

A) Finance Committee

It is suggested that all local groups holding funds have a financial committee defined in their internal policies. In the absence of a defined committee, all local branch officers will serve as the committee.

The East Kingdom Financial Committee is defined as the Council of the Exchequer

1) The Council of the Exchequer shall consist of the Kingdom Exchequer, the Deputy Exchequer, the Kingdom Seneschal, the Crown (or their representative), the Royal Heirs (or their representative) and 3 or 4 members of the East Kingdom,

2) The Kingdom Exchequer will advertise open council seats in the Pikestaff and request interested individuals send resumes. Council members at large are selected by the Council of the Exchequer and will hold their position for one year and may be renewed, if mutually agreeable, for a second year.

3) The Council of the Exchequer will meet at least twice per year, one to two months before the Curia Regis. Meetings may be conducted by electronic means.

4) The Council of the Exchequer will prepare the budget for the upcoming year at the meeting closest to the fall. The Council will use the meeting closest to the spring to monitor the actual expenditures against the budget, update the budget, and prepare recommendations for additional income if there are shortfalls. These budgets will be presented to the Curia Regis for approval. Expenditures not included in this budget require approval from 3 of the following, the Seneschal, the Crown (1 vote), the Royal Heirs (1 vote), and the Exchequer. No items whether in the budget or approved separately may violate Society Financial Policy as expressed in the Exchequer's Handbook.

5) All requests for moneys and proposals for use of Kingdom funds must be submitted in writing to the Kingdom Exchequer or one of the council members for consideration by the council.

6) The Council will also prepare and maintain five-year forecasts and contingency plans based on the forecasts.

B) Term of Office

All treasurers have a term of office of up to 1 year, expiring on February 15, the date the annual report is due. If the report is on time and the treasurer remains a member, the treasurer is automatically renewed unless otherwise noted.

C) Legal Actions

Institution of legal proceedings by any exchequer without first receiving approval from **both** the Kingdom Exchequer and the Kingdom Seneschal is grounds for immediate removal from office and possible further disciplinary action.

D) Paperwork Retention

Treasurers should maintain copies of all reports for a period of ten years. All other paperwork, including receipts and canceled checks (where returned by the bank) should be kept for seven years as called for in SCA Inc. Financial Policy IV.C

E) Schedule of Reports

Reports from local branches, orders, guilds, kingdom officers and special funds (anyone or group that holds SCA Inc. funds) are required to be filed annually. Complete copies of these reports should be sent to the Kingdom Exchequer, all designated deputies, the local seneschal or guild/order head and territorial leaders (Baronial and Principality where appropriate). Any group, officer or organization failing to file the required reports will be subject to having their financial privileges suspended. Annual reports are due February 15th for the prior calendar year. Additional reporting requirements will be stated in the East Kingdom Exchequers Internal Policies. Extensions to reporting deadlines may be granted by the Kingdom Exchequer on a case by case basis.

F) Bad Checks

To reduce the incidence of bad checks, and their associated fees, all funds should be deposited into the appropriate SCA Inc. account within 15 days. In most cases, anyone can make a deposit should the exchequer be unable to get to the bank.

G) Additional Requirements

Each East Kingdom Exchequer may have additional requirements of their treasurers. These requirements will be recorded in the Internal Policies of the East Kingdom Chancellor of the Exchequer and are to be followed by all treasurers.

H) Variances to This Policy

The Kingdom Exchequer may grant a variance negating any section of this policy, in writing, for a limited period of time, on a case by case basis. In all cases, a variance will end when the office of Kingdom Exchequer changes hands. The incoming Kingdom Exchequer is not obligated to renew any variance granted by their predecessor.