

# Kingdom of Avacal Financial Policy

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## **I. INTRODUCTION**

The following Kingdom Financial Policy serves as an addendum and is subject to the requirements set forth by the Kingdom Exchequer Policy, Kingdom Financial Policy, Kingdom Law, Society Exchequer Policy, Corpora, Provincial, and Federal Law. This document is current as of June 2015.

## **II. FINANCIAL POLICY REVIEW**

Avacal's Financial Policy should be revised whenever changes in Modern Law, the SCA's governing documents and Policies, the Kingdom of Avacal's Laws, the needs of the Kingdom, or agreement between Council of the Exchequer and the Society Exchequer so require, but reviewed no less than once every two years.

## **III. FINANCIAL COMMITTEE**

The Council of the Exchequer is the Kingdom level Financial Committee and consists of The Crown, the Heirs when applicable, the Kingdom Seneschal and the Kingdom Exchequer. The members of the Council of the Exchequer jointly bear the fiduciary responsibilities of managing the Kingdom's assets. The Crown and Heirs each have 1 (one) a vote, the Kingdom Seneschal has 1 (one) vote, and the Kingdom Exchequer has 1 (one) vote. Should a Financial Committee member be in a position to directly benefit from a Financial Committee decision, he or she shall excuse him or herself from voting on that matter. An alternate Kingdom Officer shall stand in that Financial Committee member's place for voting only on the matter that poses a conflict of interest.

All decisions and approvals made by the Council of the Exchequer are to be made by consensus. If this fails, the decision will be revisited at a later date, either by email or by the next Kingdom event. If this also fails, the decision will be referred to the Society Exchequer. Consensus is achieved when all the members of the Council agree that consensus has been achieved regardless of the outcome of the decision being made.

The Council of the Exchequer shall meet at all Kingdom events as defined by the Avacal Event Policy. If a member is unable to attend a Kingdom event, a representative, acceptable to the other members of the Council of the Exchequer, shall be designated with the authority to make decisions in the member's absence. Financial discussions during Curia are also considered a meeting of the council, provided the majority of the financial committee is present.

The Council of the Exchequer must approve all expenditures.

In an emergency, disbursements can be authorized by the members of the Financial Committee through electronic means such as email. An emergency is defined as payment being needed before the next scheduled meeting of the Council of the Exchequer. These emergency disbursements will be ratified by the Financial Committee at the next meeting.

#### **IV. BUDGETS**

Annual budgets shall be established for the Kingdom including the Crown and Kingdom officers, special purpose funds, additional policies as needed, and any changes to these budgets, funds or policies shall be approved by the Council of the Exchequer. Copies of these shall be posted on the Avacal website.

#### **V. BANK ACCOUNTS**

Bank accounts of the Kingdom and of branches within the Kingdom shall be structured according to SCA and Avacal Financial Policies. Canadian bank accounts have been granted a variance allowing the accounts to be set up as SCA <Branch name>, omitting INC and branch designation such as shire or barony.

Two authorized signatures will be required on any cheque, money order, or other instrument of withdrawal, whether or not the bank offers signature inspection. All withdrawals shall be made by cheque or money order. Electronic fund transfers in or out are not allowed.

For branch accounts within the Kingdom, the Kingdom Exchequer shall be the designated representative of the Society Exchequer as a signatory on the accounts.

Separate Savings accounts, certificates of deposit or any other long-term financial instrument must be approved and registered with the Kingdom Exchequer on a case by case basis. This does not apply to savings accounts linked to the branch chequing account.

For branches within Avacal bank statements shall be sent to the branch Seneschal. The Seneschal shall review the reconciliation with the branch exchequer and both will sign the statement. A copy will then be sent to the Kingdom Exchequer.

Read only Bank cards and online viewing will be granted only with the permission of the Kingdom Exchequer.

#### **VI. REPORTS**

Financial reports for all branches within Avacal will consist of the “Balance Sheet” and “Income Statement” and the supporting worksheets and documentation contained and required by the most recent edition of the Society for Creative Anachronism, Inc., Chancellor of the Exchequer’s Handbook. Quarterly reports shall be year to date (cumulative). First, second and third quarter reports may be sent electronically to the Kingdom Exchequer. The annual report must be a signed hard-copy and include the last bank statement for the year for each account held by the branch. The annual report must contain the table of contents and each page listed on the table of content that contains data.

Branch Quarterly reports must be submitted to the Kingdom Exchequer and branch Seneschal for the following report due dates:

- January 1 Cumulative to:
  - March 31 due April 15
  - June 30 due July 15
  - September 30 due October 15
  - December 31 due January 15

Kingdom Reports must be submitted for the following report due dates:

January 1 Cumulative to:

- March 31 due April 30
- June 30 due July 31
- September 30 due October 31
- December 31 due January 31

Kingdom Exchequer reports to be submitted quarterly and yearly to the Kingdom Seneschal, the Crown, and the Society Exchequer. Avacal year-end financial reports will be made available to the populace and posted on the Avacal website. The Kingdom Exchequer is required to compile and consolidate all annual financial reports for the entire Kingdom, and submit to the Society Exchequer by March 15.

Failure to file an annual report without prior authorization by the Kingdom exchequer will be grounds for removal from office.

Failure to file two consecutive quarterly reports without prior authorization by the Kingdom exchequer will cause the branch exchequer to be placed on financial probation.

## **VII. EXPENSE AUTHORIZATION POLICY**

Branches and entities must have a written expense authorization policy on file with the Kingdom Exchequer. Any change to this policy must also be submitted to the Exchequer's superior.

Advances: All advance requests must be accompanied by a signed cheque requisition form. Receipts supporting expenditure of advanced funds must be provided to the Branch Exchequer no more than 60 days following the disbursement of the advance. The individual submitting the receipts should retain copies of those receipts. The full amount of any funds advanced in excess of the receipts provided must be returned to the Exchequer no more than 60 days following the disbursement of the advance. The individual repaying the excess should retain documentation of this repayment with their copies of the receipts.

Society funds cannot be used:

- To purchase alcohol (following Society alcohol policies).
- To benefit one person or group of people.
- To repair or replace damaged personal property as a result of an event.
- To provide gifts of money or property to individuals, including reigning Royalty.
- To cover any expense not within the guidelines allowable for a non-profit, tax-exempt organization.
- To purchase fireworks.

## **VIII. REIMBURSEMENT OF EXPENSES**

Reimbursements must be pre-approved by the financial committee and supported by receipts and a cheque requisition form. This rule applies to anyone expecting reimbursement even if it's already in the approved budget. The individual submitting receipts for reimbursement should retain copies of their receipts.

Kingdom and Branch Exchequers are only obligated to reimburse for receipts presented within 120 days of the expenditure unless stated elsewhere in the fund administration.

For Kingdom officers and Royalty, all expenditures and reimbursements are to be made from Kingdom accounts or accounts held specifically by those offices.

Reimbursements from the Royalty Travel Fund is dictated within the financial policy and considered approved within those guidelines without having to gain approval for each related travel expense.

The cheque request form must be completed and submitted by the requestor before any funds can be authorized. The current cheque request form is available on the Avacal Exchequer webpage.

Funds that are pre-approved by the financial committee but not used will expire 6 months from the date they are approved unless they are renewed as still pending at following Curia.

No reimbursement shall be issued from gate receipts.

#### **IX: OFFICER TRAVEL REIMBURSEMENT:**

Officers may be required to travel outside of their geographical location to attend events or training to fulfill the mandatory duties of his/her office. Travel expenses are “ordinary and necessary” and defined as transportation and accommodation including but not limited to the following: gas, commercial transportation (flights, etc.), accommodation, site fees, and food (no alcohol).

Expenses must be pre-approved and receipts will be provided with a cheque requisition form.

All effort should be made by the officer to limit costs. Training for deputies that are taking over an office within 3 or 4 months might be eligible for reimbursement on a case by case basis and with the consent of the financial committee. General TUA classes held at events that are not required for officers cannot be considered for reimbursement but attendance is still encouraged by everyone.

Branches may create a budget line and fund for officer travel reimbursement.

#### **X. REGALIA**

Regalia are loaned to the current Royalty for the duration of each Reign. In order to manage Regalia responsibly, Regalia must be inventoried and checked out from the Kingdom Chamberlain at the beginning of each Reign. The inventory and checkout process assures that there is a record of the Regalia and its condition recorded, since the users may be required to replace Regalia lost or damaged during their Reign.

A completed inventory sheet and a checkout list of the Regalia being used by the current Royalty is to be signed by the Royalty and a copy sent to the Royal Chamberlain and Kingdom Exchequer before Royal expenses can be reimbursed.

#### **XI. CONTROLLING CASH**

Funds exceeding \$1000.00 from events, fundraisers, etc., must be deposited in the bank account within 5 days from the close of the event.

No group may maintain a Petty Cash fund under any circumstances. Money shall be disbursed by properly drafted group check or traceable money order only.

#### **XII. NON-MEMBER SURCHARGE (NMS)**

NMS shall be collected by event hosts or their deputy and forwarded with the required statistics to the Kingdom Chancellor of the Exchequer or their designated Kingdom NMS Deputy in accordance with Society mandates. Submissions shall be postmarked no later than 10 days after the end of the event. A submission shall consist of a properly drafted branch check and a completed submission form with the

branch name, event name, event date, total attendance and number of NMS collected. Overdue submissions may result in suspension of the branch and/or other remedial measures as deemed necessary. NMS is to be sent from the Kingdom to Corporate every month

### **XIII. EVENT ADMISSION AND COMPLIMENTARY PASSES**

The Crown and Heirs shall be exempt from fees at all Avacal Kingdom level events they are required to attend.

Kingdom Champions and officers shall be exempt from event fees at all Kingdom level events they are required to attend.

### **XIV. EVENTS**

Kingdom events are hosted by local branches designated according to Kingdom Law, Article VI. The Kingdom may advance funds to any branch for initial expenses for any Kingdom event. Advance funds must be repaid within 15 business days of the end of the event.

The Kingdom may be the sponsoring branch for any Kingdom event. The events will follow corpora and Kingdom law as to the awarding and financial backing of these events. The financial committee has the duty to assign a deputy to oversee the receipt and expenditures of such events; that person for the time of the event will be an acting deputy of the Kingdom Exchequer's office.

Event reports are due to the financial committee within 30 days. Emailed is fine. The kingdom portion of the event profit is also due in 60 days as per Kingdom Law, Article VI.

### **XV. BRANCH AND GUILD EXCHEQUER REQUIREMENTS**

Every group or guild must have a warranted exchequer who is a member in good standing and aged 18 and over, and possess a copy of the following documents: Local Exchequer's Handbook, Society Financial Policy, a copy of Kingdom Law, Kingdom Financial Policy, and the local ("group") Financial Policy.

To receive a warrant, a change of officer form (with proof of membership and photo ID) will be sent to the Kingdom Exchequer or designated deputy. This form will be signed by the current seneschal, officers of the branch or guild and Baronial Coronet if applicable. The exchequer must take a course on the duties of the exchequer and reporting process within two months of assuming the office. This may be done by appointment with the Kingdom Exchequer or designated trainer.

Each exchequer must have a warranted contingency deputy, who should be prepared to take over the Exchequer's office on short notice.

The Kingdom Exchequer or warrant deputy should be notified of any change of membership or contact information for either the branch exchequer or contingency deputy. Full contact information for both must be on every quarterly report.

Each exchequer shall be warranted for an initial term of two years. The office must be open to applicants from the general branch members 6 months prior to the end of the term. The officer may apply for another two year term at this time.

No exchequer may hold any other office at any level, unless the office requires so little work as to not interfere with the duties and there is no one else to fill it. A "Request for Variance" must be submitted to the Kingdom Exchequer for permission. This can be done via email. The variance, once granted,

will be valid for one year and may be renewed at that time. The Branch Exchequer and the Branch Seneschal may not reside or operate out of the same residence.

## **XVI. DEDICATED FUNDS**

Avacal does not have separate bank accounts for dedicated funds. The Kingdom Exchequer shall maintain a list of dedicated funds with the balance and shall publish it at least once a year. The establishment and dissolution of dedicated funds must be approved by the Avacal Financial Committee. New funds shall be established with funds raised by the related office, not from general funds. Funds raised for a specific purpose can be directed to general funds if not used in 5 years.

### **Name: Avantgarde**

Purpose – to fund the activities of the chronicler, cover the cost of printing and mailing the Kingdom newsletter.

Minimum Dollar - None

Administration – Subscriptions provide income and printing, mailings are covered in the budget.

### **Name: Kingdom Event Fund**

Purpose – To assist branches in hosting Kingdom events through loans as described in Section XIV. EVENTS or to fund events hosted directly by the Kingdom.

Minimum Dollar - None

Administration– As per the financial committee.

### **Name: Regalia**

Purpose – To fund the purchase of items as defined by the chamberlain.

Minimum Dollar - \$200 – to be topped up by General fund if it drops below.

Administration - As per the financial committee and the chamberlain. Fundraising is encouraged.

### **Name: Royal Travel Fund**

Purpose - The Crown shall be reimbursed for reasonable mailing, photocopying, telephone and travel costs incurred in conjunction with their reign, upon submission of receipts to the Avacal Exchequer.

Approved reimbursable expenses from this fund incurred during the normal execution of the Crown office include mileage, gas/oil/tolls, airfare, hotel accommodations, telephone and site fees.

Total basic reimbursement from the Avacal Travel fund within a given reign may not exceed a total of \$2000.

Should the Crown perform fundraising activities during their reign they are eligible to claim up to 75% of the money raised. FOR EXAMPLE – if the Crown raises \$1000 for the Travel Fund during their reign, the Crown may withdraw an additional \$750 for valid expenses and can apply it towards any travel during their reign.

The Travel Fund will be supplemented by funds from the General Funds yearly at the time chosen by the Avacal Exchequer. The supplement will be a maximum of \$2000.00 but will not exceed the amount needed to bring up the fund to \$6000 (the equivalent of three reigns of travel expenses). For example,

if the Travel Fund sits at \$6469 no money will need to be allocated from the GFs, if the Travel Fund has \$5469 then only \$531 will be allocated to the travel fund.

A Travel Fund Fundraiser will be held at least once a year. It will be organized by Avacal's Fundraising Coordinator. The goal of this fundraiser is to raise \$2000/yearly for the travel fund and not for any specific reign. Note: the money raised in this fundraiser WILL NOT be used by the sitting royalty to increase the amount they are eligible for. If the fundraiser falls short of \$2000 no action will occur, unless the Travel Fund falls below \$2000 see next point.

Minimum Dollar - The travel fund shall never go below \$2000. If it does the immediate action will be taken: a) funds from the General operating Account will bring that amount above \$2000 and b) an "emergency" Fundraiser will be coordinated and held at the earliest possible occasion.

Reimbursement - after outgoing Coronation and once the chamberlain has confirmed that all Kingdom property has been returned. It shall not exceed 15 Business days after the later of; the last day of the Reign or the day at which all qualifying receipts are received by the Kingdom Exchequer. In any event all expenditures not submitted to the Kingdom Exchequer by the outgoing Crown within 20 Business days from the outgoing Coronation will be considered void at the discretion of the financial committee and the incoming Crown.

**Name: Heraldic Submission Fund**

Purpose - The primary purpose for this fund is for submissions to the Avacal College of Heraldry and for costs related to the operation of the College

Minimum Dollar - \$20. This fund will be supplemented by funds from the General fund.

Administration – See section XVII

**Name: TUA**

Purpose – To foster the education of our members through classes by bringing in teachers and hosting grand sessions.

Minimum Dollar – None.

Administration – As per the financial committee and the TUA regent. Fundraising is encouraged. The Kingdom portion of profits from Grand TUAs held by branches (as detailed in Kingdom Law) sessions and any donations given at TUA classes shall go into the TUA fund. Grand TUAs are subject to Kingdom Event policy. Budgets and event reports submitted should include class costs and event costs.

**XVII. COLLEGE OF HERALDS FINANCIAL POLICY**

The Kingdom Exchequer or designated deputy shall manage financial transactions for the Avacal College of Heraldry. The Kingdom Exchequer will maintain a fund to track income and expenses for the College named Herald Submission Fund. Decisions for the financial transactions pertaining to the College are the prerogative of the College itself, with final review of the Kingdom Exchequer.

If for some reason submissions cannot be made through the College, refunds will be provided from this fund.

If the Avacal College of Heralds becomes defunct, any remaining funds will revert back to the Kingdom of Avacal General Funds, once any remaining refunds are dispersed.

Submission fees will be sent to the Submissions Herald, who will then forward these fees to the Kingdom Exchequer or deputy for deposit.

The College of Heralds and the Kingdom exchequers must reconcile their accounts quarterly, to make sure all submission funds are accounted for.

Warranting the College of Heralds' Submissions deputy

As the deputy in charge of submissions, the deputy is normally warranted as an exchequer, or another person can be appointed a deputy to serve as exchequer for the submissions account. See Section XV. for warranting requirements.

Payment information

Each submission (a name, device, or badge) costs \$10 Cdn. Resubmissions are free for up to one year following notification of the submitter of the return of the original submission. Cheques should be written to "SCA - Avacal" The Submission Herald office will not accept cash, only cheques or money orders.

A pre-payment account for Avacal has been set up with the SCA, INC College of Heralds. The Avacal Submissions herald will receive regular reports of how much money is in the account. If the account drops near \$100 the submissions herald will notify the Kingdom Exchequer with a cheque request to top up the account by \$100. Cheques will be made out to "Society for Creative Anachronism Inc. College of Arms" and will be sent with a transfer form.

## **XVIII. VARIANCES TO THIS POLICY**

Variances to this policy may be granted in writing for limited periods of time, not to exceed one year, on a case-by-case basis by the Financial Committee. Notification of variances issued will be sent to the Society Exchequer & Kingdom Seneschal.



V4.0 June 26, 2015 Mistress Manyra, Avacal Chancellor of the Exchequer

Signed and Approved on

Signatures:

Kingdom Exchequer

Society Exchequer

King

Queen