

Society PayPal Policy

Revised 03/01/2021

The Kingdom/Greater War Exchequer via email will request the right to use PayPal from the Society Exchequer. The Kingdom Exchequer will have a confidential interview with the Society Exchequer and Society Deputy Exchequer. The interview will cover the current reporting status of the Kingdom/Greater War, as well as the ability of the Kingdom/Greater War Exchequer's office to handle the demands of PayPal operations. The Kingdom Seneschal, the Society Seneschal and Society Treasurer will be invited to the interview.

1. Once the Kingdom/Greater War has received approval to use PayPal, Kingdom /Greater War financial policy must be updated to include PayPal usage. The PayPal policy may be a stand-alone PayPal policy or an addendum to the Kingdom Financial Policy.

2. The approved Kingdom/Greater War must have a warranted Deputy Exchequer for PayPal. This insures a check & balance system regarding electronic funds. As PayPal usage increases, more staff will be needed. Initial training will take place with Society Exchequer & Society PayPal Deputy.

3. The approved Kingdom/Greater War shall complete a Bank Change form and route to the Society Exchequer so a new Kingdom/Greater War level bank account specifically for PayPal funds can be opened. This account shall not be used for any other purpose. The initial deposit for this account should be no more than the minimum amount required by the financial institution. This is for security. Signers must follow Society Financial policy IV. Bank Account Identification and Structure.

4. The approved Kingdom/Greater War will create an email account specifically and solely for the use of PayPal. (example: "kingdompaypal@gmail.com"). The alias will be used as the email address of the PayPal account owner. This alias must cascade to at least two Kingdom officers' (recommend the exchequer, PayPal deputy and seneschal). This email address must be in separate (modern) households. This email may not subscribe to any other lists, groups, Facebook, etc., do not forward this email address to any other email address.

5. The approved Kingdom/Greater War will create a PayPal business account using the email alias in #4 above, and a secure, robust password (knowledge of the password is restricted to the Kingdom/Greater War exchequer and Society PayPal Deputy. A sealed envelope with a copy of the password should be in the exchequer files that would be given to the contingency exchequer in case of an emergency. The PayPal business account password linked to the office of Kingdom/Greater War Exchequer, Kingdom Seneschal and Kingdom PayPal Deputy must be changed every time that office changes personnel. The Federal Tax ID number for either SCA, Inc., the subsidiary Corporation's Tax ID number or your country's equivalent of a Tax ID number's Tax ID number, will be needed to open the PayPal business account.

6. The Kingdom/Greater war PayPal business account must be linked to the Kingdom/Greater War level PayPal bank account that is used only for PayPal. The Federal Tax ID number (or that of the subsidiary Corporation) will be needed to link the PayPal account to the PayPal checking account. PayPal will need the routing number and account number for bank account created in #3 above.

7. The approved Kingdom/Greater War must have event proceeds transferred from PayPal to the Kingdom/Greater War PayPal checking account on a regularly defined schedule stated in Kingdom/Greater War PayPal policy. Event proceeds (payments to the local groups/wars) shall be less the transaction fees unless prior arrangements are agreed on by the Kingdom Financial Committee. The Kingdom/Greater War Exchequer in conjunction with the Kingdom Seneschal/Greater War Financial Committee will disperse the funds upon request of the PayPal Deputy to the appropriate groups/War.

8. The approved Kingdom/Greater War must develop A refund policy to refund electronic payments minus fees. This policy must be included on each invoice. At no time are refunds to be given through PayPal. Example: "Requests for refund of pre-event credit card payment (reservations, site, feast, or class fees, etc.) must be made via email or snail-mail (or postmarked) no less than 10 days before the beginning of the event and include a valid mailing address. Refunds will be made by mailed paper check. Attendees will not be penalized PayPal fees if an error was made by the Kingdom/Greater War PayPal staff. The Kingdom/Greater War PayPal Policy needs a policy for refunds for a mass cancellation, example – Covid

shutdown. The Kingdom/Greater War Financial Committee may waive the 'no return of PayPal fees' due to an event mass cancellation.

9. The approved Kingdom/Greater War may accept payments at events provided that the correct equipment (Smartphone, tablet, and a stable internet connection) is available. A PayPal Here acceptable credit card reader (device that attaches to either a Smartphone or tablet for the purpose of swiping credit cards) will be required. PayPal offers several devices that are connectable to a cell phone or tablet. These devices **MUST** be purchased directly from PayPal. The triangle, or Bluetooth 'touchless' scanners may be used. The 'touchless' device will also enable gate staff to limit touching of someone's credit card. Credit cards must be swiped or 'tapped', not keyed into the device. A separate sign-in sheet shall be maintained if accepting credit card/PayPal Here payments at the door. After the event, the group/war exchequer will send scanned copies of these sheets to the Kingdom/Greater War PayPal Deputy to reconcile the transactions. Once reconciled, the PayPal Deputy Exchequer will request permission from the Kingdom Seneschal and Kingdom Exchequer to transfer the funds from PayPal to Kingdom PayPal bank account. Documentation is kept with the transfer request.

Each individual accepting payments must have a current SCA membership and be at least 18 years old, will have their own unique login and shall be responsible for all transactions created with the login. PayPal Here logins will be disabled no later than 24 hours after the close of the event. Each member of the PayPal staff **MUST** have their own username and password. Usernames or passwords may not be shared. Training for swipers must be completed through the Kingdom PayPal Deputy in conjunction with the Society PayPal Deputy.

9.1 The approved Kingdom/Greater War may accept PayPal Here for Heraldic Submissions. Place and time for credit card acceptance will be announced when available at a given event. Appropriate PayPal or Heraldic staff will be warranted and trained to use PayPal Here.

10. The approved Kingdom/Greater War may accept event Reservations through PayPal. A link will be created on the event/announcement page that will allow a reservation invoice request to be submitted to the Kingdom Deputy Exchequer for PayPal. The request shall contain only: Modern name, SCA name, membership number & expiration date (if applicable), and an email address plus the request

for services (event fees, feast, cabin, daytrip, tenting, etc.). The PayPal Deputy shall log on to the PayPal website to create and send an invoice directly through PayPal.

It is forbidden to create a link from any event or other SCA sponsored web page directly to PayPal. The creation of such a link will result in an administrative sanction. Note: A link from event flyer/announcement page to the invoice request form is permissible.

10.1 Kingdoms that have been approved for PayPal may accept Heraldic submissions. These will be invoiced via the PayPal system. The submitter will request an invoice. When the invoice is paid, the PayPal deputy will forward the paid invoice to the submissions herald. The total funds, minus the PayPal fees collected for submissions will be transferred from the PayPal account to Kingdom PayPal checking account no less than once per month. From Kingdom PayPal checking, the funds will be dispersed per the Kingdom's Herald submissions policy, no less than once per month. (This does not replace the prepaid funds at Society Herald office).

10.2a Kingdoms that have been approved for PayPal may accept donations for the Kingdom or groups. The donor will request an invoice stating amount that will be donated and what group or dedicated fund their donation will be applied. The total funds collected, minus the PayPal fees will be transferred from the PayPal account to Kingdom PayPal checking account no less than once per month. From Kingdom PayPal checking, the funds will be dispersed to the proper dedicated fund groups.

10.2b Kingdoms/Greater Wars that have been approved to use PayPal may have Kingdom/Greater War Exchequer login to PayPal and create a Donation button for the Kingdom or Greater War web Page. Those wishing to donate will simply click on the Kingdom Donate button and follow the PayPal prompts to make the donation they wish to the Group that they intend the donation.

11. Event Invoices not paid within 7 days will be cancelled. The attendee shall receive an email directly from PayPal stating their invoice has been cancelled for non-payment. The PayPal staff will notify the event reservation staff that invoice XYZ123 has been cancelled so that Feast, bed, etc. spaces may be reallocated.

12. The Kingdom Exchequer or deputy shall review the PayPal account and PayPal checking on a regular basis for unauthorized transactions. Such review shall occur no less than monthly.

13. The Kingdom/ Greater War must continue to remain current on Kingdom level quarterly reports, Kingdom NMR monthly reporting, NMR payments, Background invoice payments and Kingdom Domesday reports. Failure to communicate any delays in reporting or maintain status may result in the loss of PayPal usage.

14. Kingdoms/Greater Wars that are qualified to use EFT-ACH may transfer funds from the PayPal checking account directly to the group hosting the event. Spreadsheets and Emails documenting the transfers will be maintained.