

**FINANCIAL POLICY**  
**Society for Creative Anachronism**  
**Kingdom of Ansteorra**

**I. BANK ACCOUNT IDENTIFICATION AND STRUCTURE**

All accounts must require two signatures for withdrawal of funds. For branch accounts a copy of the reconciled bank statement must be reviewed and signed by the branch seneschal each month.

**II. SIGNATORIES**

- A. For branch accounts at least the branch Seneschal, branch Treasurer, and Kingdom Treasurer must be listed as signatories.
- B. Sovereigns, Consorts and the heirs of the Kingdom are not allowed to become a new signatory on a Kingdom, branch or other account while they hold that status. If the Sovereign, Consort or an heir of the Kingdom is already a signatory, the signature card isn't required to be updated, but they may not sign any checks while they hold that status.

**I. FINANCIAL REPORTING AND DISCLOSURE**

- A. Branch and other treasurers must report at least quarterly to the Kingdom Treasurer or a designated representative. The Kingdom Treasurer's Office Policies will list required reports, reporting deadlines, and where reports are sent.
- B. Branch Treasurers must complete the end of year report on or before the deadline established by the Kingdom Treasurer. The end of year report must be completed on the forms prescribed by the Kingdom Treasurer. A copy of the year end bank statement and end of year bank reconciliation must be included with the end of year report. The end of year report must be signed by the Branch Seneschal. Copies of the end of year report must be given to the branch's Seneschal and Baron/ess.

**0 FINANCIAL COMMITTEES AND EXPENSE AUTHORIZATION POLICY**

- A. Branches are encouraged to establish yearly budgets. The Kingdom's annual budget will be established before the end of the calendar year. The Great Officers of State will be expected to submit their financial requirements for the upcoming year in writing by September 1st. The Kingdom Financial Committee will prepare and approve the Kingdom's budget. The Kingdom budget will be published in the Black Star before the end of the calendar year.
- B. Local Branch Financial Committees shall consist of the branch seneschal, branch treasurer, and at least one other branch officer. In Baronies the Baron/ess shall be

members of the financial committee but with only one vote. It is recommended that all signatories on the account be on the Financial Committee. The Kingdom Financial Committee shall consist of the Kingdom Seneschal, the Kingdom Treasurer, and the Crown. The Crown shall have one vote on the Financial Committee.

- C. Fully documented receipts must be provided to support all expenses. This rule applies to anyone expecting reimbursements. For Kingdom business, all unbudgeted expenditures must be approved by the Kingdom Financial Committee in writing and in advance. Emergency situations will be handled by the Kingdom Financial Committee on a case-by-case basis. Unapproved reimbursement requests will be limited to 50% of the monies expended.

## **1 SPECIAL PURPOSE AND DEDICATED FUNDS**

- A. When a Designated Fund is set up, a primary purpose will be established by the donor or by the Financial Committee. The final destination of all Designated Funds is the Kingdom General Fund.
- B. Designated Funds may be transferred to the General Fund only if there has been no activity for a reasonable period of time and the transfer has the unanimous approval of the Financial Committee

## **2 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 Kingdom Treasurer. Notification of variances issued will be sent to the Kingdom Seneschal.

Approved June 28, 1999

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Sara Penrose, Regina Ansteorra

Daffydd Whittaker, Princeps Ansteorra

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Burke Kyriell MacDonald, Kingdom Seneschal

Mirrim of Bristol, Kingdom Treasurer