

(Meridies)

Approved by Financial Committee - (6/4/20)

Approved by SCA Board – July 11, 2020

Financial Policy for Kingdom of Meridies

1. COMPOSITION OF THE FINANCIAL COMMITTEE
 - a. The Meridian Financial Committee shall be the Crown, Kingdom Seneschal and Kingdom Chancellor of the Exchequer (KCoE).
2. TERMS OF FINANCIAL COMMITTEE MEMBERS.
 - a. The Term of the Crown shall be from the date of Their Coronation to the date of Their Heirs' Coronation. The Crown shall jointly count as one vote.
 - b. The Term of the Kingdom Seneschal and Kingdom Chancellor of the Exchequer shall be for as long as they hold a valid warrant for their respective office.
3. TIMEFRAMES AND METHODS FOR MEETINGS.
 - a. The Committee will at a minimum meet once a year. Additional meetings through the year may be scheduled as needed. The meetings may be held via email, telecommunication, virtual meeting, or physically. The agenda will be emailed to the committee members, and voting will take place via email. The Kingdom Exchequer will chair the meeting and ensure that minutes are kept. Minutes will be emailed to the members and maintained in the Exchequer files.
4. TIMEFRAMES AND METHODS FOR ACTION APPROVAL UNDER NORMAL CIRCUMSTANCES
 - a. For routine business conducted by email, members of the committee should respond within one week. After one week, the committee will make the decision without any missing member's input.
5. TIMEFRAMES AND METHODS FOR MEETING AND APPROVAL IN EMERGENCIES.
 - a. In emergency situations, members of the committee should respond as soon as possible. After 2 days, the committee will make the decision without any missing member's input.
6. REPORTING SCHEDULE FOR BRANCHES
 - a. 1st Quarter – April 30th (January 1st to March 31st)
 - b. 2nd Quarter – July 31st (January 1st to June 30th)
 - c. 3rd Quarter – October 30th (January 1st to Sept 30th)
 - d. 4th Quarter Doomsday Report – January 31st of the following year (January 1st to December 31st)
7. REPORTING REQUIREMENTS FOR BRANCH REPORTS
 - a. Quarterly reports are cumulative and cover all the financial activity of the branch since January 1st of that year.
 - b. Extension requests must be made in writing to the appropriate reporting deputy one week before the due date, including proof that the Branch Seneschal has been notified of the extension request. The reporting deputy will notify the Exchequer in writing of the revised due date for the report. A report is considered late if it is not received by midnight of the due date.

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- c. Failure to file required reports within thirty (30) days after the reporting deadline may be grounds for suspension of the branch and/or replacement of the Branch Exchequer.
- d. Quarterly reports shall be sent to the Regional Reporting Deputy and the Branch Seneschal with a copy kept for the Branch Exchequer's files.
- e. Fourth Quarter (Doomsday) Reports shall be sent KCoE, with copies sent to the Regional Reporting Deputy, Branch Seneschal, with a copy kept for the Branch Exchequer's files.
- f. Reports and bank statements can be scanned and/or emailed.
- g. All report forms and bank statements must be dated and signed by both the Branch Exchequer and the Branch Seneschal.
- h. The entire Local Event Report should be sent to the Regional Reporting Deputy.
- i. A copy of the Local Event Report shall be sent to the Branch Seneschal and a copy kept for the Branch Exchequer's files.
- j. All Event reports must be received within 30 days of the last day of the event. This includes all remittance checks (Kingdom Profit/Kingdom Fundraiser).
- k. Reports should include a list of all current variances in effect.
- l. All Non-Member Registration must be received no later than 10 days after the last day of the event. The NMR must be accompanied by the completed NMR Report.
- m. Site deposits and cash advances to the Branch from the Kingdom must be reimbursed by the local Branch with the report.
- n. Branches may write one check for all remittances to the Kingdom provided a breakdown of the check is included.

QUARTERLY REPORTS SHOULD INCLUDE THE FOLLOWING DOCUMENTS:

- a. A balanced SCA Financial Report (MS Excel Spreadsheet)
- b. Ledger
- c. Bank Statements for all accounts for the Quarter

A COMPLETED LOCAL EVENT REPORT INCLUDES THE FOLLOWING:

- a. Completed Local Event Report
- b. Non -Member Registration Form

KINGDOM EVENT REPORT INCLUDE THE FOLLOWING

- a. A completed Kingdom Level Event Report Form.
- b. A copy or scan of receipts for all expenses.
- c. A check for the Kingdom Profit.
 - i. The entire Kingdom Event Report, check included, shall be sent to the KCoE.
 - ii. A copy of the Kingdom Event Report shall be sent to the Branch Seneschal and a copy kept for the Branch Exchequer's files.

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

- a. Kingdom financial policy will be reviewed every two (2) years.

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- b. Changes in Financial Policy will be reviewed and approved by the Kingdom Financial Committee.
- c. All changes to the policy that are not necessarily due to updates to Society Financial Policy require a unanimous vote of the Kingdom Financial Committee.

9. 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. Any individual paying Society related fees in cash (event fees, etc.) will receive a numbered two-part receipt. Any individual taking a cash donation more than \$5.00 to a Society sanctioned fundraiser will receive a numbered two-part receipt. Hosting or sponsoring groups will retain one of the two-part receipts for accounting and income reconciliation purposes.

- a. 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 Gatekeeper/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. Individual Kingdoms may be more restrictive should they choose. 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.
 - e. All cash received at an event shall be counted and recorded by two people (not in a relationship or living at the same address) before the cash is removed from the site. Copies of the cash record will be provided to the Branch Exchequer and Seneschal.
10. POLICIES REGARDING EVENT ADMISSION CHARGES, REFUNDS, OR COMPLIMENTARY PASSES.
- a. Kingdom Level Events: The profits of all these events shall be divided equally between the hosting group and the Kingdom. The Kingdom is responsible for any loss, provided that the hosting group remains within the previously approved budget. If the event is

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hosted by a Team from the Kingdom, the Financial Committee can choose to compensate any group that contributes to the success of the event.

- b. Site fees for Royalty are waived at Meridian events. The Kingdom will reimburse the Royalty for entry into one (1) major war per reign per person. This does not extend to uncrowned spouses or members of their entourage or households. This does include transportation to/from the war.
- c. To waive the fees of attendees other than the King, Queen, Prince, and Princess, the local branch must include a list of those approved for waived fees in the branch's financial policy and/or have the waiver of fees approved by the branch's financial committee with justification/documentation for the additional names added to the Event Report. Event Fees cannot be waived for non-members.
- d. The Kingdom does not directly host events, and local branches must establish their own refund/cancellation policy for each event.

11. POLICY REGARDING ASSET MANAGEMENT AND CONTROL OF INVENTORY INCLUDING TRAILER POLICY

a. TRAILERS

- i. 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.
- ii. 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.
- iii. 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.
- iv. 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.
- v. 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. Royal Regalia will be inventoried every two years, when the regalia deputy changes. The regalia deputy also keeps a running inventory that is updated at the beginning of every reign.

12. PROHIBITED ACTIVITIES

- a. Raffles and online auctions are prohibited.

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- 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.
13. 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. Also, if there needs to be a policy of collecting sales tax from vendors. (Any addition to this must be done with consultation with the Society tax specialist.)
14. PUBLICATIONS
 - a. Expenses for the publication and distribution of Kingdom Law and the Order of Precedence will be made from the General Fund of the Kingdom.
 - b. Funds for special publications, other than the Law and OP, will be raised by the requesting Office or Guild through fundraising or by sale of the Publication.
 - c. Funds raised for publications will be held by the exchequer as a special project of the office involved and are subject to the policies outlined in this document.
 - d. Any printing project over 20 pages front and back must receive 3 bids for printing. Estimates will be sent to the Kingdom Financial Committee for selection.
15. KINGDOM LEVEL DEPUTIES
 - a. The Kingdom Exchequer may appoint deputies and assign duties to said deputies as they see fit.
16. RETURNED CHECKS
 - a. All local Exchequers shall contact the KCoE immediately upon receiving notification of a returned check from their financial institution. This is for Kingdom record-keeping procedures.
 - b. The local Exchequer should attempt to contact the issuer of the check by phone, if possible, to resolve the issue.
 - c. The local Exchequer will send two notifications to the issuer of the check. The second notification must be Certified, Return Receipt mail. This letter must include a deadline of 20 days following the receipt of the letter for the payer to make good on the check.
 - d. A record must be kept of all attempts to contact the issuer (email, snail mail, etc.). Phone calls and personal conversations do not count as a contact for this purpose.
 - e. If the issuer does not respond within the 20-day period above, the KCoE and Kingdom Seneschal must be notified for further sanctions and disciplinary action. This action may include both SCA and non-SCA legal action.
 - f. Any person writing a bad check will be placed on a Bad Check List and said person will not be allowed to purchase entrance to any event or pay any fees by check to any Society for Creative Anachronism branch in Meridies.
 - g. This list will be updated quarterly and sent with the Exchequer report to the Kingdom.
 - h. If the issuer remits payment of the bounced check(s), he/she may be removed from the Permanent Bad Check List.
 - i. The issuer is responsible for any and all bank fees related to the insufficient check, unless the check in question was not deposited within thirty days of its writing.

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17. OFFICE AND ROYAL EXPENSES

- a. A Royal Expense line item for \$1800 shall be established for each member of the Royal Family. This amount covers both their time as Heirs and as Crown. Additional funds may be donated to each Royal Fund. Each Royal is eligible for reimbursement up to and no greater than the available balance in their fund. Eligible expenses include both general office expenses and travel expenses.
- b. Officers, including Royalty, will be reimbursed for the following expenses incurred in the running of their office, upon receipt by the Exchequer of an approved vouchers.
 - i. Postage
 - ii. Copying
 - iii. Stationary (envelopes and paper)
 - iv. Office supplies (notebooks, file folders, etc.).
 - v. Any remaining stock supplied by the Kingdom must be turned over to the incoming officeholder.
 - vi. Reimbursements are made after purchases and with appropriate approvals. The cash voucher form must be filled out completely, with appropriate approvals.
 - vii. If the purchase requires a substantial expense an advance may be made after the submission of an approved voucher, however, it is preferable that an estimate or quote is obtained from the supplier and the payment sent directly to the supplier.
 - viii. Vouchers with receipts must be submitted within TWO (2) months of expenditure or the expense will be considered a donation unless special dispensation in writing is given by the Exchequer, Crown and/or Kingdom Seneschal.

APPROVALS:
 - ix. \$ 0.00 - \$200.00: KCoE and either the approving Kingdom Officer, Kingdom Seneschal or Current Crown. Requests from the KCoE of \$200 or less must be approved by the Kingdom Seneschal and the Current Crown. No requests can be approved by the requestor, including the Crown, therefore all Royal expenses must be approved by both the Kingdom Exchequer and the Kingdom Seneschal.
 - x. \$200.01 and above: Three of the four following: The approving Kingdom Officer, The Current Crown, the Kingdom Seneschal, and the Exchequer.
 - xi. Exceptions to the above approvals:
 - a. Money sent to SCA, College of Arms for the Letter of Intent
 - b. Money sent to SCA, Inc. for the non-member registration.
 - c. Expenses can be approved as above either in writing or via email.
- c. Travel Expenses - The amounts below are considered standard as of this writing. The Kingdom Financial Committee may allocate additional travel funds to these or other officers as appropriate during future reviews of the Kingdom Budget. Travel is defined as transportation to and from SCA activities only, including both events and special troubleshooting missions. Food and lodging are eligible expenses.

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- i. Travel reimbursement for the Kingdom Seneschal will be no more than \$400.00 per 12-month period for travel to Coronation, Crown List, Gulf Wars, and special troubleshooting missions, subject to review every 6 months.
 - ii. Travel reimbursement for the Exchequer will be no more than \$400.00 per 12-month period for travel to Crown List and special troubleshooting missions, subject to review every 6 months.
 - iii. Travel reimbursement for the Earl Marshal will be no more than \$300.00 per 12-month period for travel to Crown List, Gulf Wars, Fighter's Collegium, and Border Raids.
 - iv. Travel reimbursement for the Beacon Principal Herald, Trumpet Herald, and Torch Herald will be no more than \$100.00 each per 12-month period for travel to Crown List.
 - v. Travel reimbursement for the Kingdom Minister of Arts & Sciences will be no more than \$150.00 per 12-month period for travel to Crown List and Kingdom A&S.
 - vi. Travel reimbursement for the Kingdom Chronicler will be no more than \$100.00 each per 12-month period for travel to Crown List.
 - vii. Travel reimbursement for each Royal will be funded from that Royal's Royal Fund (see 12.a above).
 - viii. Travel reimbursement for the Kingdom Minister of Children will be no more than \$200 per 12-month period for travel to events at their discretion.
 - ix. Special travel: It has been the tradition of the Kingdom to fund completely the travel and lodging of Kingdom Officers or a representative thereof to one type of Known World Meeting or Symposium directly related to that office. This includes any site fees incurred and \$60 per diem for food. The costs for such travel should not be excessive and must be pre-approved.
 - x. For Royals, special travel as defined here would be one Society Level Anniversary Celebration per reign.
- b. In all instances, receipts are required for all reimbursed expenses, regardless of the amount. The amount should be circled on the receipts and they should be attached to the back of the voucher.
- i. Only the Crown, Kingdom Officers, and Guild Masters may submit Cash Vouchers to the Exchequer.
 - ii. All others (deputies) must have the approval of the appropriate Kingdom Officer or Guild Master. The exception to this is the Pennon Herald who can send a request for Letter of Intent payment to the College of Arms without the Beacon Herald's signature.
 - iii. Electronic approvals are acceptable and should indicate the number of Reimbursement or Advance Request being approved.

18. REGALIA MAINTENANCE

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- a. The cleaning and repair of Regalia is the responsibility of the Kingdom and those expenses will be reimbursed as long as the work is coordinated by the Kingdom Regalia Officer.

19. CONTRIBUTIONS

- a. Contributions must clearly indicate the Office, Guild, or Special Fund for which they are intended. Contributions which do not indicate the intended Office, Fund, or Guild may be credited to the General Fund.
- b. All the profits from advertised Kingdom Fundraisers must be remitted in the form of a Branch check and sent with the event report with the proper transfer form. A copy of the transfer form shall be kept by the local Exchequer.
- c. In all instances, Officers, Guild Ministers, and the Crown should not accept contributions (cash or otherwise) at an Event.
- d. Contributions sent to the KCoE which are not made payable to the Kingdom will be returned.

20. SPECIAL FUNDS

- a. Funds dedicated for Special Projects must only be used for their intended purpose. Upon completion of that purpose, or when the fund is terminated, remaining monies shall be transferred to the Kingdom General Fund unless otherwise specified in Financial Policy.
- b. Discretionary Fund: This is a fund set up to receive direct donations for use by the Crown in the performance of their official duties and subject to Society Financial Policies. Proper receipts will be submitted to cover the expenses being reimbursed.

21. PUBLIC RELATIONS FUNDS

- a. These funds are for special projects, public relation functions, and intra - SCA public relations activities, including but not limited to the Pennsic. War Fund, Gulf War Fund, and the Known World parties at Pennsic. and Gulf Wars sponsored by the Kingdom of Meridies. Except as noted below, the Kingdom does not allocate money for such funds and all funds must be collected through donations and fundraising only; thus, it is the responsibility of each Crown to encourage donations to these funds. Likewise, expenses should not exceed the money in the respective fund.
- b. \$1,000 will be allocated from the general fund for use during the Meridian Party at Gulf Wars.
- c. \$1,000 will be allocated from the general fund for use during the Meridian Party at Pennsic.
- d. Kingdom funds may not be allocated for purposes contrary to Society Law. These limitations include, but are not limited to:
 - i. Kingdom funds may not be allocated for Crown Gifts.
 - ii. Kingdom funds may not be allocated for social functions that do not extend an open invitation to all event participants.
 - iii. Kingdom funds may not be used for the purchase of alcohol or alcohol making ingredients.

22. GUILD REIMBURSEMENT

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- a. Guild Masters will be reimbursed for expenses, up to the amount of contributions received for that Guild.
- b. In no instance will a Guild use Kingdom funds for any activities. Guilds are to be self-supporting.
- c. The Royal University of Meridies (RUM) will be considered as a Guild for these financial purposes.
- d. If Guilds sponsor an event in which the host group is expected to share the profits, said agreement must be in writing in advance of the event.

23. KINGDOM BUDGET

- a. The Chancellor of the Exchequer will present the next calendar year's annual budget to the financial committee on or before August 31st. This budget may be reviewed and adjusted by the Financial Committee each February.

24. REQUIREMENTS TO HOLD BRANCH FINANCIAL OFFICE IN MERIDIES

- a. You must be acceptable to the Crown and KCoE.
- b. You must be nineteen years old or older to be Exchequer, bank signatory, or handle money in any capacity.
- c. You must be a paid member of the Society and physically reside in Meridies for the full term of your office.
- d. You must be willing to be responsible for the financial activity of the branch, including but not limited to: Receiving and disbursing funds as approved by Society and Kingdom Policy, the branch's financial committee, and the branch's written financial policy, as well as:
 - i. Keeping accurate records of the branch's assets.
 - ii. Submitting required financial reports as they come due.
- e. You must NOT also hold another greater office of the branch unless you have a written variance from the KCoE. This is to avoid any possible conflicts of interest. Exceptions may be granted on a case by case basis.
- f. You may NOT share an address with the Seneschal or be related to the Seneschal, any financial committee member, or any signatory on the bank account.

25. REQUIREMENTS TO ASSUME OFFICE

- a. Letter of resignation from the out-going Exchequer must be received by the KCoE.
- b. Any incoming Exchequer cannot assume office until he or she has been warranted.
- c. Incoming Exchequer must provide the following information to receive a warrant:
 - i. Legal name
 - ii. Society name
 - iii. Full mailing address, telephone number, and e-mail
 - iv. Request for Warrant Form
 - v. Copy of Driver's License or other state-issued photo ID
 - vi. Current valid Membership card (front and back)
- d. Letter of approval from the Branch Seneschal must also accompany the previous two letters. All three may be combined in the same letter as long as all three signatures are on it.

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- e. In the case that the outgoing Exchequer departs in a manner that precludes a letter of resignation, the Seneschal and incoming Exchequer are responsible for drafting and sending a letter of acceptance which indicates this occurrence.
- f. A copy of the above letters shall be retained in the branch Exchequer's file in either paper or electronic format.

26. BANK ACCOUNTS

- a. Local branches outside the state of Tennessee shall bear the name: "Society for Creative Anachronism, Inc., the (Title) of (Name of the Branch)" for all banking accounts (checking, savings, CD, etc). The account should be opened under the Tax Identification Number of 94-1698556.
- b. Local branches within the state of Tennessee shall bear the name: "Society for Creative Anachronism-Tennessee, Inc., the (Title) of (Name of the Branch)" for all banking accounts (checking, savings, CD, etc). The account should be opened under the Tax Identification Number 45-4014719.
- c. All withdrawals from branch accounts must be done by check signed by two bank account signers.
 - i. None of the signatories can reside at the same address or be related to another signatory. If the Seneschal cannot be placed on the signature card for any reason, then the deputy Seneschal may be placed on the account instead.
 - ii. A minimum of three local individuals should be on a Branch's account.
- d. Each Branch must have the KCoE or his/her designated deputy as a signatory on their account. All signatories must send a copy of their government-issued photo identification when the signature card is sent to the KCoE.