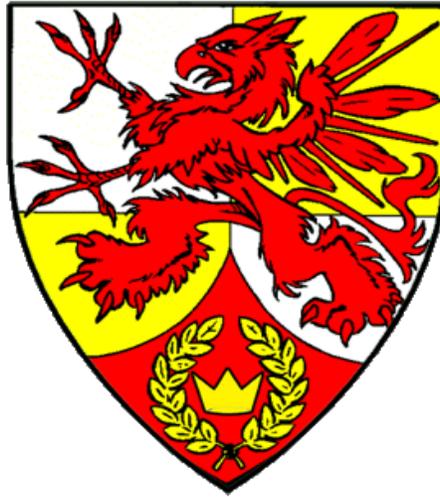


# Kingdom of Avacal Financial Policy



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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.

Order of precedence

1. Mundane Law
2. SCA Corpora Law
3. Society Exchequer Policy
4. Kingdom Law
5. Kingdom Financial Policy

## **II. FINANCIAL POLICY REVIEW**

The Avacal Financial Policy should be revised whenever changes in modern law, the SCA's governing documents and Policies, the Kingdom of Avacal 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 of Avacal
- The Heirs of Avacal as non-voting advisors
- The Kingdom of Avacal Seneschal
- The Kingdom of Avacal Exchequer

The members of the Council of the Exchequer jointly bear the fiduciary responsibilities of managing the Kingdom's assets. The Crown jointly has 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 Crown events as defined by the Avacal Event Policy. If members are unable to attend a Crown event, an alternate date and time shall be set for either a face-to-face or virtual meeting. Financial discussions during Curia are also considered a meeting of the council, provided the financial committee is present.

The Council of the Exchequer must approve all Kingdom level 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. The Financial Committee will ratify these emergency disbursements at the next meeting.

## **IV. BUDGETS**

Annual Kingdom budgets shall be established including for the Crown and Kingdom officers, special purpose funds, additional policies as needed, and the Council of the Exchequer shall approve any changes to these budgets, funds or policies. Copies of these shall be posted on the Avacal website. All branches require a yearly budget decided on by the financial committee. This budget must be posted on the branches website as well as sent to the Kingdom Exchequer.

## **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.

ex. SCA AVACAL

ex. SCA BITTER END

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 will follow the Society's PayPal policy.

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

For branch bank 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.

Bank statements shall be sent to the branch Seneschal directly or a P.O. Box to be picked up by the Seneschal. The Seneschal shall review the bank statement, sign it and give it to the exchequer either as a physical copy or digital copy. The exchequer will prepare a reconciliation. A copy will then be sent by the branch exchequer to the Kingdom Exchequer monthly.

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

Cash is never to be withdrawn, nor is a cheque issued to Cash ever allowed.

## **VI. REPORTS**

### **MONTHLY**

Each branch is required to submit a monthly consolidated report and bank statement signed by the seneschal to the Kingdom Exchequer, branch Baron and Baroness (if applicable) and branch Seneschal.

## QUARTERLY

All branches must maintain up to date financial information consisting of ledger, bank statements and quarterly reports.

All reports and ledgers must be cumulative for the year.

All branches must report quarterly (Q1, Q2, Q3) the following:

1. Quarterly Report, Must balance
2. Up to date electronic ledger
3. End of month bank statement

Year End Report (Q4):

1. Year End Report from January 1 to December 31, Must balance
2. Up to date electronic ledger as of December 31
3. December bank statement
4. Signed hard copy of the Year End report and December bank statement by the branch Exchequer and branch Seneschal mailed to the Kingdom Exchequer once the electronic Year End and December bank statement is approved by the Kingdom Exchequer by January 30.

Branch Quarterly and Year End reports shall be sent electronically with the Subject line “Qx, <Branch Name>” ex: “Q1, Montengarde” and must be submitted to the Kingdom Exchequer, branch Baron and Baroness (if applicable) 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 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 and Tax Compilation Specialist by the deadline specified by those offices.

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.

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

## **EVENTS**

Any event held by any branch requires an event report submitted to the branch seneschal, branch exchequer and Kingdom Exchequer by the branch Exchequer within 30 days of an event.

## **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 30 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 10 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 for the following:

- Closed meetings (example – teas where not everyone is welcome).
- Royalty-only or Order-only meetings.
- Gift cards or prepaid credit cards
- Non-501c3 charity organizations
- Alcohol or fireworks
- Gifts
- Replacement of private property
- Memberships, member registration fees or non-member registrations (NMR)

## **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 Annual 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 (Section XVI.) 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.

The pre-approval of funds by the financial committee will expire 6 months from the date of approval if the funds are not used, unless it is 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, event registration, and food (no alcohol).

Expenses must be pre-approved and receipts will be provided with a cheque requisition form within 30 days.

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 are 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, champions, and officers for the duration of their time in that position. In order to manage regalia responsibly, regalia must be inventoried and checked out from the Kingdom Chamberlain at the beginning of their tenure. 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, and Kingdom Champions is to be signed by them and a copy sent to the Royal Chamberlain and Kingdom Exchequer before final expenses can be reimbursed.

## **XI. CONTROLLING CASH**

Funds exceeding \$1,000.00 from events, fundraisers, etc., must be deposited in the bank account within 5 business days from the close of the event or activity.

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 REGISTRATION (NMR)**

NMR 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 NMR Deputy in accordance with Society mandates. Submissions shall be postmarked no later than 10 business 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, non-member attendance and value of NMR collected. Overdue submissions may result in suspension of the branch and/or other remedial measures as deemed necessary. NMR 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 site fees and feast fees at all Avacal Kingdom level events.

Any foreign sitting Royalty shall be exempt from registration and feast fees.

Any kingdom Champion running their replacement tournament shall be exempt from site fees.

Kingdom champions and officers may be exempt from site fees at Avacal Kingdom level at the discretion of the Kingdom Financial Committee.

### **XIV. KINGDOM EVENTS**

Local branches designated according to Kingdom Law, Article VI, host kingdom events. The Kingdom may advance funds to any branch for initial expenses for any Kingdom event. Advance funds must be repaid within 10 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 the 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 in electronic copy form are due to the financial committee within 30 calendar days. The kingdom portion of the event profit is also due in 30 calendar days as per Kingdom Law, Article VI.

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

Every branch or guild must have a warranted exchequer who is a member in good standing, age of majority, and has access to a copy of the following documents: Local Exchequer's Handbook, Society Financial Policy, Kingdom Law, Kingdom Financial Policy, and the local (group or branch) Financial Policy.

To receive a warrant the following must be sent to the Kingdom Exchequer

- Change of officer form
- Proof of valid membership
- Photo ID

The Kingdom Exchequer has the final authority over any exchequer appointment.

The branch seneschal will sign this form, 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 up to 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. 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 be legally married, reside at, or operate out of the same residence.

## **XVI. 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 Avacal Financial Committee must approve the establishment and dissolution of dedicated funds. 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: 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 and a completed cheque requisition form to the Avacal Exchequer.

Approved reimbursable expenses from this fund incurred during the normal execution of the Crown office include car rental/mileage, gas/tolls, airfare, hotel accommodations, telephone, and site fees. (Not allowed are insurance, repairs and traffic or parking tickets)

Total base reimbursement from the Avacal Travel fund within a given reign may not exceed a total of \$2,000. The Crown may request a onetime reimbursement of up to \$1,500 prior to the end of their reign. The final \$500 will be reimbursed when:

1. The Chamberlain receives back all items borrowed during the reign in acceptable condition.
2. The outgoing Crown sends a copy of the signed regalia inventory return sheet, receipts and cheque requisition form in electronic format to the Kingdom Exchequer.

3. All reimbursement requests must be completed and sent to the Kingdom Exchequer within 30 days of Coronation of the new Heirs. Any expenditures not submitted to the Kingdom Exchequer by the outgoing Crown within 30 days will be considered void at the discretion of the financial committee.

The Crown can exceed the \$2,000 limit by conducting direct fundraising activities during Their reign organized by Them or Their designate. They are eligible to claim up to 75% of the money raised. FOR EXAMPLE – if the Crown raises \$1,000 for the Travel Fund during their reign, the Crown may submit a reimbursement claim for an additional \$750 for valid expenses bringing the limit up to \$2,750 in travel expenses. Any group that donates or fundraises for the travel fund can specify if the monies are a direct contribution to that reign or if to be placed into the general travel funds.

The Travel Fund will be annually supplemented up to a maximum of \$6,000 from General Funds to bring the total amount in the Travel Fund to \$6,000 (the equivalent of three reigns of travel expenses) during Winter Coronation. For example, if the Travel Fund sits at \$6,469 no money will need to be allocated from the General Funds, if the Travel Fund has \$5,469 then only \$531 will be allocated to the travel fund.

Minimum Dollar - The travel fund shall never go below \$2,000. If it does the immediate action will be taken: a) funds from the General Funds will bring that amount above \$2,000 and b) an "emergency" Fundraiser will be coordinated and held at the earliest possible occasion.

#### **Heraldic Submission Fund**

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

Minimum Dollar - \$200. 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. Should TUA be discontinued, all funds shall be transferred into General Funds.

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 Heralds. 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 prevue 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 exchequer 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 CAD. 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 prepayment 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. Variances issued will be sent to the Society Exchequer & Kingdom Seneschal for possible approval. Society Exchequer approval may be contingent upon a decision of the Board of Directors.

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

V5.0 February, 2017 HL Henry of Bohemia, Avacal Chancellor of the Exchequer

V5.1 November, 2018 HL Henry of Bohemia, Avacal Chancellor of the Exchequer

Signed and Approved on

Signatures:

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Kingdom Exchequer

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Society Exchequer

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King

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Queen