



2021 Financial Policy

Approved by Financial Committee – December 2020

Approved by SCA Board – March 2021

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COMPOSITION OF THE FINANCIAL COMMITTEE.

- A) All voting members of the Financial Committee must be paid members of the SCA. The committee must have an odd number of at least three voting members.
- B) These members must include the Royalty/Nobility if applicable (1 vote), the warranted Seneschal (1 vote), and the warranted Exchequer (1 vote). If there is no Royalty or Nobility in the Group, a warranted officer of that Group shall be the third member of the GFC.

TERMS OF FINANCIAL COMMITTEE MEMBERS.

- A) All voting members of a Financial Committee 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.
- B) Any voting committee 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.

TIMEFRAMES AND METHODS FOR MEETINGS.

- A) Of geographical necessity, most discussions by the Kingdom Financial Committee (KFC) will take place via e-mail, phone calls, etc. Voting may not be completed on social media. Email, zoom/teams phone are allowed. All decisions made will be documented and 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.
- B) Group Financial Committees (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 and

filed by the Group Exchequer. Meeting minutes will be recorded by the Group exchequer and sent to all members of the GFC.

TIMEFRAMES AND METHODS FOR ACTION APPROVAL UNDER NORMAL CIRCUMSTANCES

- A) The committee shall approve all expenditures from the general operating account(s). All actions must be approved by at least a majority vote or as determined by the appropriate Financial Policy.
- B) 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 committee membership approves/denies the request.
- C) Voting may not be completed on social media. Email, zoom/teams phone are allowed. Document and keep minutes of the meeting per the document retention policy.

TIMEFRAMES AND METHODS FOR MEETING AND APPROVAL IN EMERGENCIES.

- A) All requests for funds of an urgent nature must be decided upon within no more than 24 hours.
- B) All voting members should vote, but if that is not possible, a decision will be reached if a majority of the total committee membership approves/denies the request.
- C) Voting may not be completed on social media. Email, zoom/teams phone are allowed. Document and keep minutes of the meeting per the document retention policy.

REPORTING SCHEDULE FOR BRANCHES.

- A) All groups within the Kingdom that maintain assets are required to submit an electronic report monthly and annually to the Kingdom Chancellor of the Exchequer. The Q4 report replaces a year-end doomsday report for local groups.
- B) Reports are due no later than the 15th of the following month.

- C) The Kingdom Exchequer is required to report quarterly and annually to the Society Chancellor of the Exchequer, Crown, and Kingdom Seneschal. Reporting requirements for branch reports
- D) Reports should include the following documents:
1. Official bank statement – signed by the local exchequer and local seneschal.
 2. Account reconciliation report – signed by the local exchequer and local seneschal.
 3. Quarterly Report – signed by the local exchequer and local seneschal. This additional report is to be included in the reports for April, July, October, and January.
- E) Late reports will be recorded as “tardy” and the local exchequer will be sent a reminder to upload required reports no later than 2 weeks after the original due date. After the second “tardy” report within a calendar year, a “warning” notice will be sent the local seneschal, local financial committee, and local nobility (if applicable). After the third “tardy” report, the issue will be escalated to the kingdom financial committee for recommended actions that may be grounds for:
- Removal of local exchequer and direct financial oversight by the kingdom exchequer until a trained local replacement is ready to step up.
- F) Temporary Suspension of the branch until it meets financial requirements. 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, NOT on social media. If there is no official newsletter, a notice may be posted in their social media avenues that the statement is available from their group Exchequer for review. A copy of the newsletter/printing must also be posted in their respective folders for the kingdom Exchequer as proof of this reporting requirement.
- G) The Kingdom Exchequer is required to compile and consolidate all annual financial reports for the entire Kingdom and submit them to the Society Exchequer, SCA

Accounting Specialist, Kingdom Seneschal, and Crown by March 15 of the following year.
This report will be filed electronically.

TIMEFRAMES AND METHODS FOR REVIEW AND REVISION OF THE FINANCIAL POLICY.

- A) 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.
- B) All Groups at the sub-Kingdom level must have a written Financial Policy that is reviewed and approved annually by the local financial committee and uploaded into the required shared folder with access by the kingdom exchequer.
- C) Voting may not be completed on social media. Email, zoom/teams phone are allowed. Document and keep minutes of the meeting per the document retention policy.

METHODS FOR CONTROLLING CASH RECEIPTS.

- A. Cash receipts shall include but are not limited to
 - 1. event income of all types,
 - 2. money collected from advertised fund raising endeavors,
 - 3. donations,
 - 4. money from the sale of goods purchased with group funds, and
 - 5. newsletter sales and subscription income.
- B. Cash receipts of any type totaling more than \$50 must be deposited in the appropriate account no later than 14 calendar days after the receipt by an officer of the SCA. Cash receipts of any type less than this limit must be deposited in the appropriate account no later than 30 calendar days after the receipt by an officer of the SCA. No incoming funds of any type are to be kept out of the appropriate account longer than these timeframes.

Undeposited income of any type is not to be used for refunds, reimbursements or expenses.

- C. 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.
- D. Minors may not serve as Head Gatekeeper/Troll/Reservationist/etc. for an event. Minors may assist at the gate under the oversight of a warranted financial exchequer.
- E. Site owners may additionally oversee the gate operations, but the final responsibility for the funds collected in the name of the SCA must remain with an authorized paid SCA member who does not have a financial or material interest in the ownership of the site itself.
- F. The Event Steward is not to collect funds or run the Gate for their own event.

POLICIES REGARDING EVENT ADMISSION CHARGES, REFUNDS, OR COMPLIMENTARY PASSES.

Events

- A) 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.
- B) 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.

- C) The GFC must approve announcements concerning the event that are to be published in any officially recognized SCA news outlet.
- D) 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, Kingdom Exchequer, Kingdom Sheriff, and Kingdom Regalia officers (for Crown Tournament and Coronation) 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.
- E) Non-members may not receive a comp for any event or feast.
- F) The “Kingdom of Atenveldt Fest Policy” policy applies to all Kingdom events holding feasts. This policy may be viewed under the Policies folder in the Kingdom Google Drive.
- G) 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.
- H) 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.
- I) 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. The Exchequer and one other non-related member need to reconcile the collected funds before leaving site. 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.

- J) 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.
 - 1. 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.
 - 2. No minor may serve as the “Head” Gate Steward at any event. They may assist the warranted officer in charge.
- K) 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.
- L) 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.
- M) 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.
- N) 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.

O) The Kingdom Exchequer may require a financial policy for any intra-Kingdom event.

P) Profit and Distribution for Kingdom Level Event(s)

1. 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.

2. 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.

3. 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.

Q) 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:

1. All GFCs' must pre-approve and sign off on the event budget and disbursement percentages of any profits to be transferred to the groups.

2. 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.

3. 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.

4. Financial disputes involving Kingdom Events held in conjunction with another group(s) will be resolved by the KFC.

5. Final Event Reports will be published for all the involved Groups.

- R) 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 \$1000, 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 100% of the expenses presented. Travel expenses may include transportation and necessary hotel accommodations.
- S) 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.
- T) 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. Required events for Kingdom Officers outside of their normal course of annual requirements (ie, Exchequer Symposium, Seneschal Symposium, etc) shall be reimbursed at 100% of reasonable costs. Reimbursable amounts to include travel, lodging, and food. No alcohol shall be reimbursed.
- U) 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.

POLICY REGARDING ASSET MANAGEMENT AND CONTROL OF INVENTORY INCLUDING TRAILER POLICY

- 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 branch.
- B) Anyone towing a trailer owned by the SCA or one of its branches 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 branch 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 branch 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 branch members is placed in the trailer. Any personal property is loaded into the trailer at the property owner's risk.

PROHIBITED ACTIVITIES

- A) RAFFLES AND ONLINE AUCTIONS are prohibited.
- B) FIREWORKS - The purchase, ownership or sale of fireworks is prohibited. The purchase of professional fireworks services is permitted, with approval by the Board of Directors.

POLICY ON SALES TAX IF ANY AREA IN THE KINGDOM IS REQUIRED TO COLLECT STATE/LOCAL SALES TAX FOR EVENT ADMISSIONS, FUNDRAISERS, SILENT AUCTIONS, ETC.

The Kingdom of Atenveldt does not collect sales tax from vendors for the state of Arizona.

SPECIAL PURPOSE AND 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-

- 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) The kingdom will reserve enough funds in either checking or savings to cover its approved, budgeted expenses for up to 12 months without addition income. Local branches are encouraged to do the same.
- 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.

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.

ADDITIONAL POLICIES DESIRED BY THE KINGDOM OF ATENVELDT FINANCIAL COMMITTEE

BANK ACCOUNTS

- A) Request for new accounts must be submitted to the Kingdom and Society Exchequers for approval.
- B) Every account (checking, savings, Certificates of Deposits (CDs), etc.) requires two signatures for disbursements or withdrawals.
- C) Signatories
- Must include the kingdom exchequer, kingdom seneschal, local exchequer, local emergency exchequer, and local seneschal. Optional signatories may include the kingdom emergency exchequer, additional local exchequer deputies, or local financial committee members.
 - All signatory requests must go through the kingdom exchequer for approval.
 - 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.
 - Current Crowns, Their Heirs, or Territorial Baronial Nobles or Their Heirs, **CANNOT BE SIGNATORIES** on any account during their tenure.
 - No two signatories on the same account may share the same address or be immediately related.
- D) Debit and credit cards for SCA accounts are **NOT** allowed. Refer to the Electronic Transfer of Funds (ETFs) Policy for information about ETFs.

EXCHEQUER FINANCIAL RECORDS

- A) The Exchequer must maintain records of all financial activities. Detailed records must be maintained, and receipts, disbursements, and contributions specifically itemized.

1. Such records may be stored electronically. There must be at least one backup file/copy maintained off-site, electronically, or physically. The method for creating and storing electronic backups should be addressed in the appropriate financial policies.
 2. All records must be updated quarterly, monthly is preferred.
- B) 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.
- C) The Exchequer must keep a copy of all Financial Committee decisions to disburse funds with the appropriate paperwork regarding that decision.

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, Baronial Regalia, 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.

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.

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, or a signer on the account of 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:
1. Financial reports submitted
 2. Event or other activity reports as required by Kingdom policy
 3. Warrant and membership status for the Group Exchequer and the Emergency Deputy Exchequer
 4. Segregation of duties as required by Society and Kingdom policy
 5. Training needs for the Group Exchequer(s) including access to Handbooks
 6. Bank account setup and status (including signatory verification)
 7. Ledger maintenance and bank account reconciliation
 8. Transaction documentation, including deposits, receipts, advances, and advance reconciliation
 9. GFC meeting minutes and decisions, including budgets and special votes
 10. Group Financial policies in effect
 11. Special purpose and dedicated funds
 12. Cash control procedures
 13. Asset management procedures
 14. Correspondence

15. 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:
1. Financial Files (account)
 2. Seneschal (account)
 3. Reviewer
 4. Outgoing Group Exchequer (if applicable)
 5. 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.

EXPENSE AUTHORIZATIONS

- A) Local Financial Committees will approve, in advance, an annual budget and event budgets. Any expenses or reimbursements not included in the approved budget must be reviewed on a case-by-case basis by the financial committee.
- B) 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.
- C) Fund advances must be documented and presented to the exchequer. Receipts supporting expenditure of advanced funds and any remaining unused funds must be provided to the Group Exchequer no more than 30 days following the disbursement of the advance.

1. Any advances outstanding at year-end should be recorded by the Group Exchequer as a receivable on their year-end financial reports.
 2. 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.
- D) 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.
- E) **NO** check should be signed by an Officer if the check is being made out to that Officer for reimbursements of expenses.
- F) Society Funds cannot be used to:
1. Purchase alcohol (following Society alcohol policies).
 2. Replace or repair damaged private property as a result of an event.
 3. Cover any expense not within the guidelines allowable for a non-profit, tax-exempt organization.
 4. Purchase fireworks.
 5. Run an interstate raffle.
- G) 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 \$500 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. 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 appropriate newsletters for two consecutive months to ensure receipt of all bids for the work.)
 3. The GFC may wish to request up to 3 competing bids before selecting a vendor.
 4. 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.
 5. 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.

BUDGETS:

- A) Operating budgets must be presented and approved by the appropriate Financial Committees no later than January 1. The Kingdom Financial Policy must also be approved by the Board of Directors (BOD).
- B) Any proposed expenses or requests for reimbursement outside the pre-approved budget are subject to approval by the Financial Committee on a case-by-case basis.
- C) 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. Kingdom Financial Policies may have additional requirements for reimbursement of these expenses. Expenses solely incurred for Royalty-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.
- D) Budget items may include:

1. General administrative expenses for running an office
2. Travel reimbursement for royalty/nobility/officers who are required to attend official events
3. Postage, shipping, PO box rental
4. Minor equipment maintenance (under \$500)
5. Food expenses
6. Storage expenses
7. Capital Expenses/Regalia Expenses (over \$2000)

ADDITIONAL POLICIES

Additional information can be found in the following policies:

- [SCA Financial Policy](#) (found on the society website)
- Kingdom of Atenveldt Feast Policy
- Kingdom of Atenveldt Paypal Policy
- Estrella War Policy
- Kingdom of Atenveldt EFT Policy

Approved by the Crown of Atenveldt, Kingdom Seneschal, and Kingdom Chancellor in December 2020, to be reviewed again within the next 12 months.