

KINGDOM OF THE WEST FINANCIAL POLICIES

(April 2006 update)

A. ADDITIONAL DUTIES OF THE KINGDOM EXCHEQUER

The Chancellor of the Exchequer presides over the Council of the Exchequer, which meets between each crown and the following Coronation. The Council of the Exchequer consists of the Kingdom Seneschal, the Kingdom Chancellor of the Exchequer and the Crown, who shall together have one vote. Decisions of the Council of the Exchequer to exceed the discretionary spending limits set forth below must be unanimous. Changes to the Financial Policies of the West shall be approved by the Council unanimously. The Chancellor of the Exchequer also sits on the Royal Commission for Regalia. At the Kingdom Officer's Meeting closest to the month of April, the Kingdom Chancellor of the Exchequer shall present an up-to date roster of all Exchequers within the Kingdom to the incoming King and Queen who shall sign such roster to indicate approval of the exchequers set forth in the roster.

B. LIMITS ON SPENDING

All spending should be approved in advance, either by approving each transaction before it is made or by a budget for the year as approved by the group's Financial Committee (Exchequer's Council). If the latter method is used, expenses can be made without further approval if the sum of the expenses for each budget category does not exceed the budgeted amount, and the following guidelines are observed. Amounts are given in U.S. dollars.

1. Local Branch and Guild Exchequer guidelines:

- a. Up to \$50.00 for any reasonable and appropriate purpose directly related to the branch's OR guild's activities.
- b. Amounts above that limit for payment of site fees, deposits, and other expenses directly related to a scheduled event.
- c. Expenditures from \$51.00 to \$100.00 (which are not directly related to a scheduled event) must be approved by both the branch Exchequer and Seneschal (or guild Exchequer and Principal) prior to disbursement.
- d. Expenditures above \$100.00 (which are not directly related to a scheduled event) must be approved by the branch's/guild's Financial Committee (Exchequer's Council) OR, if the group holds regularly scheduled meetings, the expenditure may be approved by a majority vote of the members in attendance at the meeting. If the expenditure must be made prior to the next scheduled meeting, or, if one or more members of the Exchequers' Council are unavailable, the expense can be approved by the responsible Exchequer and the responsible Seneschal plus either the Kingdom Exchequer or the Kingdom Seneschal. This Kingdom-level authorization may be obtained by telephone once the Exchequer and Seneschal are in agreement on the need for an urgency of the expenditure.
- e. For Principalities whose law does not otherwise specify the composition of the Financial Committee/Exchequer's Council, the Council shall consist of the Principality Exchequer, the Principality Seneschal, and the Prince and/or Princess (who shall vote as one). For Baronies who do not otherwise specify the composition of the Financial Committee, it shall consist of the Baronial Exchequer, the Baronial Seneschal, and the Baron and/or Baroness (who shall vote as one). For Provinces and smaller branches who do not otherwise specify the composition of the Financial Committee, it shall consist of the branch Seneschal, the branch Exchequer and the other designated officer for the branch required to maintain the status of the branch. For Guilds who maintain their own funds and do not otherwise specify the composition of the Financial Committee, it shall consist of the Guild Principal, the Guild Exchequer and the Kingdom Seneschal or other seneschal as may be designated and warranted by the Kingdom Seneschal.

2. Kingdom Exchequer Guidelines:

- a. Up to \$250.00 for any reasonable and appropriate purpose directly related to the Kingdom's activities.

- b. Amounts above that limit for payment of site fees, deposits, and other expenses directly related to a scheduled Kingdom-level-event.
- c. Expenditures above \$250.00 (which are not directly related to a Kingdom-level-event) must be approved by a unanimous vote of the Kingdom Exchequers' Council.
- d. Reimbursement for roses for the Roses Tourney will be up to \$175.00 per reign, which must be documented with receipts.

C. TRAVEL FUNDS

1. Kingdom Travel Fund

The Kingdom Travel Fund is intended to reduce the financial burden of royal and/or official SCA business travel and is not a reward for holding office or winning a tournament. All travel expense reimbursements shall be dependent on the financial state and cash reserves of the Kingdom at the time of the request. These guidelines represent maximum allowable expenditures and are not mandatory minimums. The Kingdom may refuse any travel reimbursement request even if it falls within these guidelines. All travel expenses must be approved in advance by the appropriate Financial Committee. Travel reimbursement requests made after the travel has been completed shall be denied.

Nothing contained in this policy prevents or prohibits fund raisers to earn money to defray the costs of travel not generally reimbursed by the Kingdom so long as such fund raisers are clearly identified as to purpose in all announcements and at the time of donation.

a. Travel for the Crown

Generally, the Kingdom shall reimburse one half of the airfare for two airline tickets per reign OR actual gas receipts for one trip per reign OR mileage at the IRS charitable mileage rate for one trip per reign. Submission of receipts is required for disbursement of travel funds. Branches or individuals may donate additional funds to further defray the unreimbursed costs of royalty travel to their locale. It is preferred that the King and Queen use these funds for travel to areas outside the central Kingdom, (i.e.: Principality of Oertha, and the Barony of the Far West) for purposes of conducting official Kingdom Business. As a policy, the Kingdom does not reimburse for hotel, rental car, site fees or food expenses incurred in connection with royalty travel.

b. Travel for Kingdom Officers

Generally, the Kingdom shall reimburse the full cost of the airfare OR actual gas receipts OR mileage at the IRS charitable mileage rate for Kingdom Officers for Mandatory Travel. Mandatory Travel is travel required by the officer=s Society superiors or the Board of Directors for meetings, symposia, etc. The Kingdom may reimburse one half of the airfare OR actual gas receipts OR mileage at the IRS rate for discretionary travel made for purposes of conducting official business, such as travel by deputies or travel to events that are not required by superiors. As a policy, the Kingdom does not reimburse for hotel, rental car, site fees or food expenses incurred in connection with officer travel.

c. Travel for Kingdom Regalia Trailer

Generally, the Kingdom shall reimburse the actual gas receipts OR mileage at the IRS charitable mileage rate for towing the Kingdom Regalia Trailer to Kingdom Crowns and Coronations, to the West/An Tir War, to the Great Western War, to Estrella War and to Pennsic. For Pennsic only, an amount up to \$500 may be reimbursed for transport of regalia items by means other than towing the Kingdom trailer. As a policy, the Kingdom does not pay for mileage incurred when a person brings items of Kingdom regalia with their personal gear to an event.

2. Local Branch, Barony and Principality Travel Funds

In general, these branches do not have the need to establish travel funds. Should a branch Financial Committee vote to reimburse an extraordinary travel expense, such reimbursement shall be limited to one half of the airfare for an airline ticket per reign OR actual gas receipts for one trip OR mileage at the IRS charitable mileage rate for one trip.

D. MONEY MANAGEMENT

All funds must be deposited in the bank within fourteen (14) days of receipt.

E. POLICY CHANGES

1. Principalities

Any policy changes that are to be enacted at the Principality level, after having been discussed and voted on by the Principality Exchequer's Council, must be forwarded to the Kingdom Exchequer for review and approval, before being sent to the Crown for final approval.

2. Baronies, Provinces, Shires, Colleges, and Cantons or Ridings

Any policy changes must be forwarded to the Kingdom Exchequer for review, before being sent to the Crown for final approval.