

## I Purpose

- A) Kingdom Crusades, hereinafter referred to as the War, is an inter-kingdom event of the Society for Creative Anachronism, Inc, hereinafter referred to as the Society. The War occurs between the Kingdom of Atlantia, hereinafter referred to as Atlantia, and the Kingdom of the East, hereinafter referred to as the East.
- B) The purpose of the Kingdom Crusades Financial Policy is to document the policies and procedures that pertain to the War funding and budgeting.

## II Limitations

In case of conflict, this document is superceded by Society financial policies, Society governing documents, and State and Federal laws.

## III Ratification & Revision

- A) This document must be ratified by both kingdoms prior to being submitted to the Society Exchequer and Board of Directors.
- B) Changes to this document must be approved by both kingdoms prior to being submitted to the Society Exchequer and Board of Directors.
- C) In the event another kingdom is added as a participant, these policies will require modification and re-ratification by all participating kingdoms.

## IV Sponsorship

- A) The War shall be sponsored on alternating years by Atlantia and the East.
- B) Atlantia shall sponsor the War on even numbered years of the Gregorian calendar and the East shall sponsor the war on odd numbered years of the Gregorian calendar.
- C) Each kingdom shall select their autocrat and provide the autocrat's name to the other kingdom thirty days prior to the War proceeding the year that they are sponsoring.

## V War Exchequer & Financial Committee

- A) The War will have its own exchequer, herein after referred to as the "War Exchequer". The War Exchequer is to be a member from either the Kingdom of the East or Atlantia and will be a deputy to the Chancellor of the Exchequer of the Kingdom of Atlantia.
- B) The Kingdom Exchequers of Atlantia and the East will simultaneously advertise the War Exchequer position for 1 month in their kingdom newsletters. The exchequers and seneschals, in consultation with the Crowns of both Kingdoms, will agree on a candidate.
- C) The War Exchequer term of office is defined as two years, with two additional one year renewals as outlined below. A War Exchequer may not serve longer than four consecutive years.
- D) The Crowns of the Kingdoms of Atlantia and the East, in consultation with the War Financial Committee, shall review the officer's performance at the end of his/her first term of office, and, at their discretion, may ask him/her to serve an additional year. Subsequent to a performance review after the third year, the Crowns of Atlantia and the East may request one additional year of service. The officer has the option of accepting or refusing the reappointment.

- E) The War will have a financial committee composed of the autocrat and the kingdom exchequers and seneschals of the participating kingdoms. The War Exchequer will have a seat on the committee for informational purposes but will not have a vote.
- F) The War Financial Committee can and will meet on an ad hoc basis, either in person, via teleconference, or through electronic means.
  - a. They will publish minutes of their meetings to the exchequers of both kingdoms, to the War Exchequer and to the autocrat.
  - b. A quorum of the War Financial Committee shall consist of four members of the committee.

#### VI Budget

- A) A budget must be prepared for each War. This budget should cover all areas of expense for the War, and include an estimate of revenue based on realistic attendance projections and reasonable fee rates. This budget shall be set by the autocrat and submitted to the War Financial Committee for approval and be due by the 1<sup>st</sup> of December the year before the event is to be held.
- B) Large, permanent event related general supplies or expenditures must be approved by both kingdoms.
- C) Advances will be available for budgeted expenditures. Any individual requesting such an advance agrees to provide receipts for the expenditures or reimbursement (or a combination) to the War Exchequer NO LATER THAN 15 days following the War.
- D) The autocrat has authorization to change line item amounts within the approved as long as the final budget amount is not exceeded. Any overage over the final approved budgeted must come to the War Financial Committee for authorization.

#### VII Cash Management & Profit

- A) There is a separate account, hereinafter referred to as the Account, maintained for Kingdom Crusades. The account shall be under the name SCA, Inc – Kingdom Crusades.
- B) The account shall be a checking account, require two signatures, and have each member of the War Financial Committee as authorized signatories.
- C) The War account shall initially be seeded with the guarantee amount from the site contract with each kingdom providing half the guarantee amount.
- D) If the account falls below the guarantee amount, each kingdom shall contribute half the difference between the guarantee amount and the account balance.
- E) If the kingdoms agree to end holding the event, the account balance shall be split equally between the two kingdoms.
- F) The profits of the War are defined as the monies remaining after all expenses are deducted from the revenue for the War.
- G) The account shall retain the site contract guarantee amount plus either one thousand dollars of the event profits or fifteen percent of the event profits, whichever is greater. This will be verified on a yearly basis, no later than 60 days after the event has concluded, when the reporting has been completed.
- H) The remaining profit shall be split equally between the two kingdoms.

#### VIII Reporting

- A) The War Exchequer shall provide an event financial report to the War Financial Committee within 30 days of the event.
- B) The War Exchequer shall provide a check to the participating kingdoms within 60 days of the event.
- C) The financial report and check shall be sent by traceable mail. The cost of mailing shall be included in the event budget.

#### IX Site Negotiations

- A) Site negotiations will be conducted by the autocrat or the designate of the year being negotiated for based upon guidelines agreed to by the War Financial Committee.
- B) The seneschals of each kingdom, or their representative, shall be present at the negotiations.
- C) The seneschal of the sponsoring kingdom shall sign the site contract.

#### X Gate / Reservationist

- A) The head reservationist and War Exchequer shall set up procedures to ensure that checks are photocopied and deposited in a timely manner not to exceed two weeks of their receipt. Photocopies of check shall be destroyed upon their having cleared.
- B) The head reservationist shall provide the War Exchequer with enough information to properly credit any and all deposits to the Kingdom Crusades account.
- C) The head reservationist should institute sufficient controls over gate procedures so that an accurate reconciliation can be made between cash collected and deposited.
- D) The head reservationist and War Exchequer shall ensure that the gate books are balanced.

#### XI Reservations & Refunds

- A) Pre-Reserves (and any discounts therein) shall close two weeks prior to the opening of the Gate. Active duty military may receive special dispensation to pre-reserve during this 2 week black out by consulting the Autocrat and Reservationist directly.
- B) Refund requests shall be required to be in writing and received one week prior to the event. Active duty military may receive special dispensation by contacting the Autocrat and Reservationist.
- C) The autocrat and War Exchequer may agree to waive these rules on a case by case basis.

#### XII Cash Handling

- A) The War Exchequer shall provide an advance to the head reservationist to seed the cash box in a reasonable amount based on the attendance projections.
- B) No expenses shall be paid out of the gate cash box.
- C) When the reservationist closes each night and at the close of the gate for the event, cash shall be double-counted by at least two individuals and that count logged.
- D) Periodic deposits shall be made to the account. Such deposits are to be escorted to the bank by the at least two members of the War Financial Committee or their representatives. These representatives shall be named and the names provided to the autocrat and War Exchequer at least 30 days prior to the start of the war.