



FINANCIAL POLICY

Kingdom of Atenveldt



MARCH 2018

Kingdom of Atenveldt

Financial Policy 2018

These policies were approved by the Kingdom of Atenveldt on November 14, 2017 and by the Society of Creative Anachronism's (SCA) Board of Directors at their March 6, 2018 meeting.

The following Financial Policies pertain to the Kingdom of Atenveldt's Financial Activity for all Groups within the Kingdom. The word "Group," unless otherwise stated, includes the Kingdom level. The following are in addition to the Society Financial Policy (SFP) and does not replace or supersede any part of the SFP.

Contents

- I. Exchequer Financial Reporting 4
- II. Exchequer Requirements and Duties 5
- III. Segregation of Duties 5
- IV. Bank Accounts 6
- V. Signatories 6
- VI. Exchequer Financial Records 7
- VII. Financial Committees 7
- VIII. Expense Authorizations 8
- IX. Prohibited Activities 13
- X. Fundraisers/Dedicated Funds 13
- XI. Donation Procedures 13
- XII. Trailers 14
- XIII. Formal Review of Books 14



I. Exchequer Financial Reporting

- A. All groups within the Kingdom that maintain assets are required to report quarterly and annually to the Kingdom Chancellor of the Exchequer. The Kingdom Exchequer is required to report quarterly and annually to the Society Chancellor of the Exchequer, Crown, and Kingdom Seneschal. All annual reports to the Kingdom Exchequer must be signed by the Group Exchequer and the Group Seneschal. If someone other than the Group Exchequer and/or the Group Seneschal prepared the report, that person must sign as well. All reports must be submitted to the Kingdom Exchequer electronically.
1. Reporting schedule for Groups to the Kingdom Exchequer is as follows:
 - First quarter (January 1 to March 31) report is due by April 30.
 - Second quarter (January 1 to June 30) report is due July 31.
 - Third quarter (January 1 to September 30) report is due October 31.
 - Fourth quarter/Annual Domesday (January 1 to December 31) is due February 15 of the following year
 2. The report for the period is to include the following:
 - A copy of the actual bank statements, after reconciliation, for the period being reported.
 - A copy of the current standard Society Approved Report Form which includes the Balance Sheet and Income Statements and all supporting documentation for the period being reported.
 - Copies of all Post Event Financial Report Forms for all events that occur in the period being reported. If no events were held, a Report Form stating, "no events held" will be submitted for the period being reported.
- B. A Group Exchequer may request a **ONE-TIME** extension of a due date for only **ONE** quarterly report in a calendar year. This must be done, in writing, by the Group Seneschal. The request must be sent to the Kingdom Exchequer **BEFORE** the original quarterly due date. A reason must be given, and the requested new due date may not extend 30 days beyond the original due date. Failure to report within 30 days after the due date may be grounds for suspension of the Group and/or replacement of the Group Exchequer.
- C. No extensions will be allowed for the fourth quarter or Domesday reports. Any Group that has not submitted a balanced year-end Domesday report to the Kingdom Exchequer by March 1 of the following year will be reported by the Kingdom Exchequer to their Nobility (if applicable), the Crown, and the Kingdom Seneschal for potential suspension of the Group and replacement of the Group Exchequer.
- D. The Group Exchequer must make available to the populace the Balance Sheet and Income Statements for at least the annual Domesday report in their newsletter. If there is no newsletter, a printed distribution of the reports must be made available to the populace in a fashion that is acceptable to the Group Financial Committee (GFC) and the populace. A copy of the newsletter/printing must also be forwarded to the Kingdom Exchequer.



Kingdom of Atenveldt

Office of the Chancellor of the Exchequer



- E. Group Exchequers must also send all financial reports to their Seneschal in addition to any other officers of their Group as determined by their Group Financial Policy.
- F. The Kingdom Exchequer is required to compile and consolidate all annual financial reports for the entire Kingdom and submit them to the Society Exchequer, Society Tax Specialist, Kingdom Seneschal, and Crown by March 15 of the following year. This report will be filed electronically.

II. Exchequer Requirements and Duties

- A. All individuals performing the duties of the Office of the Chancellor of the Exchequer must be paid members of the SCA during their term in office and must be warranted as follows:
 - 1. The Society Exchequer and the Crown must sign the warrants for the Kingdom Exchequer and the Emergency Deputy Kingdom Exchequer.
 - 2. For Baronies, the Territorial Baron and Baroness and the Kingdom Exchequer must sign the warrants of the Baronial Exchequer, the Emergency Deputy Baronial Exchequer, and all other Deputy Baronial Exchequers.
 - 3. For all other Exchequers in the Kingdom (including Deputy Kingdom Exchequers, Estrella War Exchequers, and all other local Group Exchequers), warrants must be signed by the Crown and the Kingdom Exchequer.
 - 4. All financial officers must have an identified Emergency Deputy. This Emergency Deputy must be able to take over all duties and functions of the financial officer upon short notice.
- B. All Exchequers must submit evidence of personal/legal identification (ID) as well as proof of membership when submitting a 'Request for a Financial Warrant Form' available under the Forms-Exchequer-related folder in the [Kingdom Google Drive](#). ID issued by a contemporary government (i.e. a State-issued Driver's License) or a student ID are acceptable. An Exchequer must be 18 years of age or older, so any ID presented must show the bearer's date of birth.

III. Segregation of Duties

- A. The Exchequer cannot hold another warrant for **ANY** other Group or Office. The Group Exchequer and the Group Seneschal may not reside or operate out of the same residence. For Colleges **ONLY**, the Seneschal and Exchequer may live in the same dormitory building but **CANNOT** be roommates.
- B. There can be no co-mingling of SCA funds with funds of any other individual or business.
- C. All Regalia Officers/Deputies who have the oversight of non-cash assets are under the Office of the Group Chancellor of the Exchequer. They must have a signed Financial Warrant and the Group Exchequer is responsible for direction of said Officer/Deputy in all their duties.



IV. Bank Accounts

- A. Every account, Checking, Savings, Certificates of Deposits (CDs), etc., requires two signatures for disbursements or withdrawals.
- B. Group Exchequers must provide copies of monthly reconciled bank statements to the branch Seneschal for review and signature. These monthly signed copies must be forwarded electronically to the Kingdom Exchequer by the end of the following month.
 - 1. Kingdom Exchequer must provide a reconciled copy to the Kingdom Seneschal for signature and then forward to Society Exchequer by the end of the following month.
 - 2. Access to bank statements must be made available to the Group Exchequer and Seneschal. Additional signatories may be granted access as well.
 - 3. Online bank statements can be utilized.
 - 4. Debit cards are **NOT** allowed.
- C. Electronic transfers cannot be completed without prior approval from the Society Exchequer.
 - 1. If approved by Society, electronic funds transfers are allowed with written documentation approved by two account signatories.
 - 2. Group Exchequer and/or Seneschal must be one of the signatories approving the transfer.

V. Signatories

- A. Check signatories must be warranted officers of the particular Group.
- B. All new account openings by any Group or Entity must have the prior approval of the Kingdom Exchequer.
 - 1. Signatories for the account(s) must include the Group Seneschal, Group Exchequer, and Group Emergency Deputy. Signatories may also include the Deputy Seneschal.
 - 2. The Estrella War Exchequer must be a signatory on the Estrella War account.
 - 3. The Emergency Deputies of the Estrella War Exchequer and the Kingdom Chronicler, may be signatories on those respective accounts.
 - 4. For all Kingdom-level bank accounts, the Society Exchequer must be a signatory.
 - 5. The Kingdom Exchequer must be a signatory on all Kingdom and Group accounts.
- C. All signatories must be a minimum of 18 years of age, show proof of date of birth by Government-or School-issued ID, and must be acceptable to the Kingdom Exchequer.
- D. Current Crowns, Their Heirs, or Territorial Baronial Nobles or Their Heirs, **CANNOT BE SIGNATORIES** on any account during their tenure.
- E. No two signatories on the same account may share the same address or be immediately related.



VI. Exchequer Financial Records

- A. The Group Exchequer must maintain static (PDF or paper) books and records of all financial activity. Detailed records must be maintained, and receipts, disbursements, and contributions specifically itemized.
 - 1. Such records may be stored electronically.
 - 2. There must be at least one backup file/copy maintained off-site, electronically, or physically.
 - 3. All records must be updated quarterly.
- B. Internal records must be reconciled to the bank statements of each account. In no case shall bank reconciliations occur less than monthly. The reconciliation must be signed by the preparing Exchequer and the reviewing Seneschal.
- C. All records must be maintained for at least seven years. These records must be turned over to the succeeding officer within 15 days after the individual leaves the office. If the materials are not turned over in a timely manner, appropriate action will be taken.
- D. The Exchequer must keep an electronic copy of all GFC decisions to disburse funds with the appropriate paperwork regarding that decision (i.e., approval of an overage of the budget for an office with that officer's file).

VII. Financial Committees

- A. All voting members of the Group Financial Committee (GFC) must be paid members of the SCA. The GFC must have an odd number of at least three voting members. These members must include the Royalty/Nobility if applicable (1 vote), the warranted Seneschal, and the warranted Exchequer. If there is no Royalty or Nobility in the Group, a warranted officer of that Group shall be the third member of the GFC.
- B. All voting members of a GFC relinquish their officer positions and voting status if their warrant lapses or they are no longer a SCA member. Likewise, they will lose their vote if they fail to meet any other criteria as determined by the Group's Financial Policy. Any voting GFC member except Royalty/Nobility, the Group Seneschal, or Exchequer, may be removed by a simple majority vote that must include the Group Seneschal, the Exchequer, and Royalty/Nobility if applicable to that Group. A Written Request to remove must be sent to, and approved by, the Crown, the Kingdom Seneschal, and the Kingdom Exchequer.
- C. The GFC shall approve all expenditures from the Group's general operating account(s). All actions must be approved by at least a majority vote or as determined by the Group Financial Policy.
 - 1. All requests for funds that are not of an urgent nature must be decided upon within no more than 30 days. If all voting members have not voted after 30 days, a decision can be reached if a majority of the total GFC membership approves/denies the request.



Kingdom of Atenveldt

Office of the Chancellor of the Exchequer



2. All requests for funds of an urgent nature must be decided upon within no more than 24 hours. All voting members should vote, but if that is not possible, a decision will be reached if a majority of the total GFC membership approves/denies the request.
- D. The Kingdom Financial Committee (KFC) must review the Kingdom Financial Policy annually. Any suggested changes in Financial Policy not mandated by a change in Society Financial Policy must have the unanimous approval of the Crown, Kingdom Seneschal, and Kingdom Exchequer. The Kingdom Exchequer will submit any agreed-upon changes to the Financial Policy to the Society Exchequer via the method required by that Office.
 - E. All Groups at the sub-Kingdom level must have a written Financial Policy. They may state in writing that they are using the Kingdom Financial Policy as their Financial Policy but must include a written addendum stating the exact staffing, voting methods, and methods and timeframes for meetings, and actions, and any special event admission policies of their GFC. Other addendums may be written. Each GFC must review their Financial Policy annually. Any requested changes must be reviewed and approved by the Kingdom Exchequer.
 - F. Of geographical necessity, most discussions by the KFC will take place via e-mail, phone calls, etc. All decisions made will be stored electronically by the Kingdom Exchequer. The KFC should meet in person at least once per reign; time and place may be suggested by any voting member and will be at the discretion of the Crown. Meeting minutes will be recorded by the Kingdom Exchequer and sent to all members of the KFC.
 - G. GFCs at the sub-Kingdom level should meet in person at least once per financial quarter or four times per year. All decisions will be recorded, printed, and filed by the Group Exchequer. Meeting minutes will be recorded by the Group Exchequer and sent to all members of the GFC.

VIII. Expense Authorizations

- A. GFCs will approve, in advance, annual Group and event budgets.
- B. All disbursements must be approved by a majority vote of the GFC, one of which must be either the Group Exchequer or Group Seneschal.
- C. No officer of any level has the power to authorize payments that do not support the SCA's tax exempt purpose. (Overall guidelines for classes of expenses are delineated in the Society Chancellor of the Exchequer's Handbook.) If the reasonableness of any expense is uncertain, the Kingdom Exchequer must be consulted.
- D. Fund advances must be documented and pre-approved by the GFC.
 1. Receipts supporting expenditure of advanced funds must be provided to the Group Exchequer no more than 30 days following the disbursement of the advance. The individual submitting the receipts should retain copies of those receipts.



Kingdom of Atenveldt

Office of the Chancellor of the Exchequer



2. The full amount of any funds advanced in excess of the receipts provided must be returned to the Group Exchequer no more than 30 days following the disbursement of the advance. The individual repaying the excess should retain documentation of this repayment with their copies of the receipts.
 3. Any advances outstanding at year-end should be recorded by the Group Exchequer as a receivable on their year-end financial reports.
 4. If funds are 60 days overdue, the GFC will not advance any further funds to the person who is delinquent. In addition, the Group Exchequer will inform the Group Seneschal for further potential proceedings.
- E. Reimbursements must be pre-approved and supported by receipts. This rule applies to anyone expecting reimbursement. The individual submitting receipts for reimbursement should retain copies of receipts for their own records.
- F. All Kingdom checks for the general operation of the Kingdom should be signed by the Kingdom Exchequer and, for the Estrella War, the Kingdom Exchequer, or the Estrella War Exchequer. **NO** check should be signed by an Officer if the check is being made out to that Officer for reimbursements of expenses.
- G. Society Funds cannot be used to:
- Purchase alcohol (following Society alcohol policies).
 - Replace or repair damaged private property as a result of an event.
 - Cover any expense not within the guidelines allowable for a non-profit, tax-exempt organization.
 - Purchase fireworks.
 - Run an interstate raffle.
1. SCA funds may not be used to reimburse expenses for events or meetings closed to the general populace unless the events or meetings have a business agenda which requires limited attendance, such as officer staff meetings, Kingdom councils, and event planning meetings. Expenses solely incurred for Royalty/Nobility-only and order-only meetings are specifically ineligible for reimbursement. The Society Chancellor of the Exchequer may grant variances to this policy on a case-by-case basis, based on written requests received no later than seven days prior to the event or meeting date.
- H. Expenses associated with the purchase or repair of regalia and/or equipment.
1. Repair and/or purchase of regalia and/or equipment with an estimated cost of \$200 or more require a cost estimate be submitted by the Regalia Officer to the GFC for approval. (Note: All Group Regalia Officers report to the Group Exchequer. If there is no Regalia Officer, the Group Exchequer is the de facto Regalia Officer).
 2. A minimum of three price quotes from three different vendors must be presented to the GFC for consideration. The GFC may wish to request bids from the populace. (If bids are solicited from the populace, a Request for Bid must be published in the Group newsletter for two consecutive months to ensure receipt of all bids for the work.) If three separate vendors who make the type of item or repair required cannot be found, the decision will be made using all bids submitted.



Kingdom of Atenveldt

Office of the Chancellor of the Exchequer



3. When a vendor has included labor costs, a W-9 must be submitted to the Group Exchequer before payment is processed. When possible, checks should be made out directly to the vendor.
 4. The Group Exchequer must receive receipts within 30 days from the delivery of the regalia/equipment. Any funds that remain unused must be returned to the Group Exchequer.
- I. Budgets
1. Ordinary and necessary expenses of running a Group office are included in the Group Annual Budget. All Group Officers are required to complete a budget for their office. They must submit their operating budget, in the manner requested, to the Group Exchequer no later than November 1.
 - i. Travel expenses are 'ordinary and necessary' if the officer must travel outside his/her geographical area to fulfill the mandatory duties of his/her office. Allowed travel expenses are defined as transportation and accommodation.
 2. All anticipated impending 'Capital Expenditures' (equipment or regalia costing over \$500, i.e. new trailer or pavilion), must also be included in the annual budget and the method for funding the purchase stated.
 3. The projected budget income must be either greater than or equal to the projected budget expenses. The GFC must approve the budget before funds may be disbursed.
 4. The Group Exchequer will track all Group Officers' expenses against their budget. The Group Exchequer may disburse funds to officers who have not gone over budget. Any Group Officer may request additional, over-budget funds, but must do so in writing to the GFC for all items to be purchased outside of their budget.
 5. All GFCs at the sub-Kingdom level must send a copy of their approved Annual Budget to the Kingdom Exchequer to review for fiscal responsibility of SCA funds. This must be received by the Kingdom Exchequer or designated deputy no later than December 1.
 6. The Group Exchequer will keep an electronic copy of the GFC's approval of any over-budget expenses with the appropriate paperwork on file.
- J. The GFC may authorize reimbursement of travel expenses for Officers who are requested to attend corporate-sponsored symposiums or mandatory meetings with Kingdom and/or Society Officers. Travel expenses are defined as transportation and accommodation.
- K. Events
1. All events require a signed Event Registration Form to be considered an official Society Event. No money should be collected and deposited to a Group account or disbursed from a Group Account for an activity that is not sanctioned by the Society.
 2. The Event Steward placing an Event Bid must submit Event Registration Form, Event Budget Form, and Event Announcement to the sponsoring GFC. The GFC will review the packet and return it to the Event Steward, and to the Group Exchequer who will handle the event expenses and income, with all agreed-upon changes. The Group Exchequer will keep a printed copy of the GFC's written approval of the budget with the event's paperwork. The Group Exchequer may advance the Event Steward(s) funds based on the approved budget.



Kingdom of Atenveldt

Office of the Chancellor of the Exchequer



3. The GFC must approve announcements concerning the event that are to be published in any officially recognized SCA news outlet.
4. As a part of the bid, the Event Steward must include a list of people/staff positions that will be provided complimentary admission into the event and/or for feast and the reason for excluding them from paying for the event or feast. The GFC may adjust the list as necessary. Crown and Royal Heirs need not be put on the list as they are traditionally admitted *gratis* for all events/feasts held in the Kingdom. The Kingdom Seneschal and Kingdom Exchequer will be comped for all Kingdom events as they are required to attend. However, this policy does not apply to Estrella War; that event has a separate comp policy included in the appendices of the Estrella War Financial Policy.
5. Non-members may not receive a comp for any event or feast.
6. The “Pre-Paid Feast Policy for Atenveldt Kingdom Event Bids” policy applies to all Kingdom events holding feasts. This policy may be viewed under the Policies folder in the [Kingdom Google Drive](#).
7. Any requests by the Event Steward for funds over the approved event budget must be made in writing **BEFORE** the funds are spent. The GFC may disallow reimbursement for any expenditure not pre-approved or over-budget items.
8. Use of online credit card acceptance services by SCA branches is restricted to approval by the Society Chancellor of the Exchequer. SCA branches are not to use the personal credit card acceptance account of an individual or other business under any circumstances.
9. The Event Steward is not to collect funds or run the Gate for their own event. The Group Exchequer is responsible for the proper collection and reconciliation of all funds at all Group events. Funds received must be reconciled against the actual Gate and/or feast count and any other collections from the event. The Group Exchequer may delegate the actual task of the collection(s) to a warranted Deputy and/or another warranted Officer.
10. All Group Exchequers must follow current Kingdom Gate procedure(s) to ensure the safe control of cash collection at events held in the name of the SCA.
 - i A counting and signing off on the beginning and ending Event Cash Box by the Event Steward and Gate Steward must be performed for at least every day of the event.
 - ii No minor may serve as the “Head” Gate Steward at any event. They may assist the warranted officer in charge.
11. Within 30 days after the end of the event, the Event Steward will provide to the Group Exchequer receipts to support all advanced funds and any receipts requiring reimbursement per the budget. If the receipts provided as support do not equal the funds advanced, any excess funds must be returned promptly, and in full, to the Group Exchequer.



Kingdom of Atenveldt

Office of the Chancellor of the Exchequer



12. All funds collected from an event must be deposited in a timely fashion, no later than 14 days after an event, by the Group Exchequer to the appropriate Group bank account. All pre- payments for event activities (i.e. pre-paid feasts), must be deposited at least on a weekly (every seven days) basis by the Group Exchequer, up until one week past the close of those collections. All Officers who collect any SCA Funds must give those funds to the Group Exchequer within seven calendar days of the original collection.
13. Funds collected for one type of income will be deposited separately from funds collected for another type of income. For example, money collected for Heraldry submissions will not be deposited with funds collected for an event or fundraiser. If funds are collected at an event for a fundraiser, they will **NOT** be deposited with the 'event' funds. Thus, money deposited by the Group Exchequer can be identified specifically on the bank statements.
14. A properly filled out Non-Member Registration Report form, Transfer to Another SCA Account form, and check written on the Group Checking Account for the funds collected for Non-Member Registration will be received by the Kingdom Exchequer or their designated Deputy no later than ten business days after the completion of the event. Group and/or Group Exchequer suspension may be recommended by the Kingdom Exchequer to the Kingdom Seneschal and Crown for non-compliance with this rule.
15. The Kingdom Exchequer may require a financial policy for any intra-Kingdom event.
16. Profit and Distribution for Kingdom Level Event(s)
 - i All Kingdom-level Events must be run by paid members of the SCA that are warranted by the Kingdom Seneschal to serve as Event Steward(s) for the event.
 - ii Fifty percent (50%) of all profits (if any) shall be paid to the hosting SCA-recognized sub- Kingdom level Group within the Kingdom of Atenveldt. The hosting group may decline any or all profits.
 - iii For all Kingdom-level events that are NOT hosted in the name of an SCA-recognized sub- Kingdom Group, the Kingdom will retain all profits.
17. For Kingdom Events held in conjunction with another Group(s) event or any sub-Kingdom level event that is run by two or more SCA-recognized Groups within the Kingdom of Atenveldt:
 - i All GFCs' must pre-approve and sign off on the event budget and disbursement percentages of any profits to be transferred to the groups.
 - ii One Group Exchequer will be selected from all the groups involved (to be agreed upon by the GFCs of all the groups involved with the event) to handle all financial transactions and reconciliations. This person will also be responsible for submitting the Final Event Report to the other Groups' Exchequers, **BEFORE** any fund transfers take place.
 - iii The Kingdom Exchequer will have final say over any financial disputes for any sub-Kingdom level event that is run by two or more SCA-recognized Groups within the Kingdom of Atenveldt.
 - iv Financial disputes involving Kingdom Events held in conjunction with another group(s) will be resolved by the KFC.
 - v Final Event Reports will be published for all the involved Groups.



Kingdom of Atenveldt

Office of the Chancellor of the Exchequer



- L. Total reimbursements from the Kingdom to the Crown for travel expenses shall not exceed \$3,600 per reign. Total reimbursements from the Kingdom to Royal Heirs for travel shall not exceed \$500, timeframe to not begin before they are Heirs or extend beyond their Coronation. All reimbursements for Royalty/Heirs must be supported by receipts/confirmed reservations and paid out at two-thirds the expenses presented. Travel expenses may include transportation and necessary hotel accommodations.
- M. Individual Group Financial Policies may restrict the amount that the Group reimburses the Territorial Nobility. All reimbursements must be supported by receipts/confirmed reservations. Travel expenses may include transportation and necessary hotel accommodations.
- N. Total reimbursements from the Kingdom to Kingdom Officers for travel expenses shall not exceed their annual budgeted and amount must be supported by receipts/confirmed reservations. A Kingdom Officer's attendance at an event must be required to qualify for reimbursement.
- O. In the case that a Group additionally reimburses the Crown for travel to any event, the Group's Exchequer will notify the Kingdom Exchequer in writing.

IX. Prohibited Activities

- A. Interstate raffles and online auctions are prohibited. Raffle tickets may not be sold in localities where such a sale would conflict with contemporary law.
- B. The purchase, ownership, or sale of fireworks is prohibited. The purchase of professional fireworks services is permitted with approval by the Society Board of Directors.

X. Fundraisers/Dedicated Funds

- A. All fundraisers held at events must be approved in advance by the Event Steward and the Group Exchequer. Money from fundraisers that is to be used for purposes not acceptable for a tax- exempt organization or against SCA Policy may **NOT** go through SCA accounts. (Refer to the Society and Kingdom Fundraising Guidelines as well as Section VIII, F of this Policy for examples of what is not SCA-acceptable).
- B. All fundraisers held must have a stated primary and secondary purpose, and expiration date for inactivity that are acceptable to the GFC. These purposes must be posted in writing at the fundraiser. If it is not possible to fulfill the primary purpose or if there are residual funds, the funds will be directed to the secondary purpose. The final destination for all special-purpose fundraiser funds will be the Group General Fund.
- C. Reserve funds are recommended for all Groups. A Group should, at minimum, maintain enough reserve funds to be able to continue to function normally with no income for six months, and/or to lose all advance funds for one major event of the type it typically runs.



- D. Donations earmarked for a purpose contrary to our tax-exempt status or found untenable or undesirable by the potential recipient shall be declined. Donations of vehicles shall not be accepted by any branch of the SCA.

XI. Donation Procedures

- A. Donations of cash or equipment must be reported as an asset by the receiving Group. The value of equipment donations must be provided by the donor.
- B. All donations with a donated value of \$500 or more should be reported as income and determined if it is regalia or equipment. If equipment, it must be reported on the depreciation schedule of the Group's Exchequer's quarterly and annual reports. Regalia must be listed on the Regalia page of said reports.

XII. Trailers

- A. All trailers owned by the SCA are to be used for storing and transporting SCA property to and from SCA functions. Trailers owned by the SCA may not be used for strictly personal purposes by the members of the Group.
- B. Anyone towing a trailer owned by the SCA or one of its Groups shall be a member in good standing and tows the trailer at their own risk.
- C. Agreements to store and tow the trailer must be made in writing in advance between the member storing or towing the trailer for each trip and the Group owning the trailer. Each agreement should include specifications of timeframes and calculation for any expense reimbursement. Each trip should be considered round-trip, and the member towing the trailer is responsible for its return at the end of the trip, unless otherwise specified in the agreement.
- D. Trailers must always be loaded in compliance with the trailer's maximum gross trailer weight rating, maximum tongue weight rating, and load balancing instructions. Trailers must be attached to a towing vehicle rated for that type of trailer. Trailers must be attached using all legally required attachments and restraints and working electrical connections.
- E. If there is available capacity in the trailer after the Group property is loaded, and there is a desire to transport additional personal property in the trailer, it is allowable that additional personal property owned by Group members is placed in the trailer. Any personal property is loaded into the trailer at the property owner's risk.



XIII. Formal Review of Books

- A. The purpose of a formal review of books is to ensure that all appropriate policies and procedures are in place and followed by all parts of the SCA, Inc., and to determine, document, and monitor appropriate corrective action plans when gaps are found. A formal review of books is not a performance review for any financial officer nor is it to be used as such.
- B. A review of books is mandatory when the financial officer changes. All accounts must be reviewed at least once within any two-year period, regardless of financial officer turnover.
- C. Group reviews are performed by any warranted Exchequer acceptable to the Kingdom or Society Exchequer. For Kingdom level accounts, the reviewer must be approved by the Society Exchequer. The reviewer must not be a member of, or active in, the Group being reviewed.
- D. Reviews must be witnessed by at least one other officer. The witness should be (in order of preference) the Group Exchequer of the account, the Emergency Deputy Exchequer of the account, or the Seneschal on the GFC for that account. Under certain circumstances, such as the Group Exchequer is under investigation, it may be required that a third party be selected as the witness instead of the aforementioned officers. These may include the Regional Deputy Exchequer, Kingdom Exchequer, or a representative of the Kingdom Exchequer. If none of these officers are available, the review must be rescheduled to provide for the presence of one of these officers.
- E. The review covers all activity since the most recent of: date of last formal review, date of last financial officer change, back to January 1st three years prior so that at least two complete years of activity is included and start of Group history. The following topics and files, if they apply to the account being reviewed, are to be covered:
 - Financial reports submitted
 - Event or other activity reports as required by Kingdom policy
 - Warrant and membership status for the Group Exchequer and the Emergency Deputy Exchequer
 - Segregation of duties as required by Society and Kingdom policy
 - Training needs for the Group Exchequer(s) including access to Handbooks
 - Bank account setup and status (including signatory verification)
 - Ledger maintenance and bank account reconciliation
 - Transaction documentation, including deposits, receipts, advances, and advance reconciliation
 - GFC meeting minutes and decisions, including budgets and special votes
 - Group Financial policies in effect
 - Special purpose and dedicated funds
 - Cash control procedures
 - Asset management procedures
 - Correspondence



Kingdom of Atenveldt

Office of the Chancellor of the Exchequer



- Progress on action plans from prior reviews
- F. Written record of the review findings and action plans are to be entered into the Society Account Review Results form and signed by the reviewer and witness. The original of the signed form goes to the Kingdom Exchequer or Society Exchequer for Kingdom accounts. The report summary pages may be printed in the Group newsletter. Copies of the signed review findings go to:
- Financial Files (account)
 - Seneschal (account)
 - Reviewer
 - Outgoing Group Exchequer (if applicable)
 - GFC members
- G. The financial records are the property of SCA, Inc. and will be made available for examination by any member upon reasonable request at a time and place agreed upon by the Group Exchequer and the requestor. These meetings do not substitute for formal reviews of books.

Approved by the Crown of Atenveldt, Kingdom Seneschal, and Kingdom Chancellor of the Exchequer this, the 14 of November, Anno Societatis LII, being the Year 2017 in the Common Reckoning.

In Service,

Seonaid McDaid

Seonaid McDaid
Office of the Chancellor of the Exchequer
Kingdom of Atenveldt