

# **Kingdom of Gleann Abhann**

## **Financial Policies**

Effective as of Month Day, Year

The following Kingdom Financial Policies serve as an addendum to the requirements set forth by the Society for Creative Anachronism, Inc. This policy should be revised whenever appropriate due to changes in Modern Law, Corpora, or agreement between the Financial Committee, the Kingdom Exchequer and/or the Society Exchequer.

### **ARTICLE I. FINANCIAL COMMITTEE**

The Kingdom Financial Committee shall consist of the Kingdom Seneschal, the Kingdom Exchequer, and the Crown. The Seneschal and the Exchequer shall each have one vote. The Crown shall have a composite vote.

### **ARTICLE II. APPROVAL OF BUDGETS AND EXPENDITURES**

#### **Section 1. Operating Year**

The Kingdom of Gleann Abhann exists in three operating years within the Society for Creative Anachronism. The Society Year (Anno Societatus) runs from May 1 – April 30 and is followed for Historical Recordings (i.e. Historian's Office) but has no effect on Financial Matters. The Calendar Year runs from January 1 – December 30 and is followed for all Financial Matters at the Society Level with regard to reporting to the Society Exchequer and SCA Corporate Office especially as such matters effect reports to the IRS. The Fiscal Year runs from July 1 – June 30 and is followed for all Financial Matters at the Kingdom Level with regard to budgets and expenditures of Kingdom Officers and their Deputies.

#### **Section 2. Budget**

**A.** The Kingdom Chancellor of the Exchequer shall prepare a budget for the following Fiscal Year. The Financial Committee shall approve the budget before the end of the current Fiscal Year for the new Fiscal Year which starts on July 1. A unanimous vote of the Financial Committee is required for a budget approval. Approved budget items must be in accordance with Society Financial Policy.

a. Kingdom officers are required to submit their proposed budgetary needs for the next fiscal year to the Kingdom Exchequer by no later than April 30 of the preceding fiscal year.

b. The Kingdom Exchequer shall present the proposed budget to the other members of the Financial Committee no later than June 1 of the previous fiscal year. The committee must make any recommended changes and approve a final budget before the start of the fiscal year (July 1).

**B.** During the course of the fiscal year, additions and modifications totaling \$200 may be made to the budget by the Kingdom Exchequer. For changes greater than \$200, a unanimous vote of the Financial Committee is required.

### **Section 3. Expenditures**

The Kingdom Exchequer may only reimburse allowable expenses upon presentation of all receipts and a reimbursement form signed by the appropriate Kingdom Officer, Guild Head, or Order Secretary subject to the following:

- A.** The Kingdom Exchequer may reimburse expenses upon request as long as they are in accordance with the approved budget.
- B.** The Kingdom Chancellor of the Exchequer may make disbursements from the special named funds as long as the expenses are in accordance with those funds.
- C.** If neither of the above conditions applies, expenses greater than \$200 must be presented to the Financial Committee for approval before the Kingdom Exchequer can make the reimbursement. Expenses not meeting the above criteria that are less than or equal to \$200 may be reimbursed at the discretion of the Kingdom Exchequer.
- D.** Expenses will not be reimbursed if they violate any local laws or Federal Law, regardless of the amount or hardship presented to the person requesting reimbursement. Expenses will not be reimbursed if doing so is considered likely to jeopardize the SCA's tax-exempt status.
- E.** A reimbursement form with receipts must be submitted within thirty (30) days of the expenditure or the expense will be considered a donation.

### **Section 4. Advances**

The Kingdom Exchequer may provide advance funds for budgeted items less than or equal to \$200 at his/her discretion. Advances greater than \$200 may only be made with the unanimous approval of the Financial Committee. A signed cash advance form will be required from the recipient prior to disbursement. Receipts or repayment must be provided to cover the total amount disbursed within 30 days of the expenditure.

### **Section 5. Emergency Expenditures**

In an emergency, unbudgeted expenditures less than or equal to \$200 may be authorized by the Kingdom Exchequer. Unbudgeted expenses greater than \$200 must be approved by a unanimous vote of the Financial Committee.

## **ARTICLE III. TRAVEL REIMBURSEMENT FOR KINGDOM OFFICERS**

### **Section 1. Travel within Kingdom**

Officers should be reimbursed for some of their travel to Kingdom level events directly related to their office. In specific:

- A.** The Kingdom Seneschal shall be reimbursed for mileage for travel to Coronation and Crown Tournament.
- B.** The Kingdom Earl Marshal shall be reimbursed for mileage for travel to Crown Tournament and Fighter's Collegium.
- C.** The Kingdom Minister of A&S shall be reimbursed for mileage for travel to Kingdom Arts & Sciences.
- D.** Any officers other than the above Greater Officers must make a case that their attendance was required at an event specifically connected to their office for reimbursement of mileage to travel to the event.

### **Section 2. Travel outside Kingdom**

All Greater Kingdom Officers shall be reimbursed up to \$500 for travel costs (NOT including meals) to Known World Symposia for their office when sanctioned by their corresponding Society Officer. Travel costs include gas, lodging, site fee, and travel fares.

#### **ARTICLE IV. ROYAL EXPENSES**

**A.** Persons as Royalty may be reimbursed for Kingdom business during their time as royalty. Time as royalty begins upon becoming Prince/Princess and ends once the reign as King/Queen is over. Each person (Prince/King is considered one (1) person and Princess/Queen is considered one (1) person) is eligible for up to \$600 for normal event related expenses. This includes mileage or actual gas costs to and from events within Kingdom in addition to Site Fee waivers supplied by the groups.

**B.** The first reign for the new Kingdom of Gleann Abhann will be longer in length than any other succeeding reign. As such the first and only the first King and Queen of Gleann Abhann shall be eligible for up to \$750 each for normal event related expenses.

**C.** In addition to the \$600 available to each royal person for normal event related expenses, each royal person may be reimbursed for travel costs for attendance at ONE major Out-of-Kingdom event during the course of the reign. This should include transportation costs by the most cost-effective means possible (comparison of mileage vs. flight should be made), event fees not already waived (i.e. Pennsic does not waive for royalty), and lodging if necessary for a symposia (but not for an event with on-site lodging availability).

**D.** Each royal person is responsible for the maintenance of a Discretionary Fund for other legal legitimate reign-related expenses, the amount to be raised by donations during the course of the reign. An amount up to \$1000 may be rolled over to the next reign. Any overage should be remitted to the General Fund. Reign related expenses may include tokens, food for public distribution (i.e. public access soup kitchens), phone charges, postage, printing and copying costs for missives, invitations, etc. Monies may also be transferred at the direction of the Crown to any legitimate special fund in the Gleann Abhann account (i.e. the Crown may "donate" money to an office or interest, such as the Pavilion fund).

**E.** Each royal person is strongly encouraged to submit a reimbursement form with receipts within thirty (30) days of the expenditure. All receipts for said Reign must be turned in to the Kingdom Exchequer within thirty (30) days of the end of the Reign or the expense will be considered a donation.

#### **ARTICLE V. SPECIAL PURPOSE AND DEDICATED FUNDS**

**A.** A Designated Fund may be created by any Kingdom Officer, Guild, Order, or the Crown with the approval of the Financial Committee. When a Designated Fund is set up, a primary purpose will be established by the creating officer or the Financial Committee.

**B.** Designated Funds are self-supporting and must be established and maintained by moneys raised or donated.

**C.** Designated Funds will be disbursed following the budget and expenditure policies of Section II above.

**D.** If it is not possible to fulfill the purpose of these funds or if there are residual funds, the final destination for all Designated Funds will be the office for which the funds were raised, unless said office releases the funds to the General Fund in writing.

## **ARTICLE VI. REVIEW OF FINANCIAL POLICY**

The Financial policy shall be reviewed every two years at the mid-term of the Kingdom Exchequer's term of office, or at such time that it is necessary for compliance with changes in Society or real-world requirement. Renewal of the policy, with any concomitant changes shall require unanimous approval of the Financial Committee. After approval of the new Policy, it shall be filed with the Society Exchequer.

## **ARTICLE VII. REPORTING REQUIREMENTS AND SCHEDULE**

### **Section 1. Cumulative Quarterly Reports**

All local branches, whether full status or incipient, shall report quarterly to the Kingdom Exchequer's Office. All Kingdom Guilds shall report quarterly their financial activity to the Kingdom Exchequer's Office. The report for the period is to include the following:

- a. a copy of each monthly bank statement for the period being reported
- b. a monthly reconciliation between the bank statement and the group's books for each individual month
- c. the completed SCA Financial Report Form
- d. signatures of the Seneschal (or Guild Head) and Exchequer on all forms bearing signature lines

These reports are cumulative for the Calendar Year according to the following schedule:

1<sup>st</sup> Quarter – January 1<sup>st</sup> through March 31<sup>st</sup> is due April 30<sup>th</sup>

2<sup>nd</sup> Quarter – January 1<sup>st</sup> through June 30<sup>th</sup> is due July 31<sup>st</sup>

3<sup>rd</sup> Quarter – January 1<sup>st</sup> through September 30<sup>th</sup> is due October 31<sup>st</sup>

4<sup>th</sup> Quarter – (Domesday) – January 1<sup>st</sup> through December 31<sup>st</sup> is due January 31<sup>st</sup>

### **Section 2. Event Finance Reports**

All financial event reports (Kingdom/Principality and local) are due to the Kingdom Exchequer within four weeks (28 days) from the date of the event. Kingdom/Principality event financial reports shall include receipts of all expenses. All financial event reports shall be signed by the Autocrat and Exchequer.

### **Section 3. Non-Member Surcharge Reports**

All Non-Member Surcharge (NMS) reports are due to the Kingdom Exchequer within four weeks (28 days) from the date of the event. NMS reports shall include the total number of adults attending the event, the total number of non-members attending the event, and a check for the NMS Fee.

### **Section 4. Failure to Report**

**A.** Failure to file required reports within thirty (30) days after the report deadline shall be grounds for financial suspension of the branch or guild and/or replacement of the branch/guild Exchequer. Groups under financial suspension will be unable to hold events or advertise events that may occur after the suspension date, collect/raise funds, and spend

funds until the suspension ends. Any group financially suspended more than three times for failure to report will be recommended to be dissolved.

**B.** Failure to file the Domesday report within fifteen (15) days after the report deadline shall be an automatic financial suspension for one year.

### **Section 5. Kingdom Financial Reports**

**A.** The Kingdom Exchequer shall report to the Society Exchequer quarterly by the deadlines set by the Society Exchequer. The Kingdom Exchequer shall submit the NMS Report and Fees to the SCA Corporate Office and/or Society Exchequer by the deadlines set by the Society Exchequer or Board of Directors. The Kingdom Exchequer shall submit the annual (Domesday) financial report for the Kingdom and all groups within the Kingdom to the Society Exchequer by the deadline set by the Society Exchequer.

**B.** The Kingdom Exchequer shall submit a copy of all reports made to the Society Exchequer to the Kingdom Seneschal.

**C.** The Kingdom Exchequer shall submit a summary of all quarterly reports made to the Society Exchequer to the Crown and/or Heirs.

**D.** A summary of the annual (Domesday) financial report shall be sent by the Kingdom Exchequer to the Kingdom Chronicler for publication in the Kingdom newsletter.

### **ARTICLE VIII. KINGDOM EVENTS**

**A.** All expense outlay of a Kingdom event will be borne by the hosting group, except in the case of special circumstance (i.e. Anniversary events).

**B.** All profits arising from Kingdom events should be split equally between the hosting group/groups and the Kingdom. The Kingdom's share shall be no less than 50%. The hosting group shall provide a detailed balance sheet indicating net profit and remit the Kingdom's share of the profit no later than 30 days after the close of the event.

**C.** Should a Kingdom event be unprofitable, 50% of any net loss that may be incurred from a Kingdom event should likewise be borne by the Kingdom provided the following circumstances are fulfilled:

a. The hosting group submits, as a part of the bid package, a detailed budget that is subject to subsequent approval by the Kingdom Exchequer PRIOR to the awarding of the bid.

b. The loss is determined to be the result of circumstances outside of the control of the group and not the result of non-adherence to the stated budget. The reimbursement must be requested by the host group and the group must include a final detailed balance sheet outlining the event expenses and including any receipts as appropriate. This request shall be made no later than 30 days after the close of the event.

c. The determination of compliance shall be made by the Kingdom Exchequer. The reimbursement of the Kingdom's portion of the loss if it is in excess of \$200 shall be made by a unanimous vote of the Financial Committee. Any reimbursement less than or equal to \$200 may be made at the sole discretion of the Kingdom Exchequer.

**D.** Gulf Wars, being an Inter-Kingdom event, is covered by its own financial policy and treaty determined profit split and not covered by this document.

## **ARTICLE IX. REGALIA**

### **Section 1. Use and Maintenance of Regalia**

**A.** Regalia are loaned to the current Royalty for the duration of each Reign. In order to manage Regalia responsibly, Regalia must be inventoried and checked out from the Kingdom Chamberlain in accordance with the lease program. The Royalty is responsible for the property during the term of the lease and shall be responsible for any damage or loss due to neglect or exceeding expected wear and tear (the loss of an occasional napkin or the occasional scratches and dings are to be expected).

**B.** The inventory shall be maintained by the Kingdom Chamberlain and shall be reconciled at each Coronation and Crown Tournament as the regalia changes hands. The Kingdom Chamberlain shall be responsible for any regalia not checked out to the Royalty. The Kingdom Chamberlain shall also be responsible for arranging any such repair or maintenance as may be required.

**C.** The procedures to check out regalia to the Royalty are established by the Kingdom Chamberlain. These procedures are attached to the Financial Policy as Attachment #1.

**D.** A copy of the lease form is attached to the Financial Policy as Attachment #2.

### **Section 2. Commissioning of Regalia**

**A.** The Kingdom Chamberlain shall work with the Crown and the Kingdom Seneschal and Kingdom Exchequer to commission new or replacement regalia as is necessary.

**B.** The Kingdom Exchequer and the Kingdom Chamberlain shall be responsible for setting an appropriate cost limit on the commissioning of such regalia based on obtained "market prices" from several vendors or sources. Preference should be given to in-Kingdom artisans where such skill exists without compromise to the quality of an item. Donations of regalia are gratefully accepted and the donating individual should be given a donation receipt reflecting the fair-market value of the donated object for charity purposes.

**C.** The Kingdom Chamberlain and the Crown shall work together with local groups and organizations to raise any necessary funds for the purchase and maintenance of regalia (Regalia Fund).

**D.** Funds for the purchase of regalia shall be drawn from the General Fund only at the discretion of the Kingdom Exchequer (\$200 and under) or the Financial Committee (over \$200).

## **ARTICLE X. NON-SUFFICIENT FUND CHECKS**

**A.** Every group should deposit ALL checks into their accounts within 14 days of receipt. It is really bad practice for groups to "sit" on checks, and does lead to increased problems with Non-Sufficient Fund (NSF) checks. While every attempt should be made to recover funds from NSF checks, the writers of these checks shall not be penalized for NSF checks deposited after this "within 14 days of receipt" time frame.

**B.** In the event of NSF checks, the Exchequer of the group receiving the NSF check(s) shall follow the procedures for recovery of funds outlined in the Society Exchequer's Handbook.

**C.** Notification that an NSF check was received and the steps taken for recovery should be made immediately to the Kingdom Exchequer. If steps taken at the local level do not result in the funds being recovered, a notification should be made to the NSF check writer, in writing by Certified Mail, that if the funds are not recovered under a specified period of time, that person shall be placed on a "Bad Check" list, and will be unable to pay by check at ANY event in the Kingdom of Gleann Abhann.

**D.** For the first offense if the NSF check writer remits payment of the bounced check(s) and any bank fees incurred by the SCA, he/she may be immediately removed from the "Bad Check" list. after a period of two years.

**E.** For all future offenses if the NSF check writer remits payment of the bounced check(s) and any bank fees incurred by the SCA, he/she may be removed from the "Bad Check" list only after a period of two years.

#### **ARTICLE XI. Group Dissolution**

**A.** If a branch or guild of the Society dissolves for whatever reason, the monies held in the group account shall be returned to the Kingdom General Fund. At the request of the majority of the officers of the disbanding group, another fund may be selected. In the case of a disbanding Canton, the Baronial account may be selected.

**B.** If an incipient group fails, the sponsoring group is responsible for remitting any monies they may be holding for that group to the Kingdom Exchequer, except in the case of an incipient Canton where the Barony may roll the funds over into their account.

**C.** A list of any property belonging to the group should be remitted to the Kingdom Exchequer, who shall determine the means of dispersal or disposal of such property.

**D.** The financial records for the branch or guild shall be given to the Kingdom Exchequer to review and hold following the archival procedures in the Society Exchequer's Handbook.

12/2/05

## Attachment #1: Kingdom Chamberlain's Procedures to Check out Regalia to the Royalty

### Coronation:

1. Two weeks prior to Coronation, a report, including a list of available regalia is provided to the incoming Crown.
2. At Coronation, the Chamberlain checks in regalia from the outgoing Crown. The regalia are inspected for damage. If there is damage, this is noted on the inventory form. If the damage is beyond normal wear and tear, the outgoing Crown will be charged for the damage according to the lease agreement.
3. Both the outgoing Crown and the Chamberlain sign the inventory form.
4. The incoming Crown chooses the regalia they want to check out. It is recorded on the inventory form and transferred. The current condition of the regalia should be noted on the form.
5. Both the incoming Crown and the Chamberlain sign the inventory form.
6. At the time of transfer, the Crown signs the lease agreement form – see attached.

### Crown List:

1. Two weeks prior to Crown List, a report is sent to the crown reporting on the state of office, including a list of regalia that will be brought to Crown List for the new Prince and Princess.
2. Items to be brought to Crown List for the Prince and Princess include the coronets, thrones, banners, a table, and feast gear. More regalia may be brought to Crown, but these are the essentials.
3. Once the new heirs have been chosen, the regalia are transferred to them.
4. Both the new heirs and the Chamberlain sign the inventory sheet, noting the condition of the regalia.
5. A lease agreement is signed at that time.

10/20/05