid for out of the funds raised before said funds are distributed to the recipient organization. Therefore reimbursement requests must be made within a reasonable amount of time after the event.
- (e) 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 by the Kingdom financial committee.

Section 2.04 Fundraising

Persons involved in fund raising activities will keep these funds separate from any personal funds. Funds will be deposited to the appropriate account within two weeks .

Section 2.05 Signum Regina / Sigillum Rex/Signum Regni

The Kingdom of Caid will pay for eight silver Signa Regina (for the Queen) and eight Sigilla Rex (for the King) during each reign, or 16 Signum Regni combined. The Monarch must pay for any additional Signa/Sigilla given out personally. The maximum amount paid will be \$100 for Signum Regina and \$100 for Sigillum, or \$200 for Signum Regni, unless otherwise established between the Monarchs, Exchequer, and Seneschal.

Section 2.06 Allocated Funds, Reimbursement of Officers

- (a) The Officers of Caid or its branches may establish funds within the Kingdom bank account or the branch bank account for the use of their office.
- (b) These funds may be allocated from the General Fund on approval of the Financial Committee, or they may be raised by fund raising activities of the Office either through direct donations, sales of inventory, or other reasonable fund raising activities. All moneys received by the Officer through donations or sales will be reported to the Kingdom Exchequer.
- (c) Officers with allocated funds may be reimbursed for expenses from these funds upon presentation of receipts to the Kingdom Exchequer. Approval of the expense by the financial committee will not be deemed necessary unless there is a question of the reasonableness of the amount, or the appropriateness of the expense. All reimbursements of items other than normal office supplies must have approval from the financial committee. Officers without allocated funds will be reimbursed for their expenses from the General Fund. These expenses must be approved by the financial committee, and supported by receipts or other documentation.
- (d) The Kingdom shall fund the sum of \$100 per fiscal year to allocated accounts for the offices of the Kingdom Seneschal and Kingdom Exchequer. The office of the Kingdom Earl Marshal shall be funded the amount of \$200.00. The Earl Marshal fund shall also cover the office of the List.

Article III. ADMINISTRATIVE POLICIES FOR EXCHEQUERS

Section 3.01 Holding the Position of Exchequer:

To hold the Position of Exchequer requires proof of experience. Acceptable proof of experience can include:

- (a) Accounting or Bookkeeping experience and knowledge from a college or university.
- (b) Attendance of the Collegium Caidis Exchequer class, or another taught by the Kingdom exchequer, and demonstration of sufficient understanding to properly do the job.
- (c) Demonstration of competence in another office within the SCA.
- (d) Willingness to serve a probationary term under the Kingdom Exchequer or their representative, and approval of their understanding and ability to perform the job.

Section 3.02 Warranting of Exchequers

- (a) All territorial exchequers and deputies of the Kingdom Exchequer will be warranted individually for a 2 year term. The warrants will be signed by the Kingdom Exchequer and the Monarchs.
- (b) The Kingdom Exchequer must have a default successor who is familiar with the Kingdom books & 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. 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:
 - (i) Mingling of SCA funds with personal funds.
 - (ii) Misappropriation of funds.
 - (iii) Failure to provide complete balanced reports in a timely, accurate manner (A complete report includes a copy of the last bank statement of the reporting period, and the doomsday includes copies of the first 4 pages of the report signed by the exchequer and the seneschal.)
 - (iv) Inability to cooperate with fellow officers or their superior.
 - (v) Failure to maintain adequate books and records.
- (e) In addition, Exchequers or their groups may be sanctioned for the following reasons:
 - (i) Failure to submit Non Member Surcharge fees within 3 months of the event
 - (ii) Failure to have books reviewed as required by Society Financial Policy section XV
 - (iv) Failure to maintain 3 local active members and an approved kingdom level signatory on their bank account.

Section 3.03 Closing of Accounts

The Kingdom Financial Committee may, if deemed necessary, close or order closed the bank account of any branch within the Kingdom of Caid.

(a) Closure does not require the consent of the local branch officers.

(b) Audits and Review of Records

(i) The Kingdom Exchequer or Seneschal may request and carry out a review or audit of the books and records of any subsidiary group of the Kingdom.

Article IV. REPORTING SCHEDULE

Quarterly reports are due to the Kingdom Exchequer within one month from the end of the quarter. Variances from this policy will be considered on a case by case basis.

Doomsday reports are due to the Kingdom Exchequer by February 15, or sooner.

All subgroups must file their doomsday report with both their branch superior and the Kingdom Exchequer.