

KINGDOM OF THE MIDDLE
FINANCIAL POLICIES

These Financial Policies exist as an addendum to the Society Financial Policy, and shall be followed by each branch and recognized incipient branch of the Middle Kingdom as if incorporated within the Laws of the Middle Kingdom. These Policies may be changed at the discretion of the Chancellor of the Exchequer of the Middle Kingdom, with the concurrence of the Middle Kingdom Curia Regis, when necessary to avoid conflicts with Middle Kingdom Law and Policies and Directives established by the Board of Directors of the Society for Creative Anachronism, Inc. (SCA). Such policy changes shall be announced in the kingdom newsletter.

L OFFICER REQUIREMENTS

A. PROCEDURES FOR OBTAINING A WARRANT

The Kingdom Chancellor of the Exchequer must receive a completed Request for Warrant Form. Legal/personal ID can be a copy of their Driver's License, State or Provincial ID, Military ID, or Passport. Proof of membership can be a copy of their Membership card, mailing label from a Kingdom Newsletter, Registry printout, or a Letter from the Society stating membership. A copy shall be forwarded to the Regional Chancellor of the Exchequer.

Failure to complete this process will delay the transfer of office and warranting. No transfer of office shall occur until approval has been obtained from the Kingdom Chancellor of the Exchequer, and a review of the books has been performed by the Kingdom or Regional Chancellor of the Exchequer.

B. OFFICER RESPONSIBILITIES

Responsibilities of each branch Chancellor of Exchequer include:

¥ becoming familiar with the Laws and Policies governing the use and controls of branch assets outlined in the Society Chancellor of the Exchequer Officer's Handbook.

¥ contacting the Regional or Kingdom Chancellor of the Exchequer for aid and guidance when needed.

¥ reading the Kingdom Officers' letters in the Middle Kingdom newsletter each month, where any changes in policy or procedure will be noted first.

II BANK ACCOUNTS

All branches shall do all business through one bank account managed by the branch Chancellor of the Exchequer. Additional branch accounts may be opened only after obtaining written permission from the Kingdom Chancellor of the Exchequer. Kingdom, Principality, Guild, and non-branch newsletter accounts may be opened only after obtaining written permission from the Kingdom Chancellor of the Exchequer.

A. ACCOUNT TYPE

Each account will be a double signature checking account. Two authorized signatures will be required on any check, money order, or other instrument of withdrawal used to disburse funds, whether or not the bank offers or has minimum

limits for signature inspection. Passbook accounts are not acceptable. Savings accounts are allowed on a case-by-case basis only when a checking account already exists and all business is done through that checking account. The bank must provide monthly statements for reconciliation.

B. ALLOWABLE SIGNATURES

Each branch shall have at least three branch signatures and one 'outside' signature on file with the financial institution as authorized to disburse funds from the account. The minimum branch signatures are the branch Seneschal, the branch Chancellor of the Exchequer, and one other branch officer.

The 'outside' signature shall be defined as the current Chancellor of the Exchequer of the Middle Kingdom. In the case of Canadian accounts, the 'outside' signature will be the Chancellor of the Exchequer of the Kingdom of Ealdormere, unless otherwise stated by the Midrealm Chancellor. When the office held by the 'outside' signature changes hands, branches have 90 days from the change to have the new 'outside' signature put on the appropriate forms.

Quarterly Report - Sent to Regional Deputy by April 30, July 31, or October 31 (depending on which quarter). Each quarterly report contains activity for only that quarter. The Regional Deputies report to the Kingdom Exchequer within 15 days of the deadline which reports they received, and any problems or questions that arise from these reports. Groups reporting late shall be subject to disciplinary action up to and including suspension of both the group exchequer and the group itself.

Domesday Report - Sent to Regional Deputy by January 31st. Includes all forms sent out by the Kingdom Exchequer, and a property list. The Regional Deputies compile the reports into a spreadsheet and send by February 15 to the Kingdom Exchequer. If the Regional Deputy is also a Principality Exchequer, then they publish the Principality Domesday report in their Principality newsletter at this time. The Kingdom Exchequer compiles all the Regional reports into a spreadsheet, converts the Canadian funds to US\$, sends the completed Kingdom packet to the Society Exchequer, the Crown, and the Kingdom Seneschal by March 15, and publishes a Domesday report in the Kingdom newsletter, The Pale.

Kingdom-Level Event Report - Sent to Kingdom Exchequer within 30 days of the event. Kingdom Level Events are defined in Kingdom Law X-800 as Coronation, Crown Tournament, Kingdom A&S Faire, Wars, Border Raids, and any other event published as a Kingdom-Level event in The Pale.

Local Event Reports - Sent to Regional Deputies with the Quarterly report for the quarter in which the event happened.

III Royalty Funding

At the beginning of their term as Royal Heirs, i.e. as soon as They are declared to be the Heirs, the specified amounts per the Kingdom Budget will be allocated from the Kingdom general funds for use by the Royal couple, to be used as the Royal couple sees fit throughout their tenure as Heirs and Crown. (An exception to this policy is that the amount allocated as Pennsic expenses may not be reimbursed for any other expenses save those incurred as part of the Pennsic War.) The Curia may elect to allocate additional funds to the Royalty as needed.

Any funds remaining in the Travel Fund at the end of a Reign will revert back to the General fund unless otherwise requested by the outgoing couple.

The Royal Fund may accept donations in addition to those allocated from the general funds. Any donations made to the Royal Fund will be allocated to the fund of the current Sovereign and Consort, unless specifically requested by the donors that a portion or all be allocated to the Heirs

A Royal Couple will be reimbursed for expenses incurred during travel to and from SCA events, and Royal Expenditures as outlined in Section 5 below.

Allowable travel expenses include food, gas, lodging, and travel fares (e.g. Plane/train tickets). Allowable Royal Expenditures include phone expenses, office supplies, postage, copying charges, etc. Reimbursement will be made when receipts are submitted to the Kingdom Exchequer.

Final receipts must be submitted within 60 days of the end of the reign as Sovereign and Consort. The exchequer may grant special dispensation from this deadline in unusual circumstances.

Should the Royal couple choose to submit receipts separately, the travel fund is to be divided equally, unless both members of the Royal Couple agree to a different split. Any additional allocations and funds raised are also to be divided in the same proportion. Occasionally a local group chooses to make a donation to cover the costs the Royalty incurs in attending their event. If only one member of the Royal Couple travels to an event where the local group wants to reimburse the Kingdom for the travel cost to their event, this donation may be allocated to One member of the Royal Family without being split.

Officers of State Funding

At the beginning of each Officer of State's term of office and on the anniversary of same, the specified amount, as per the Kingdom budget, shall be allocated from the Kingdom general funds for the expenses of that Officer of State. The Kingdom exchequer shall be responsible for maintaining the fund based upon that Officers term of office.

The Officers of State will be reimbursed for expenses as outlined in Section 3 and 4 below.

Allowable expenses shall include travel to and from Curia meetings convened by the Crown, travel to and from Kingdom events at which attendance by that Officer of State is mandatory by Law, and office expenditures incurred while fulfilling the duties of their office.

Allowable travel expenses shall include food, gas, lodging and travel fares. Allowable office expenditures shall include postage, copying and/or printing charges and telephone calls. Reimbursement will be made when the receipts are submitted to the Kingdom Exchequer. Final receipts must be submitted within 60 days of the end of the term of office.

B The Pale

1. The Kingdom newsletter will maintain a separate account subject to the guidelines determined by the Kingdom Chronicler and Exchequer.
2. The Kingdom newsletter account is required to make a full financial accounting to the Kingdom Exchequer on a quarterly basis.

C Financial Policies of the Kingdom Heraldic Office

1. The Dragon Herald is responsible for the collection of heraldic submissions and fee payments for those submissions, from the populace of the Middle Kingdom.
2. The Dragon Herald is required to make a full financial accounting to the Kingdom Exchequer on a quarterly basis.

D Chirurgeonate Fund

1. The Exchequer will maintain a separate fund for the Chirurgeon's office.
2. No money from general funds will be allocated to this fund. All money donated to and/or raised for this fund will be used to cover expenses incurred by the Chirurgeon's office. Unused funds do not revert back to general funds.
3. Reimbursement of expenses will be made when receipts are submitted to the Kingdom Exchequer and the Kingdom Chirurgeon has approved the expense.

E. The Kingdom Financial Committee

1. In the Middle Kingdom, the Financial Committee consists of the entire Curia and the Royal Family. In order for a decision of the Financial Committee to be valid, there must be a quorum of voters as defined by Kingdom Law. Votes may be taken either in person at a Curia meeting or through the Curia-net e-mail list. According to Society policies, the Crown has one vote as a group. If there is something that any member of the Financial Committee feels would be a good use of Kingdom Funds, they must put forth a proposal before the Committee for discussion and a vote. In the event that the Kingdom Chancellor of the Exchequer believes that a proposed spending initiative would violate any Society or Mundane laws, or would endanger the Tax-exempt status of the SCA, he has veto power over the matter. His decision may be appealed to the Society Chancellor of the Exchequer and eventually to the B.O.D. if warranted. Under no circumstances can anyone contract to spend Middle Kingdom funds without the proper approval of the Financial Committee.

F. REPORT DUE DATES

The first quarterly report is due April 30, the second quarterly report is due July 31, the third quarterly report is due October 31, and the annual Domesday report is due January 31st. All reports shall be delivered to the Regional Chancellor of the Exchequer and the branch Seneschal. Extensions may be granted by the Regional Chancellors of the Exchequer at their discretion. All reporting schedules are subject to change by the Kingdom Chancellor of the Exchequer, notice of which shall be made in the kingdom newsletter. Groups reporting late shall be subject to disciplinary action up to and including suspension of both the group exchequer and the group itself.

Regional Chancellors of the Exchequer will provide to the Kingdom Chancellor of the Exchequer a list of reports received for the first three quarters due May 15, August 15, and November 15. The domesday report is due February 15 to the Kingdom Chancellor of the Exchequer, containing the domesday reports from the local branches in that region, and a balanced spreadsheet summary for that region.

The Kingdom Chancellor of the Exchequer will collate all reports for the Kingdom into a spreadsheet due to the Society Chancellor of the Exchequer by

March 15, provide a summary of the domesday report for publication in the Pale, and give copies of the complete report to Their Majesties, Their Highnesses, and the Kingdom Seneschal.