

# Financial Policy for the Kingdom of the Outlands

## I. Outlands Kingdom Financial Committee

- A. The Kingdom of the Outlands shall assemble a Kingdom Financial Committee. This Committee will consist of three voting members; the Kingdom Exchequer, the Kingdom Seneschal, and the Sovereignty (who have one aggregate vote). Other persons may be present but shall not have a vote in any proceedings. Approval shall be by two-thirds majority.
- B. The Committee shall meet as often as required, but shall meet at least once between Crown and 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.
- C. The Committee will consider requests for reimbursement of unbudgeted or over budget expenses on a case-by-case basis.

## II. 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 will require two signatures for withdrawal of any/all funds. No signatories shall share the same address, nor can they be Royalty.

- 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 federal tax-exempt I.D. number shall be on the account.

## III. Income

- A. Checks sent to the Kingdom for the Kingdom account must be addressed “SCA-Outlands,” and 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 will be placed in the General Fund.
- B. The Kingdom of the Outlands will 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 will be managed by the Kingdom Exchequer.
- D. Each group holding a Kingdom event as defined in Outlands Kingdom Law VI is encouraged to sponsor a fundraiser for the Kingdom Coffers. The method used will be 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 will go to StagCon and 2/3 will go to the General Fund to fund officer and general budget items for the year. The volunteer money assigned to the Kingdom of the Outlands will be split 1/2 to the War fund and 1/2 to General Fund.

#### **IV. Expenses**

- A. Kingdom dispersal of funds will be approved by the Committee in the form of annual budgets for the officers and Royalty.
- B. Officers will maintain receipts and will request reimbursement monthly. Expenses occurring more than 90 days prior to the request for reimbursement may not be honored. Requests for reimbursement within each officer's budget will be paid automatically.
- C. The Kingdom will not pay telephone expenses unless the call(s) can be justified to the Committee as a bonafide necessity. If an officer must make several long distance calls, a phone card may be requested.
- D. The Kingdom will reimburse up to \$600 for each great officer to attend the known world event for their particular office. Officer travel may be reimbursed on a case-by-case basis.
- E. The Kingdom Chronicler and the Kingdom Exchequer must approve in writing any branch newsletter funding that is not subscription based.

#### **V. 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 cashiers check made out 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, will disburse any remaining funds.

#### **VI. Reports**

- A. The Kingdom Exchequer shall provide a copy of all required reports to the Kingdom Seneschal and the Crown. The Kingdom Exchequer will communicate at least quarterly to all local exchequers, including any changes to the submitted year-end reports. In return, a quarterly report will be required from branch exchequers.
- B. Missing quarterly reports will be reported to the local Seneschal. Missing two quarterly reports or the year-end report is grounds for removal from office.
- C. Local year-end reports are due to the Kingdom Exchequer or a designated deputy by February 15. Local quarterly reports are due by the end of the month following the end of the quarter.
- D. A copy of the quarterly report, with attached bank statements, will be provided to the seneschal of the local branch. Reports shall be in the approved format as listed in the Exchequers Handbook and signed by both the branch Seneschal and the branch Exchequer.

## VII. Funds

There are to be four major funds to be maintained by the Kingdom of the Outlands, not including the General Fund.

- I. ***Arts & Sciences Fund*** – 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.
- II. ***War Fund*** – This fund is maintained to handle the expenses incurred in providing a presence at Estrella War, and other wars as the War Council may deem appropriate. Each year the War Council will submit a budget to the Kingdom Financial Committee for that year's expenses for approval. The War Council will hold fundraisers to supplement this fund.
- III. ***Stags Con Fund*** – This fund is maintained to host the Outlands officer education event every year.
- IV. ***Royal Travel Fund*** – The Kingdom of the Outlands will reimburse approved travel expenses. Each couple will be allocated \$1600 upon winning Crown Tournament. Each couple is expected during Their reign to raise funds equal to the allocated amount to replenish the General Fund. 50% of any extra funds raised over the allocated amount may be used by the couple for additional travel reimbursement. The remaining 50% is allocated to the General Fund.

## VIII. Check Policy

All checks written to an SCA account must have included on the face of the check: Current Address, Society Name, Branch Name, and Member # if applicable.

## IX. 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 will work with the local exchequer to recover the funds.