

KINGDOM OF EALDORMERE FINANCIAL POLICY

This policy was last revised on 2019/08/27.

This policy was reviewed and approved by the Kingdom Financial Committee on 2019/08/23.

This policy was reviewed and approved by the Board on 2019/10/19

1.1 General Statement and Purpose

1.1.1 The purpose of the Kingdom of Ealdormere Financial Policy is to document all rules, procedures, and precedents pertaining to the Kingdom of Ealdormere and its funds, and the Office of the Exchequer.

1.1.2 These policies will be reviewed and revised, if necessary, at least once per year by the Kingdom Chancellor of the Exchequer.

1.1.3 These policies will be revised whenever appropriate due to changes in the Governing Documents of the Society, Society Financial Policy, or Ealdormere Kingdom Law.

1.1.4 These policies and their application may be changed at any time by the Council of the Exchequer as deemed would best serve the interests of the Kingdom or the SCA provided such changes do not violate Society Financial Policy.

1.1.5. All changes to these policies must be approved by the Council of the Exchequer and submitted to the Society Exchequer for approval by the Board of Directors.

1.1.6. In case of conflict with civil law, or SCA Inc. regulation or policies, those documents take precedence.

1.2 Kingdom Financial Committee

1.2.1 The Finance Committee shall consist of the Crown and the Heirs working in concert, the Kingdom Seneschal, the Kingdom Exchequer, and at least 2 of the remaining Kingdom Officers present at the Privy Council meeting at which the Finance Committee is called into session.

These Officers being;

- The Kingdom Chronicler
- The Trillium Herald
- The Kingdom Earl Marshal
- The Kingdom MOAS
- The Kingdom Clerk Register

All members of the Financial Committee must be paid members, and serve as long as they hold warranted office.

1.2.2 The Kingdom Financial Committee will meet at least once per reign.

1.2.3 The Crown and the Heirs count as one vote. Should the Crown and the Heirs not be able to reach agreement, the vote will rest with the Crown.

1.2.4 All decisions of the Financial Committee will be by unanimous consent, including changes to these policies, and the Kingdom Budget.

1.2.5 The Finance Committee can be called into session by any member of the Royal family or Privy Council to review a financial issue.

1.2.6 Any item that requires the approval of a quorum of the financial committee must be done at a meeting, either in person or via electronic group.

1.2.7 Time frames for resolution of business are as follows:

Regular business before the committee requiring a vote must be answered within one (1) month of the proposal reaching the Financial Committee.

In the case of an emergency that requires a vote, the Financial Committee must respond within 24 hours. If a member is not reachable, then the first two similar votes may carry the vote, or a superior-Society Officer-may be asked to break a tie.

1.2.8 No person may initiate a financial matter from which they may personally gain.

1.2.9 The Kingdom Exchequer shall submit a current balance sheet and a copy of the current budget to the Crown, and Privy Council within thirty (30), days of Coronation.

1.2.10 The Kingdom Financial Committee will review this policy, at minimum, once per year to ensure accuracy and compliance with Society Policy.

1.3 Disbursements

1.3.1 All disbursements of Kingdom funds shall be authorized by the Finance Committee.

1.3.2 In an emergency, disbursements must be authorized by the Crown, the Kingdom Seneschal and the Kingdom Exchequer. All emergency disbursements must be ratified by the Finance Committee at the first available opportunity.

1.3.3 All Disbursements allowed under the Financial Policies are as stated in the Kingdom Budget.

1.3.4 All requests for funds from the Kingdom General Fund or sub-funds must be submitted on the Cheque Requisition form, with all receipts attached within the period specified in the Office Policies of the Kingdom Exchequer found in the Exchequer Handbook. The Kingdom Exchequer may grant special dispensation from this deadline in unusual circumstances.

1.3.5 Requests for funds outside budgeted amounts must be approved by the Kingdom Financial Committee. Minutes of Financial Committee meetings are available from Kingdom Seneschal and Kingdom Exchequer. Requests for disbursements outside budgeted amounts must include the date of the meeting where the Financial Committee approved the expenditure.

1.3.6 All food related expenses incurred while travelling are subject to a maximum per diem, further within the umbrella of the related budget (ex. Royal Travel Fund budgeted maximum applies regardless of how many travel days are claimed). This per diem value is defined by the current Government of Canada National Joint Council meal rates (<https://www.njc-cnm.gc.ca/directive/d10/v238/s659/sv6/en>), revised by the NJC on an annual basis.

1.4 Funds – General

1.4.1 Any funds raised in the name of Ealdormere, or for Ealdormere, for which a fund has not been specified, will be deposited to the Kingdom general operating fund.

1.4.2 Funds raised for the Kingdom do not need to be presented in court, but if donated in court will be recorded in the court report.

1.5 Special Purpose Funds (Sub-Funds) - General

1.5.1 The establishment of all Special Purpose Funds must be approved by the Ealdormere Financial Committee.

1.5.2 The Kingdom Exchequer shall maintain a list, with the balance, of all Special Purpose Funds, and will publish the list at least once per year.

1.5.3 All disbursement of funds in Special Purpose Funds will be approved on a case-by-case basis by a sub-committee of the Financial Committee. This sub-committee must consist of the Kingdom Exchequer, the Kingdom Seneschal and at least one other Great Officer of State. For all subcommittees in the case of a dispute, the Kingdom Financial Committee will rule.

1.5.4 Special Purpose Funds which do not fall under the responsibility of a specific Great Office will also be designated in the General Operating Policies of Ealdormere.

1.5.5 At the discretion of the Kingdom Exchequer, with the approval of the Kingdom Financial Committee, any funds held in a sub-fund that the Exchequer determines has become dormant, will revert to general funds.

1.5.6 Any Sub-fund with no activity for two (2) years may be considered dormant.

1.5.7 Any funds held in a Sub-fund without specific funding and disbursement policies outlined in this document will revert to general funds at the discretion of the Kingdom Exchequer, with the approval of the Kingdom Financial Committee.

1.6 Royal Fund

1.6.1 At the beginning of Their term as Royal Heirs, the specified amounts, as per the Kingdom Budget, will be allocated from the Kingdom general fund for use by the Royal couple. The amount allocated for “Crown Travel” expense may not be reimbursed until after the Heirs have

been elevated to Sovereign and Consort, though the amount may be used to reimburse expenses incurred while still Heirs.

1.6.2 The Royal Fund may accept donations in addition to the allocation from the Kingdom general fund. Any donations to the Royal Fund will be allocated to the fund of the current Sovereign and Consort, unless specifically requested by the donors that a portion or all be allocated to the Heirs.

1.6.3 A Royal Couple will be reimbursed for allowable travel expenses, as well as allowable Royal Expenditures, to the limit of funds available in the Royal fund as specified in the budget, with the addition of any extra, donated funds.

1.6.4 Allowable travel expenses include food, gas, lodging, and travel fares (e.g., plane/train tickets). Allowable Royal Expenditures include receipted phone expenses, postage, and copying charges. All receipts must be submitted within 8 weeks of the end of the reign. The Kingdom Exchequer may grant special dispensation from this deadline in unusual circumstances.

1.7 Officers of State Fund

1.7.1 At the beginning of each calendar year the specified amount, as per Kingdom Budget, will be allocated from Kingdom general funds for the expenses of each of the Officers of State. The Kingdom Exchequer will be responsible for maintaining records based on each Officer's expenditures and term of office.

1.7.2 Officers of State will be reimbursed for expenses as outlined in Section 1.7.3 and 1.7.4. Expenses of Minor Officers will be reimbursed from the budgeted amounts of the corresponding Officer of State with the approval of the Officer of State.

1.7.3 Allowable expenses include travel to and from Kingdom Privy Council meetings convened by the Crown of Ealdormere, travel to and from Kingdom events at which attendance by that Officer of State is mandated by Kingdom Law, and office expenditures incurred while fulfilling the duties of their office.

1.7.4 Allowable expenses include food, gas, lodging, and travel fares. Allowable office expenses include postage, copying or printing charges, and telephone calls. Reimbursement will be made when the receipts are submitted to the Kingdom Exchequer.

1.8 Commissariat Fund

1.8.1 The Exchequer will maintain a separate fund for the Commissariat of Ealdormere.

1.8.2 No money from general funds will be allocated to this fund. All money donated to and/or raised for this fund will be used to cover expenses incurred by the Commissariat. Unused funds do not revert back to general funds.

1.8.3 The Commissariat Committee is made up of the Commissar, the Kingdom Exchequer, the Kingdom Earl Marshal, and the Kingdom Seneschal.

1.8.4 Disbursement of funds will be by unanimous approval of the Commissariat committee. In the case of dispute the Kingdom Financial committee will rule.

1.8.5 The Commissar will be a warranted deputy of the Kingdom Exchequer.

1.8.6 The Commissar will provide a complete report of donations and expenditures, and all receipts quarterly to the Kingdom Exchequer. The dates of the reports are to coincide with the Exchequer reporting schedule. If there has been no activity on the fund in a quarter a null report is not required.

1.9 Scribal Fund

1.9.1 The Exchequer will maintain a separate fund for the Scribal Fund

1.9.2 The Scribal Financial committee for the Signets office is made up of the Kingdom Exchequer, the Kingdom Seneschal the Signet and Trillium Herald.

1.9.3 Any funds to be dispersed from this fund must have unanimous approval from the Scribal Financial committee. In the case of dispute the Kingdom Financial committee will rule.

1.9.4 The Signet will provide a complete report and all receipts quarterly to the Kingdom Exchequer. The dates of the reports are to coincide with the Exchequer reporting schedule. If there has been no activity on the fund in a quarter a null report is not required.

1.9.5 The Signet will be a warranted deputy of the Kingdom Exchequer.

1.9.6 The Scribal Fund is to be run on a non-profit basis keeping a minor balance for scribal supplies and or office needs. The minor balance will be set in the Kingdom budget under the Scribal office sub-fund.

1.9.7 The goal of this fund is to help the scribes of Ealdormere in need of basic supplies (i.e. Paper, paints, brushes, pens and ink), to help the Royalty with reimbursements to the scribes, but is not intended to totally support the scribes.

1.9.8 Any amount above and beyond \$600 Canadian will revert back to the Kingdom General fund, at the discretion of Kingdom Exchequer, with the approval of the Scribal Financial Committee, in conjunction with the Domesday report.

1.10 Regalia Fund

1.10.1 The Exchequer will maintain a separate fund for the Regalia Fund

1.10.2 In general no money from general funds will be allocated to this fund. All money donated to and/or raised for this fund will be used to fund special projects for Regalia.

1.10.3 At the request of the Regalia Committee and with the approval of the Kingdom Financial Committee, the allocation of funds from the General fund to the Regalia fund for a specific regalia project is allowable. Any allocation of general funds to the regalia fund will be a budget

item. Any unused General funds from this specific project will revert to General funds at the end of the project.

1.10.4 The Regalia Committee is made up of the Minister of Regalia, the Kingdom Exchequer, the Kingdom Arts and Sciences officer, and the Kingdom Seneschal, as well as one member of the Royal Peerage who has agreed to serve and is unanimously agreed upon by the first 4 members.

1.10.5 Disbursement of funds and approval of projects will be by unanimous approval of the Regalia committee. In the case of dispute the Kingdom Financial committee will rule.

1.10.6 The Minister of Regalia shall report the inventory to the Kingdom Exchequer once a year, by January 31st, providing a list of all regalia in inventory along with the purchase price or value.

1.11 Regalia

1.11.1 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 Minister of Regalia at the beginning of each Reign. The inventory and checkout process assures that there is a record of the regalia and its condition, since the users may be required to replace Regalia lost or damaged during their Reign.

1.11.1.1 A completed inventory sheet and a checkout list of the Regalia being used by the current Royalty is to be signed by the Royalty and a copy provided to the Minister of Regalia.

1.11.2 Any persons maintaining pieces of regalia or other Kingdom property shall be responsible for the items in their possession. In the event of damage to or loss of the items, the person responsible for the damage or loss must reimburse the Kingdom at replacement cost, or provide a replacement of like kind and quality.

1.11.2.1 This reimbursement/replacement requirement does not apply to damage due to normal usage.

1.12 Heraldic Submissions Fund

1.12.1 The Exchequer will maintain a separate fund for the Heraldic Submissions Fund.

1.12.2 Generally no money from general funds will be allocated to this fund, except through detailed request of the Herald's office for specific requirements, approved by the Kingdom Finance Committee. Funds collected by Green Mantle Herald will be deposited in the Kingdom Bank Account upon receipt. Funds donated by baronies and households for the specific purposes of supporting heraldic submissions will also be deposited in the Kingdom Bank Account.

1.12.3 Trillium Herald will make a direct request for funds to be transferred to the SCA College of Arms in payment for heraldic submissions from the Kingdom of Ealdormere.

1.12.4 The Heraldic submissions committee is made up of the Kingdom Exchequer, the Kingdom Seneschal, the Green Mantle Herald and Trillium Herald. Any funds to be dispersed from this fund must have unanimous approval from the Heraldic submissions committee, save those heraldic submission fees, required to be submitted, to the SCA College of Arms. In the case of dispute, the Kingdom Financial committee will rule.

1.12.5 Green Mantle Herald will provide a complete report and all receipts quarterly to the Kingdom Exchequer. The dates of the reports to coincide with the Exchequers reporting schedule. If there has been no activity on the fund in a quarter a null report is not required.

1.12.6 Green Mantle Herald will be a warranted deputy of the Kingdom Exchequer.

1.12.7 Green Mantle Herald is responsible for the collection of heraldic submissions and fee payments for those submissions, from the populace of Ealdormere. Records of all fees collected must include separate entries for each submission made. Each entry will include: the full name and address of the submitter, the name of the individual making the payment, a complete description of the submission made, the date the fee was submitted, the amount of the fee submitted and an identifying tracking number.

1.12.8 Donations may be made to the fund from Baronies and Households in support of heraldic submissions. The record of the donation will not need the same entries as individual submission, until the funds are sent to Society – then relevant entries for tracking purposes will be added.

1.12.9 Trillium Herald may request a statement of funds received for heraldic submissions, and amounts transferred to the SCA College of Arms by February 15th each year, so that it may be included in the Trillium Herald's annual financial report to Laurel Queen of Arms.

1.13 Kingdom Arts and Sciences Fund

1.13.1 The Exchequer will maintain a separate fund for the Arts and Sciences' office.

1.13.2 No money from general funds will be allocated to this fund. All money donated to and/or raised for this fund will be used to fund special projects within the Arts and Sciences' office. Unused funds do not revert back to general funds.

1.13.3 Persons wishing to access this fund for special projects must first apply, through the Kingdom Arts and Sciences Office, to the Kingdom Financial Committee for approval in principle. Reimbursement of expenses will be made when receipts are submitted to the Kingdom Exchequer, and the Kingdom Arts and Sciences Officer has approved the expense.

1.13.4 The A&S sub fund must be used for projects that specifically enhance or engender A&S activities or events in the Kingdom. The sub fund may be used to help cover unusual costs for A&S activities that the committee deems appropriate, but at no point will the fund be used to provide funds for a single project over 50% of the available current fund.

1.13.5 Project amounts over \$250.00 should have a good chance of being paid back into the fund (through fund raising, or event revenues), unless the activity is seen to be of great use to the entire Kingdom or Society at large.

1.13.6 Requests for money to provide travel assistance to teachers should go through the 'A&S Teachers sub fund' and not through the general A&S sub fund.

1.13.7 The A&S sub-fund committee is made up of the Kingdom Exchequer, the Kingdom Seneschal and the Kingdom Minister for Arts and Sciences.

1.13.8 Any funds to be dispersed from this sub-fund have to have majority approval from the committee. In cases where the request is over \$1000.00, the funds must have unanimous approval.

1.13.9 The Minister of Arts and Sciences will provide a complete report and all receipts quarterly to the Kingdom Exchequer. The dates of the reports are to coincide with the Exchequer reporting schedule. If there has been no activity on the fund in a quarter a null report is not required.

1.13.10 In accordance with Society and Kingdom law any persons that will be receiving/dispersing any sub-fund monies shall be a warranted exchequer.

1.13.11 Any money loaned to a branch for an event through this fund should be intended to be returned after the event, with a reasonable chance at improving the fund (That is: If the fund loans a group \$1000.00 for an A&S event bid, the branch should plan on paying that money back first before the local branch recoups its money and also offer to share any profit with the fund).

1.14 Teachers' Travel Fund

1.14.1 No money from general funds will be allocated to this fund. Unused funds do not revert back to the general funds.

1.14.2 The Kingdom Exchequer will maintain a separate fund to reimburse travel expenses of people from outside of Ealdormere who have been invited to teach at an SCA event or symposium in Ealdormere. Requests that fall outside these guidelines, but within the spirit of the fund may be presented to the Kingdom Financial Committee.

1.14.3 Disbursement of funds will be by approval of the Kingdom Financial Committee.

1.14.4 Event organizers wishing to access this fund may apply to the Kingdom Exchequer or the appropriate Officer of State. Allocation of the fund will be decided by agreement of the Kingdom Exchequer and the appropriate Officer of State. If these two officers disagree, the request may be appealed to the Kingdom Financial Committee.

1.14.5 Reimbursement is limited to actual receipts up to a maximum of \$150. Application may be made to the Kingdom Financial Committee for amounts over this limit under exceptional circumstances.

1.14.6 Reimbursement of expenses will be made when receipts are submitted to the Kingdom Exchequer.

1.15 Newcomer Cup Fund

1.15.1 To support the tradition of gifting cups to persons attending their first event, the Exchequer will maintain a separate fund to support the creation of Newcomer Cups.

1.15.2 No money from general funds will be allocated to this fund. All money donated to and/or raised for this fund will be used to fund materials for cup creation. Unused funds do not revert back to general funds.

1.15.3 The Newcomer Cup sub-fund committee is made up of the Kingdom Exchequer, the Kingdom Seneschal and the Kingdom Minister for Arts and Sciences.

1.15.4 Persons wishing to access this fund for material costs must first apply through the Kingdom Arts and Sciences Office, to the Newcomer Cup Fund committee for approval in principle. Reimbursement of expenses will be made when receipts are submitted to the Kingdom Exchequer, and the fund committee has approved the expense.

1.15.5 The Newcomer Cup sub fund must be used for materials (clay, wood, etc.) to create cups, with the intention that any items made using the sponsored materials be donated back to the Kingdom. The sub fund may be used to help cover other costs for cup creation that the committee deems appropriate (studio time), but at no point will the fund be used to provide funds for a single project over 50% of the available current fund.

1.16 Kingdom Assets

1.16.1 Officers of State are responsible for maintaining an inventory of the property and regalia of their offices and of their deputies. A copy of such inventory may be requested by the Kingdom Exchequer.

1.16.2 Local group officers are responsible for maintaining an inventory of the property and regalia of their offices. A copy of such inventory may be requested by the local group exchequer.

1.16.3 Regalia, office supplies, and equipment purchased using SCA funds remain property of the SCA and must be turned over in good order to the officer's successor or superior.

1.16.4 No regalia or equipment may be purchased with SCA funds for the benefit of a local or Kingdom office or officer without consultation with that officer.

1.16.5 Supplies or equipment purchased with SCA funds may be disposed of when it is no longer needed or serviceable. To avoid conflict of interest, the person or persons who will purchase the property from an SCA group should not make the decision, nor set the price for disposal.

1.16.6 Some Kingdom assets are present year-round in Coopers Lake, Slippery Rock, PA for the purposes of Pennsic War. Costs for storage shall come out of the general operating fund. Special note should be made that this budget line item is charged in US funds (\$150 US at time of writing), so a budget of \$250 CAD should be maintained to account for fluctuations in CAD-USD exchange rates. Also of note, because of the need for US funds, a bank draft must be procured and delivered by the end of Pennsic War.

1.17 Investment Committee

1.17.1 The Investment Committee will be chaired by the Kingdom Exchequer, and report to the Kingdom Finance Committee through the Kingdom Exchequer. The Investment Committee members will be appointed by the Kingdom Finance Committee.

1.17.2 The Investment Committee will investigate and make recommendations to the Kingdom Finance Committee for investments of Kingdom funds within the guidelines of the Kingdom Investment Policies. The Investment Committee will monitor the investments and will make recommendations for changes as needed.

1.17.3 The Investment Committee will review and recommend changes and additions to the Kingdom Investment Policies as needed.

1.17.4 The Investment Committee will remain a dormant committee until activated by the Kingdom Finance Committee.

1.18 Investment policies

1.18.1 Funds in excess of the current budget, plus a reserve, will be invested.

1.18.2 Any member of the Financial Committee or Investment Committee who has any personal interest or conflict of interest in any current or contemplated investment will declare the conflict.

1.18.3 No member of the Finance Committee, the Investment Committee, or the SCA may obtain a commission or benefit from any investment of Kingdom funds.

1.18.4 Primary Investments

- Investment is five years or less
- Income may be reinvested, or may be used to fund the Kingdom budget.
- Goal is protection of principle
- Usual investment may be GICs

1.18.5 Secondary Investments

- Investment is five to ten years
- Income may be reinvested, or may be used to fund the Kingdom budget
- Goals are income and protection of principle
- Usual investment may be GICs or Money Market accounts

1.18.6 Tertiary Investments

- Investment is ten years or greater
- Goals are income and growth of principle
- Usual investment may be Money Market accounts or Mutual funds

1.19 Complimentary Pass policies

1.19.1 Kingdom sponsored events must include complimentary admission for the following as part of the event bid

- Their Royal Majesties
- Their Royal Highnesses

1.19.2 Local branch policies should include complimentary passes for their local landed Baron and Baroness in addition to the Royal couples.

1.19.3 Local branches may elect to include additional persons to the complimentary pass list provided that:

- The list is enshrined in the groups financial policy and doesn't change event to event, and
- The list follows the requirements for complimentary passes as set out in Society Policy
 - "Any entries under this category have to be class-based, small countable groups, and self-selecting (a person can choose to meet the requirements and be included in the group), but not person-based. Examples are: the Royal family, the Event Steward, Feast Steward, gate staff, etc. Not allowed would be: the autocrat's household, the local branch, a list of the seneschal's friends, etc.
 - a. Non-members may not receive complimentary passes (SFP VIII.A.8)
 - b. Contractual obligations may be exempted on a case by case basis"

1.20 Reporting

1.20.1. All branches within the kingdom will be responsible for filing financial reports with the Kingdom Chancellor of the Exchequer or designated deputy. The responsibility for filing these reports is with the branch exchequer. If, for any reason, the branch exchequer is unable to file these reports, the branch seneschal is responsible for the filing.

1.20.2. A general ledger is a document that specifies the following items for a transaction: date, check number (if any), received from or paid to, dollar amount, an explanation for the deposit or check, and SCA income or expense category. The person to whom a report is being given determines if the ledger is detailed enough for acceptance. Branch exchequers may contact the Regional Deputy or Kingdom Exchequer for assistance in setting up a general ledger. The preferred ledger for the Kingdom of Ealdormere is published in the Society library (<https://sca.org/docs/finpolicies/SCALedger3.xls>).

1.20.3 The reporting flow for exchequers in the Kingdom of Ealdormere is (due dates and report requirements are defined in 1.20.4):

Cantons and Strongholds report to their respective Baronial Exchequers.

Shires report directly to Kingdom.
Baronial exchequers report to Kingdom.
Kingdom reports to Society.

1.20.4. Required reports are as follows:

1.20.4.1 The annual Domesday report is due from Cantons, Strongholds and Shires to Kingdom on February 1st. Baronial exchequers should submit on February 15th. Branches should copy their Baronial Exchequers (if applicable) on this submission. The annual report must include at a minimum, a cumulative SCA Financial Report, a general ledger, copies of all bank statements and cancelled check images not previously sent for the period 1 January - 31 December. Branch Exchequers may request one two week extension from the Kingdom Exchequer, to be approved on a case by case basis.

1.20.4.2 The quarterly reports use the same forms and must meet the same requirements as the annual report. These reports are due from Cantons and Strongholds to the Barony by May 1st (Q1), August 1st (Q2), and November 1st (Q3). Shires must report directly to Kingdom on the same dates. Baronial quarterly reports are due to Kingdom by May 15th (Q1), August 15th (Q2), November 15th (Q3). This report must include at a minimum, a cumulative SCA Financial report, a general ledger, copies of all bank statements, and cancelled check images for the reporting period. The branch exchequers may request one two-week extension from their next level superior, to be approved on a case by case basis

1.20.4.3 Computer generated forms and ledgers are preferred for all reports. Report and ledger forms can be found in the SCA.org library.

1.20.4.4 Event reports: The autocrat prepares the event report and submits it to the Branch Chancellor of the Exchequer for review and approval. The Branch Chancellor of the Exchequer must submit the event report within 30 days of the event to the Baronial (if applicable) and Kingdom Exchequers. The Branch Chancellor of the Exchequer may request an extension from the Regional Deputy. The report must contain information in sufficient detail so that it can be used to help fill out and review the quarterly reports. The event report must include the number of attendees and the prices charged for each attendee by category, for example: site fee adult, site fee child, feast fee adult, etc. The event report form can be found in the Steward's Handbook. Event reports should be submitted electronically.

1.20.4.5 The NMR report and corresponding cheque is due 10 days after the event. The NMR report form can be found in the Steward's Handbook. NMR reports should be submitted electronically to the NMR deputy.

1.20.5 A copy of the Comparative Balance Sheet and Income/Expense Statement from the annual report must be made available to the branch membership at least annually, whether published in a newsletter or distributed to the membership in some other form.

1.21 Trailer Handling Policy

1.21.1 The Kingdom of Ealdormere will abide by the governing rules of Society Financial Policy, Section XIII-A, Controlling Use of Assets – Trailers.

1.22 Cash Handling Policy

1.22.1 All branches in the Kingdom of Ealdormere are governed by Society Financial Policy, Section XII, Controlling Cash Receipts.

1.23 Segregation of Duties

1.23.1 All branches in the Kingdom of Ealdormere will follow the requirements for Segregation of Duties, as laid out in Society Financial Policy III – Segregation of Duties.

1.24 Bank Accounts

1.24.1 All branches in the Kingdom of Ealdormere will follow the requirements as laid out in Society Financial Policy, Section IV – Bank Account Identification and Structure.

1.24.2 All branches in the Kingdom of Ealdormere will follow the requirements for Signatories on these accounts as laid out in Society Financial Policy, Section V – Signatories.

1.25 Financial Records and Review of Books

1.25.1 All branches in the Kingdom of Ealdormere will follow the requirements for financial record keeping, as laid out in Society Financial Policy, Section VI – Financial Records

1.25.1 All branches in the Kingdom of Ealdormere are governed by the book review requirements laid out in Society Financial Policy, Section XV – Formal Review of Books.

1.26 Branch Policies

1.26.1 Financial Committee

1.26.1.1 Each branch must form a Financial Committee, composed of, at minimum, the Branch Exchequer, the Branch Seneschal and at least one other Officer.

1.26.1.2 Each branch must create and maintain a financial policy for their group. Financial Policies should be reviewed for on a yearly basis, at minimum, to confirm accuracy and relevancy. Changes to a branch policy must be approved by the local branch financial committee before being reviewed by Kingdom for compliance with Kingdom/Society policy.

1.26.1.3 The Financial Committee must operate in accordance with the Branch Financial Policy, the Kingdom Financial Policy, Kingdom Law, Society Financial Policy, and Governing Documents of the Society.

1.26.2 Branch Accounts

1.26.2.1 Territorial Barons and Baronesses may not be signatories on their baronial account.

1.26.2.2 Reigning Monarchs may not be signatories on any account.

1.26.2.3 If a branch of the Society dissolves for whatever reason, the monies held in the group account shall be returned to the Kingdom General Fund. At the request of the majority of the officers of the disbanding group another fund may be selected, such as the Barony account in the case of a disbanding Canton.

1.26.3 Branch Budgets

1.26.3.1 Branches must establish yearly budgets. The Financial Committee must authorize the yearly budget and all unbudgeted expenditures in advance. The completed yearly budget must be made available to the local branch.

1.26.4 Local Branch, Barony Travel Funds

1.26.4.1 Baronial branches may, at their discretion, establish a dedicated fund to offset the costs of travelling to events where the presence of the Landed Baronage is required. These events include:

- Coronation
- Crown Tourney
- An event hosting a Great Court
- An event hosting a Baronial Investiture
- An event hosting a Landed Barons meeting

1.26.4.2 Baronial travel funds are not applicable to events within Baronial borders or events out of Kingdom.

1.26.4.3 Baronial Travel Funds will be managed by the Baronial Exchequer and any disbursements approved by the Baronial Financial Committee.

1.26.4.4 Each branch will be responsible for fundraising and budgeting for good stewardship of the fund. Travel Fund budgets should be reviewed on a yearly basis in line with Baronial General Fund budget review schedule. No branch budget should exceed \$500 per calendar year.

1.26.4.5 Travel expenses may only be reimbursed up to the amount of funds that are in the travel fund. The travel fund may not go into the negative.

1.26.5 Financial Probation

1.26.5.1 At the discretion of the Kingdom Exchequer with the agreement of the Kingdom Seneschal, any branch found to be in violation of Society or Kingdom financial policy, chronically late in any type of reporting, or practicing bad fiscal responsibility, will be subject to Financial Probation for a term of no less than six (6) months.

1.26.5.2 The branch subject to Financial Probation will be informed in writing by the Kingdom Exchequer, to the Branch Exchequer, with copies to the Kingdom and Branch Seneschal's.

1.26.5.3 A branch subject to Financial Probation will immediately turn over to the Kingdom Exchequer the branch cheque book and all financial documentation.

1.26.5.4 All financial decisions of a branch subject to Financial Probation are subject to the approval of the Kingdom Exchequer. All documents requiring the signature of the Branch Exchequer must be initialed by the Kingdom Exchequer.

1.26.5.5 At the end of the six (6) month probation term, at the discretion of the Kingdom Exchequer with the agreement of the Kingdom Seneschal, the subject branch can be taken off Probation, the Probation can be extended for an additional 6 months, or other measures allowed the Kingdom Exchequer, or Kingdom Seneschal can be undertaken.

1.26.5.6 If and when a branch is taken off Probation, the cheque book and financial documentation of the branch will be returned to the Branch Exchequer.