

# Financial Policy for the Kingdom of the Outlands

**Revised 09/30/2008**

## I. Precedence and Authority of this policy

This policy is subordinate to SCA Financial Policy (available at <http://www.sca.org/docs/finpolicies/SocietyFinancialPolicy.pdf>). If any provision of this policy is in conflict with a higher-ranking authority, the provision in this document shall be void

Note per <http://www.sca.org/docs/finpolicies/KingdomExchequerHandbook.pdf>:

*The Kingdom Exchequer does have the authority to overrule the branch financial committee, if the committee's decision would violate SCA branch financial policy, violate our 501c(3) status or put it in jeopardy, or would violate IRS regulations or Kingdom law. Any such overruling may be appealed to the Society Exchequer. The Society Exchequer has the authority to overrule decisions of the Kingdom Financial Committee for similar reasons. Any such overruling by the Society Exchequer would be appealed to the Treasurer.*

### A. Kingdom Financial Policy and Precedence of Law

*Kingdom Financial Policies fall within the Precedence of Law as published in Corpora as part of Society Officer's Policies approved by the Board. This puts Kingdom Financial Policies below the By-Laws of the SCA, Inc., the Corporate Policies of the SCA, Inc., and Corpora. This also puts Kingdom Financial Policies above Kingdom Law. Thus, Kingdom Financial Policy would overrule any financial sections in Kingdom Law, but cannot reverse, overturn, or loosen any restrictions that are in the By-Laws, the Corporate Policies, or Corpora. They also cannot reverse, overturn or loosen any restrictions that are in the main part of Society Financial Policy.*

## II. Contents of this Policy

These policies shall conform to the requirements on contents of Kingdom Policy as dictated by Society Financial Policy [VIII. Financial Policy – *ibid*].

## III. Timeframes and methods for review and revision of this policy

Revisions to this policy may be proposed at any time. Revisions are approved by simple majority vote of the financial committee, following the same process as any other financial committee proposal. Once approved by this committee, the revisions are sent to the Society Exchequer and thence to the SCA Board of Directors for their approval. Revisions are in force only when the SCA Board of Directors approves them.

## IV. Outlands Kingdom Financial Committee

- A. The Kingdom of the Outlands shall assemble a Kingdom Financial Committee.
  1. Composition of the Committee: This Committee consists of three voting members; the Kingdom Exchequer, the Kingdom Seneschal, and the Crown (who have one aggregate vote). If there is a Regent, that Regent is a voting member of the committee. Other persons may be present but shall not have a vote in any proceedings.
  2. Terms of Financial Committee members: The Exchequer and Seneschal are members of the FC as long as they are warranted officers in those positions, The Crown are

members of the FC as long as they are King and Queen, respectively. A Regent is a member for the time of their regency.

B. Timeframes and methods for meetings;

1. Normal or Emergency financial committee meetings may be conducted in person or by email or other electronic communications.
2. Standing Meeting on Royal Finances: The Committee shall meet at least once between each Crown Tournament and subsequent Coronation (with the attendance of the Crown Prince and Princess) for the purpose of establishing a budget for the incoming reign, and familiarizing the incoming Royalty with their responsibilities regarding the Committee.
3. Besides the above meeting, other meetings may be scheduled at any time suitable for the committee. If the meeting is in person, notice of the meeting time shall be published at least a week in advance in one or more of the following: The Outlandish Herald, the Outlands website, the Outlands YahooGroup, the Outlands Financial Committee YahooGroup. For Electronic meetings, The Kingdom Exchequer shall determine and publish appropriate procedures for notice and voting.
4. A Quorum shall consist of three voting members present. No votes may take place in the absence of a quorum. In the case of an email meeting only, the Kingdom Exchequer declares a quorum once all voting members are available to participate.
5. Proceedings: The financial committee shall maintain a written archive of its official proceedings. These proceedings shall be published promptly in one or more of the following: The Outlandish Herald, the Outlands website, the Outlands YahooGroup, the Outlands Financial Committee YahooGroup. All expenditure proposals and votes on those proposals shall be recorded. If electronic mail is used, a reliable archive (backup) of the proceedings is sufficient. All proceedings shall be publicly available.

C. Timeframes and methods for approval of proposals

1. The Financial Committee ordinarily considers the following sorts of proposals:
  - Periodic Officer or Royal Budgets
  - One-time expenditures
  - Periodic or one-time Kingdom-sponsored event expenditures
  - Changes to these policies
2. The proponent should make copies of the proposal available to the FC either on the FC email list or in writing. The deadline is 1 week prior to the meeting at which it will be considered.
3. Approval of any proposal shall be by 2/3 majority unless otherwise stated in these rules.
4. Ordinarily, FC meetings are run ad hoc. The Kingdom Exchequer if necessary may impose further rules of order for FC meetings.

V. **Accounts**

- A. The Kingdom Account : The Kingdom Exchequer, the Society Exchequer, the Kingdom Seneschal, and such other officers/ gentles as approved by the Committee shall be signatories on the account. The name of the account shall be “The Society for Creative Anachronism, Inc. - Kingdom of the Outlands.” The bank account shall require two signatures for withdrawal of any/all funds. No signatories shall share the same address, nor can they be Royalty. The federal tax-exempt I.D. number shall be on the account.

- B. The Outlandish Herald Account : The Outlandish Herald, newsletter for the Kingdom of the Outlands shall maintain a bank account. The Kingdom Chronicler, Kingdom Exchequer, and such other officers/ gentles as designated by the Kingdom Chronicler shall be signatories on the account. The name of the account shall be “The Society for Creative Anachronism, Inc Outlandish Herald.” The bank account shall require two signatures for withdrawal of any/all funds. The federal tax-exempt I.D. number shall be on the account.

## **VI. Income**

- A. Checks sent to the Kingdom for the Kingdom account shall be made payable to “SCA, Inc. Kingdom of the Outlands,” and shall denote the fund for which it is payable (i.e. War Fund, General Fund). Funds designated for the Outlandish Herald shall be sent to the Kingdom Chronicler. All funds arriving without direction are placed in the General Fund.
- B. The Kingdom of the Outlands does not accept cash transfers of funds from groups. Checks, Cashier checks, or Money Orders are the only acceptable form of transfers.
- C. All funds intended for use by the Crown are managed by the Kingdom Exchequer.
- D. Each group holding a Kingdom event as defined in Outlands Kingdom Law is encouraged to sponsor a fundraiser for the Kingdom Coffers. The method used is left up to the group. In lieu of a specific fundraiser, the sponsoring group is encouraged to donate a percentage of the profit from the event, up to and including all profit, to a Kingdom account.
- E. Income received from Estrella War shall be split as such: From the profit split, 1/3 shall go to StagsCon and 2/3 will go to the General Fund. The volunteer money assigned to the Kingdom of the Outlands shall be split ½ to the War fund and ½ to General Fund.
- F. Acceptance of earmarked donations: Any money donated to the Kingdom of the Outlands must be earmarked by the donor for one of the Restricted Funds (q.v.) listed in this policy, or if not specified, the donation shall go to the General Fund.
  - 1. If earmarked donations are received that do not conform to an existing Restricted fund, the kingdom financial committee shall only accept those donations if it first votes to amend this policy, creating a Restricted fund whose purpose(s) include those of the donor.
  - 2. If the FC declines to create a Restricted fund, the donation shall not be accepted.
  - 3. Fund raisers are strongly discouraged from soliciting donations for a non-existent fund.
  - 4. If a fund raising event is held in the name of a Restricted Fund, the sponsors are encouraged to list the purposes, both primary and secondary, of the fund, as stated in this policy, not simply the name of the Fund (e.g. if raising money for the ‘War Fund’, include the description of the war fund in the advertisement).

## **VII. Expenses**

- A. The Kingdom reimburses only those expenses approved by the Financial Committee,
  - 1. Expenses may be approved as part of a larger budget or as an individual item.
- B. Requests for reimbursement must be within 90 days of the expense being reimbursed. Expenses occurring more than 90 days prior to a request for reimbursement are honored only if approved by the Financial Committee.

- C. The Kingdom shall reimburse up to \$600 for each great officer to attend the known world event for his or her particular office. Other officer travel may be reimbursed if approved by the Financial Committee.
- D. The Kingdom Chronicler and the Kingdom Exchequer must approve in writing any branch newsletter funding that is not subscription based.
- E. The Kingdom Exchequer may, on his sole authority, approve any expense under \$75. Such approvals shall be reported to the Financial Committee.**

## VIII. Disbanded Branches

In the event that a branch is disbanded, their bank account shall be closed within 30 days of the official dissolution. All funds contained in the account shall be forwarded to the Kingdom Exchequer in the form of cashier's check made payable to "SCA-Inc Kingdom of the Outlands". The financial records shall accompany the funds. The Kingdom Exchequer shall review the books. When all outstanding bills are paid, the Kingdom Exchequer, after consulting the members at large (if any) and the Committee, shall disburse any remaining funds. Also, see Kingdom Exchequer's Handbook, **XI. OTHER CORRECTIVE ACTIONS**

### *D. Branch Dissolution*

## IX. Reporting

- A. The Kingdom Exchequer shall provide a copy of all required reports to the Kingdom Seneschal and the Crown. The Kingdom Exchequer shall communicate at least quarterly to all local exchequers, including communicating any changes to the submitted year-end reports.
- B. Branch reports shall consist of the following elements:
  - 1. The SCA-defined Branch Financial Report form. This may be submitted in electronic or in paper form.
    - A. if in electronic form, the paper form must be sent as well, but some deadlines stated below apply to the electronic, not the paper form.
    - B. if the electronic form is sent, the paper form need only include the countersigned pages (1-3 at this writing).
  - 2. Copies of bank statements for the reporting quarter for all branch bank accounts. These may be sent in electronic form if available, or paper.
  - 3. To be complete, a report must be signed by the exchequer and appropriate seneschal, and must be in balance and correctly reconciled to the branch bank account(s).
    - a. Branches do not need to resend bank statements for a quarter already covered. (e.g. if Jan-March was already sent for 1Q, the 2Q report only needs bank statements for April-June, even if it is a cumulative report).
- C. Branch quarterly reports are due to the Kingdom Exchequer or a designated deputy by the end of the month following the end of the quarter. Branch year-end reports are due to the Kingdom Exchequer or a designated deputy by February 15<sup>th</sup>.
  - 1. For quarterly, not year-end, reports, the due date shall be met if the electronic copy arrives on the due date (if the paper copy and bank statements arrive promptly thereafter).
  - 2. For year-end reports, the entire report, including any outstanding bank statements, shall be due by February 15<sup>th</sup>.
- C. The branch exchequer shall provide a copy of quarterly and year-end reports to the seneschal of the local branch.

D. The Kingdom Exchequer shall report to the branch seneschal if the branch exchequer misses quarterly or year-end reports.

1. Missing two quarterly reports or the year-end report is grounds for the branch exchequer being removed from office or for other greater sanctions, including financial or administrative suspension of the group.

## **X. Restricted Funds**

There are four Restricted funds maintained by the Kingdom of the Outlands.

### **A. Arts & Sciences Fund**

1. Primary Purpose: This fund is administered in conjunction with the Kingdom A&S Officer to encourage the Arts & Sciences in the Kingdom of the Outlands. Expenses for educational activities during classes may be reimbursed in order to facilitate the creation of largesse to be distributed by the Crown. Any unused money remains in this fund.
2. Secondary Purpose: If the Financial Committee determines the primary purpose cannot be fulfilled, this money shall be moved to the General Fund.

### **B. War Fund**

1. Primary Purpose: This fund is maintained to handle the expenses the Outlands incurs to participate as a kingdom at Estrella War. Any unused money remains in this fund.
2. Secondary Purpose: This fund is maintained to handle the expenses the Outlands incurs to participate as a kingdom at any other inter-kingdom war.
3. Tertiary Purpose: If the Financial Committee determines the primary and secondary purposes cannot be fulfilled, this money shall be moved to the General Fund
4. Expenditures: Each year, the War Council shall submit a budget proposal for that year's expenses to the Kingdom Financial Committee. Fundraising: The War Council shall hold fundraisers to supplement this fund.

### **C. Stags Con Fund**

1. Primary Purpose: This fund is maintained to host the Outlands officer education event every year. Any unused money remains in this fund.
2. Secondary Purpose: If the Financial Committee determines the primary purpose cannot be fulfilled, this money shall be moved to the General Fund

### **D. Royal Travel Fund**

1. Primary Purpose: This fund is maintained to pay for travel on kingdom business by the Crown. Any unused money remains in this fund.
2. Secondary Purpose: If the Financial Committee determines the primary cannot be fulfilled, this money shall be moved to the General Fund.
3. Fundraising: see XI. Royal Travel Budget and Fundraising procedures.

## **XI. Royal Travel Budget and Fundraising procedures**

1. Any money reimbursed for travel by the Crown shall come from the Royal Travel Fund.

- a. If there is insufficient balance in the Royal Travel Fund, it shall be reimbursed from the General Fund. The Kingdom of the Outlands reimburses only approved travel expenses.
2. Each Royal couple upon winning Crown Tournament is budgeted \$2000 for travel as Crown during that reign only.
3. Each couple is expected during Their reign to raise money equal to or greater than \$2000.
  - a. If more than \$2000 is raised during a reign, The amount over \$2000 is added to the travel budget for that reign.
4. Any money not spent by the Royal Couple remains in the Fund it was donated to.
5. What is covered by this budget:
  - a) Generally this budget covers transporting the Royal Couple and hauling the kingdom trailer.
  - b) Fuel is covered at 100% of cost.
  - c) Air travel is covered at rates detailed below, as well as hotel expenses up to \$60 per monarch per night for two nights maximum. Food, rental cars, and incidental expenses are not reimbursable.
    - i. Within kingdom, Air travel is at 100%
    - ii. To Estrella War, Air travel is at 100%
    - iii. To Pennsic War, Air travel is at 60%
    - iv. To any other out-of-kingdom event, Air travel shall be considered by the Outlands Kingdom Financial Committee on a case-by-case basis.

## **XII. Policies on interkingdom treaties**

1. The Outlands shall in no case be financially obligated by interkingdom agreement or treaty unless and until those agreements are ratified by the Outlands Kingdom Financial Committee.

## **XIII. Policies on travel and the War Fund**

1. Any money reimbursed for required travel to Estrella War treaty negotiations shall come from the War Fund. If there is insufficient balance in the War Fund, it shall be reimbursed from the General Fund. The Kingdom of the Outlands reimburses only approved travel expenses.

## **XIV. NSF Policy**

All deposited checks returned by the bank shall be recorded as receivable, as well as any bank charges incurred by the branch involved. The names and amounts shall be reported to the Kingdom Exchequer within 30 days of the event to be added to a Kingdom list. The Kingdom Exchequer works with the local exchequer to recover the funds.

## **XV. Policy on Monitoring Trailer Usage**

Pursuant to SCA Financial Policy, XIII. CONTROLLING USE OF ASSETS, A. TRAILERS, any member towing an SCA-owned Kingdom trailer must sign a written agreement to do so. The Kingdom Chamberlain is responsible for the oversight of and recordkeeping for these agreements.