

SOCIETY FOR CREATIVE ANACHRONISM, INC.

KINGDOM OF CAID FINANCIAL POLICY

Approved by the Kingdom Financial Committee 1-9-2021

SCA Board Approval 4-18-2021

We do hereby proclaim and publish these policies as the Financial Policy of the Land in this Our Realm.



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Contents

- Article I. COMPOSITION OF THE KINGDOM FINANCIAL COMMITTEE 3
- Article II. TERMS OF FINANCIAL COMMITTEE MEMBERS 3
- Article III. TIMEFRAMES AND METHODS FOR MEETINGS 3
- Article IV. TIMEFRAMES AND METHODS FOR ACTION APPROVAL UNDER NORMAL CIRCUMSTANCES.. 3
- Article V. TIMEFRAMES AND METHODS FOR MEETING AND APPROVAL IN EMERGENCIES 3
- Article VI. REPORTING SCHEDULE FOR BRANCHES 3
- Article VII. REPORTING REQUIREMENT FOR BRANCH REPORTS. 4
- Article VIII. TIMEFRAMES AND METHODS FOR REVIEW AND REVISION OF THE FINANCIAL POLICY 4
- Article IX. METHODS FOR CONTROLLING CASH RECEIPTS 4
- Article X. EVENT ADMISSION CHARGES, REFUNDS OR COMPLIMENTARY PASSES 5
- Article XI. ASSET MANAGEMENT, CONTROL OF INVENTORY AND TRAILER POLICY 6
- Article XII. PROHIBITED ACTIVITIES..... 7
- Article XIII. SALES TAX 7
- Article XIV. SPECIAL PURPOSE AND DEDICATED FUNDS..... 7
- Article XV. BUDGETS AND EXPENDITURES..... 7
 - Section 15.01 General Expenses..... 7
 - Section 15.02 Travel Fund 8
 - Section 15.03 Kingdom Events 9
 - Section 15.04 Fundraising 9
 - Section 15.05 Court Recognition Tokens 9
- Article XVI. ADMINISTRATIVE POLICIES FOR EXCHEQUERS 9
 - Section 16.01 Exchequer Requirements 9
 - Section 16.02 Warranting of Exchequers..... 10
 - Section 16.03 Bank Accounts 10
 - Section 16.04 Closing of Accounts 10
 - Section 16.05 Audits and Review of Records 11
- Conflict with Corpora/Society Financial Policy -Ruled Invalid- Procedure. 11
- Attachment 1 - CAID PayPal and SCARs Financial Policy 11

Article I. COMPOSITION OF THE KINGDOM FINANCIAL COMMITTEE

- (a) The Committee will consist of three voting members, specifically, the Kingdom Exchequer, the Kingdom Seneschal, and the Crown (one aggregate vote). Other persons may be present but shall not have a vote in any proceedings.
- (b) In addition to being paid members of the SCA, officers on the committee must be warranted.

Article II. TERMS OF FINANCIAL COMMITTEE MEMBERS

For as long as they hold the offices and reside within the established borders of the Kingdom of CAID.

Article III. TIMEFRAMES AND METHODS FOR MEETINGS

- (a) The Committee shall meet in person at least once between Crown and Coronation with the attendance of the heirs, for the purpose of dealing with normal financial issues, and to familiarize the heirs with their upcoming financial responsibilities.
 - 1. Any member may call for an emergency Committee meeting.
 - 2. The request should include a requested deadline for responding.
- (b) Committee business can be conducted in person, by email, phone or Zoom/TEAMS with the Kingdom Exchequer responsible for documentation and retention of meeting records.

Article IV. TIMEFRAMES AND METHODS FOR ACTION APPROVAL UNDER NORMAL CIRCUMSTANCES

- (a) Under normal circumstances action approval is by email and must be received within 10 days.
- (b) Under no circumstances may votes be taken via Social Media.
- (c) Approval of financial decisions requires two-thirds majority.
- (d) Financial decisions not covered by Corporate or Kingdom Financial policies, included in the Kingdom budget, or Designated Funds must be voted on by the Committee.

Article V. TIMEFRAMES AND METHODS FOR MEETING AND APPROVAL IN EMERGENCIES

- (a) In an emergency, unbudgeted expenditures less than or equal to \$200 may be authorized by the Kingdom Exchequer upon consultation (approval) with Kingdom Seneschal.
- (b) Unbudgeted expenses greater than \$200 must be approved by a unanimous vote of the Financial Committee. The time frame for approval is 3 days.
- (c) Under no circumstances may votes be taken via Social Media.

Article VI. REPORTING SCHEDULE FOR BRANCHES

- (a) Branch and group Exchequers are responsible for timely reporting to their superior. Consecutive quarterly reports are due to the Kingdom Exchequer within one month of

the end of the Quarter, specifically, April 30, July 31, and October 31. Variances from this policy will be considered on a case-by-case basis.

- (b) Year End (Doomsday) reports are due to the Kingdom Exchequer by February 15, or sooner.

Article VII. REPORTING REQUIREMENT FOR BRANCH REPORTS.

(a) Reports must include:

1. The completed standard SCA exchequers report form.
2. Reconciled copies of Bank Statements for all accounts owned by the group for the quarter.
3. A log of financial activity, such as a journal or ledger.
4. A current list of any variances in effect.

(e) The requirements for a complete yearend report includes:

1. The completed standard SCA exchequers report form. The report must include signatures of the branch/group Seneschal or Primary and Exchequer.
2. Reconciled copies of Bank Statements for all accounts owned by the group for the year must be on file with the Kingdom Exchequer.
3. A log of financial activity, such as a journal or ledger for the year must be on file with the Kingdom Exchequer.
4. A current list of any variances in effect must be on file with the Kingdom Exchequer.

(c) All subgroups must file their reports with both their branch superior and the Kingdom Exchequer.

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

- (a) This policy must be reviewed by the Kingdom Financial Committee at least once every two years.
- (b) Any policy changes must be agreed to by the Kingdom Financial Committee, approved by the SCA Board of Directors, and will not go into effect until the reign following that of the Crown signatories.
- (c) This policy is supplemental to the Society Financial Policy, and in all cases that policy takes precedence.

Article IX. METHODS FOR CONTROLLING CASH RECEIPTS

Cash receipts shall include but are not limited to: Event income of all types; money collected from advertised fund raising endeavors; donations; money from the sale of goods purchased with group funds; and newsletter sales and subscription income.

- (a) 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.

- (b) 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.
- (c) Minors may not serve as Head Gate/Troll/Reservationist/etc. for an event. Minors may assist at the gate collecting funds, making change, etc., under the oversight of an individual permitted by the SCA's Corporate Policies to serve as an officer, who will be ultimately responsible for the accounting of the funds passing through the gate. At least one paid adult member of the SCA must be present and in charge anywhere SCA money is collected.
- (d) A paid adult member of the SCA must be in charge of the gate functions at any event where money is collected in the name of the SCA. 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.

Article X. EVENT ADMISSION CHARGES, REFUNDS OR COMPLIMENTARY PASSES

- (a) Event fees are determined by the hosting territory. Events may be held with free admission. All admission fees must be advertised, including all discounts.
- (b) Event fees shall include the \$5 NMR. Members showing proof of membership will receive \$5 discount. If the minor fee has already been discounted, then no additional discount will apply for member minors.
- (c) Per Society Financial Policy - Complimentary Passes may only be offered to **PAID** members of the SCA who's membership is active through the end of the event.
- (d) Camping events may have free or discounted admission, or a family rate, such as a price limit/cap. A family is considered one or two adults, and any number of minor children.
- (e) For events with feasts, decreased or free admission may be considered for kitchen staff or servers provided they are current SCA members.
- (f) Free or reduced admission for Kingdom Officers and Champions, as well as Territorial Champions may be considered. The Kingdom officers included are the Seneschal, Exchequer, Herald, A&S Minister, Earl Marshal, and Chronicler. Territorial Champions should provide some sort of Proof of their standing from the territorial Seneschal, Baron or Baroness.
- (g) Royalty will receive complimentary admission to all events but may pay event fees at their own discretion. Royalty is defined as: SCA Kingdom Crowns and Heirs, and

Crown Principality's Prince and Princess. Royal Peers and Royal Entourages are not included.

(h) Unused comps are forfeited and may not be re-allocated.

Article XI. ASSET MANAGEMENT, CONTROL OF INVENTORY AND TRAILER POLICY

(a) TRAILERS

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.

(b) REGALIA

1. Regalia are loaned to the current Royalty for the duration of each Reign. In order to manage Regalia responsibly, Regalia must be inventoried and checked out from the Kingdom Keeper of Regalia in accordance with the lease program. Royalty is responsible for the property during the term of the lease and shall be responsible for any damage or loss due to neglect or exceeding expected wear and tear (the loss of an occasional napkin or the occasional scratches and dings are to be expected).
2. The inventory shall be maintained by the Kingdom Keeper of Regalia and shall be reconciled at each Coronation and Crown Tournament as the regalia changes hands. The Kingdom Keeper of Regalia shall be responsible for any regalia not checked out to the Royalty. The Kingdom Keeper of Regalia shall also be responsible for arranging any such repair or maintenance as may be required.

3. The procedures to check out regalia to the Royalty are established by the Kingdom Keeper of Regalia. The Kingdom Seneschal is responsible for the contents of the Lease Agreement.

Article XII. 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. To request permission from the Board, the branch must request approval through the Kingdom Seneschal and the Kingdom Exchequer who will contact their Society Superiors for instructions.

Article XIII. SALES TAX

The Kingdom of Caid is not required to collect any state or local sales tax for any reason.

Article XIV. SPECIAL PURPOSE AND DEDICATED FUNDS

- (a) When setting up special purpose/dedicated funds, a primary and secondary purpose, and expiration date for inactivity, will be established by the Financial Committee. Funds allocated will be used for the primary purpose first. 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 funds will be the General Fund.
- (b) The Kingdom Financial Committee may approve the movement of Dedicated Funds to the General Fund due to discontinuation of the Dedicated Fund, inactivity, or the fulfillment of the purpose.
- (c) Designated funds may be allocated from the General Fund on approval of the Financial Committee, or they may be raised by fund raising activities, direct donations, sales of inventory, or other approved activities. These funds will be reported in the Exchequer report for the relevant group.

Article XV. BUDGETS AND EXPENDITURES

Section 15.01 General Expenses

- (a) All expenses, paid by the Kingdom must be preapproved by the financial committee, with reimbursement requiring receipts, or there will be no reimbursement. Cash Advances may be approved on a case-by-case basis, but receipts must be presented within 60 days of advancement, or the advance must be returned.
- (b) Requests for travel/fuel reimbursement must include a list of events attended and either gas receipts or mileage documentation. Reimbursement for mileage will be paid at the current rate for charitable mileage as allowed by the Internal Revenue Service.

- (c) Operating expenses for Kingdom offices, which are already included in the Kingdom Budget, do not require Committee approval.
- (d) No expenses will be reimbursed to anyone with an outstanding cash advance.
- (e) Receipts for reimbursement must be presented within 90 days following the expense. Receipts submitted beyond 90 days of expense will be reviewed by the Financial Committee but may be denied.

Section 15.02 Travel Fund

(a) Crown

1. Prior to each Coronation, the Kingdom Exchequer shall transfer sufficient fund from the General Fund to bring the balance of the Royal Travel Fund to \$4,000. These funds will be available to reimburse travel expenses for the Crown and Kingdom trailer up to \$3,500, with the remaining \$500 covering pre-Coronation travel expenses for the heirs. Additional funding of the Royal Travel fund through donations of money or volunteer hour funds from the populace, will be added to the account, and considered over and above the original \$4,000, with the Crown encouraged to support funding of this account to avoid depletion. Any funds remaining in the Royal Travel Fund at the end of a reign will be held over to the next reign.
2. Transportation costs for two representatives of the Crown for travel to the Barony of Western Seas (Hawaii) and Pennsic War are reimbursable from the Royal Travel Fund with prior Financial Committee approval. All requested expenses require documentation of expected expense from the service provider, as well as explanation of need, and may be partially or fully approved by the Committee.
3. Upon depletion of the Royal Travel Fund during a reign, further travel reimbursement requires Financial Committee approval, and should consider whether Crown attendance is deemed to be of significant benefit to the Kingdom.

(b) Kingdom Officers

1. For all Great Officers, as well as the Constable, and Minister of the Lists, mileage or gas receipts as previously described, are reimbursable for Spring and Fall Crown, Spring and Fall Coronation, Queen's Champion (Heavy weapons, Rapier, Equestrian, Archery, Unarmored, and Thrown Weapons), and Great Western War.
2. For the Dolphin Herald, mileage or gas receipts as previously described, are reimbursable for Spring and Fall Crown, as well as Spring and Fall Coronation. Officers with mandatory meetings or training sessions with their Society Superiors may be reimbursed for travel as previously described, with the addition of airfare and lodging.
3. If the officer in question is sending their designated successor in their place, they will be covered. If both the Officer and the designated successor will be attending, reimbursement for the successor must be approved by the Kingdom Financial Committee.
4. Travel for the Kingdom Seneschal, Earl Marshal, and the Kingdom Exchequer to conduct business in the Barony of Western Seas (Hawaii) may be reimbursed fully

for transportation costs. Travel may be done only once per calendar year, and food, rental cars, lodging, and incidental expenses are not reimbursable.

Section 15.03 Kingdom Events

- (a) Local groups that host Kingdom events shall receive forty percent of the profits of that event with sixty percent being forwarded to the Kingdom, unless there is a loss, in which case the hosting area will absorb sixty percent of said loss, and the Kingdom shall absorb forty percent of the loss.
- (b) Budgets for Kingdom events must be presented to the Kingdom Exchequer and Seneschal six months before an event is scheduled and should include site and feast fees expected to cover all expenses of the event, barring unforeseen circumstances, such as late site changes and emergencies.
- (c) Expenses for fund-raising events for other 501c3 non-profit organizations must be fully reconciled before any funds are distributed to the recipient organization.
- (d) No event of significant financial impact on the Kingdom or its subgroups may be added to or removed from the Kingdom calendar without prior review of that event by the Kingdom financial committee.

Section 15.04 Fundraising

Funds raised through fund raising activities must be kept separate from any personal funds and deposited to the appropriate account within two weeks of the activity.

Section 15.05 Court Recognition Tokens

The Kingdom will pay for eight silver Signa Regina, and eight Sigila Rex, or 16 Signum Regni with a combined maximum of \$200 for each reign. If the Crown desires more, they must cover any additional cost, unless otherwise approved by the Financial Committee.

Article XVI. ADMINISTRATIVE POLICIES FOR EXCHEQUERS

These policies are in addition to the policies in the SCA Chancellor of the Exchequer Handbook.

Section 16.01 Exchequer Requirements

- (a) Exchequer applicants must demonstrate proof of competence and receive the approval of the Kingdom Exchequer before assuming office. Proof of competence may include: accounting or bookkeeping experience; coursework from a college or university; competence in another office within the SCA; or serving a probationary term under the Kingdom Exchequer or their representative, with approval of their understanding and ability to perform the job.
- (b) Attendance of the Collegium Caidis Exchequer class, or other training by the Kingdom Exchequer or designated deputy, is mandatory, unless waived or deferred by the Kingdom Exchequer.

Section 16.02 Warranting of Exchequers

- (a) All territorial exchequers and deputies of the Kingdom Exchequer will be warranted for a 2-year term on a roster warrant signed by the Kingdom Exchequer and the Crown. Additionally, initial warranting for each individual requires a signed Financial Warrant and Agreement to Serve.
- (b) The Kingdom Exchequer must have a default successor who is familiar with the Kingdom books and records, and able to step into the office should any unforeseen circumstances prevent the Kingdom Exchequer from continuing with the responsibilities of the job.
- (c) Territorial exchequers are deputies of the Kingdom Exchequer and may not be removed from office without the knowledge and consent of the Kingdom Exchequer and the Crown and only for due cause. Likewise, the Kingdom Exchequer may decline to warrant a person selected by the subgroups for exchequer.
- (d) Exchequers (including Kingdom) may be removed from office for failure to perform their duties in accordance with Society Financial Policy, Kingdom Financial Policy or Kingdom law, including but not limited to:
 - 1. Mingling of SCA funds with personal funds.
 - 2. Misappropriation of funds.
 - 3. Failure to provide complete balanced reports in a timely, accurate manner, including a copy of the last bank statement for the reporting period, as well as copies of the first 4 pages of the doomsday report signed by the exchequer and the seneschal.
 - 4. Inability to cooperate with fellow officers or their superior.
 - 5. Failure to maintain adequate books and records.
 - 6. Failure to submit Non-Member Registration fees within 10 business days of the event.
 - 7. Failure to have books reviewed as required by the Society Financial Policy (XV).
 - 8. Failure to maintain 3 local active members and an approved kingdom level signatory on their bank account.

Section 16.03 Bank Accounts

Setting up bank accounts, signatories, and electronic transfers must follow the policies set by SCA Financial Policy Section IV, and Chapter 4 of the SCA Exchequers Handbook.

Section 16.04 Closing of Accounts

Following consultation with local group officers when available, the Kingdom Financial Committee may, if deemed necessary, close or order closed the bank account of any branch within the Kingdom of Caid, without consent of the local branch officers.

Section 16.05 Audits and Review of Records

The Kingdom Exchequer or Seneschal may request a review or audit of the books and records of any group within the kingdom to be conducted by someone who is not a signatory on that group's bank accounts and is approved by the Kingdom Exchequer. This is in addition to the reviews mandated by Society Financial Policy that must take place at least every two years, or anytime the financial officer changes.

Section 16.06 Exchequer Files and Storage

In addition to the hard drive on the Exchequer's computer, there needs to be another backup kept separately. Backing up the yearly files should be done, at a minimum, monthly.

CAID maintains a Microsoft Office 365 TEAM for Exchequers. Folders have been created for each branch and group who are required to submit Financial Reports. Free access is provided to all Exchequers and they are encouraged to use this space for file backup.

CAID also utilizes an online report submission method which includes an electronic backup. The type of files to be maintained, as well as the length of time files are to be held are specified in the latest Edition of the Society Exchequers Handbook.

Conflict with Corpora/Society Financial Policy -Ruled Invalid- Procedure.

If any part or parts of this Financial Policy shall be held unenforceable or void due to changes in any SCA policy, or modern law, the remainder of this Financial Policy shall continue in full force and effect. The CAID Kingdom Financial Committee shall act to remedy, revise, delete, or amend any such section(s) of this Financial Policy to bring it into compliance at their earliest opportunity.

Attachment 1 - CAID PayPal and SCARs Financial Policy