

PayPal and SCORES Financial Policy

Addendum to Kingdom of CAID Financial Policy

PayPal may be used for:

Event reservations

At-the Door event payments

Donations to the Kingdom or to Branch accounts.

Payments for Heraldic submissions

1. Groups not up to date with financial reporting will not be considered eligible to use PayPal. The final decision regarding a group not being allowed to use PayPal will rest with the Kingdom Exchequer and Kingdom Seneschal.
2. Groups that want to use PayPal to accept pre-event reservations or at the door reservations must apply. Applications must be approved by both the Kingdom Exchequer and the PayPal Deputy.
3. SCA Inc. - Kingdom of CAID has created a specific PayPal email alias. The alias will be used as the email address of the PayPal account owner. This alias must forward to email accounts accessible to the Kingdom Seneschal, the Kingdom Exchequer and the Deputy Exchequer for PayPal. This email address may not be used to subscribe to any other lists, groups, or Social Media, etc. This address may not forward to any other email address other than those mentioned above.
4. SCA Inc. - Kingdom of CAID has created a PayPal business account specifically to handle PayPal funds using our email alias and a secure, robust password (knowledge of CAID's password is restricted to the Kingdom Exchequer, PayPal Deputy Exchequer and Kingdom Seneschal). The password must be changed every time any of these officer's change. This same account will be used for Donations to the Kingdom or local groups.
5. The Kingdom of CAID must have a warranted Deputy Exchequer for PayPal. PayPal Team members who process reservations must also be warranted using CAID's normal warranting process. A subsidiary user account Login and Password will be created for PayPal Team members. Under no circumstances, will the primary information be shared. Transfers will require approval of Kingdom Seneschal and Kingdom Exchequer.

NOTE regarding Donations to the Kingdom: If the donor wishes a donation be directed to a particular local group or Kingdom fund, they should make that known when making the donation. If the donation is taken at the door via PayPal, the donor should express his/her desires to the person taking the information. The donation money will still come to the Kingdom Exchequer, who will issue a paper check with all appropriate paperwork to the group's Exchequer or allocate it to the proper fund.

6. The Deputy Kingdom Exchequer for PayPal will have sufficient permissions to be able to execute day-to-day operations of the PayPal Account. PayPal Team members will have sufficient permissions to process credit card payments for events and Donations to the Kingdom. Under no circumstances,

PayPal and SCORES Financial Policy

Addendum to Kingdom of CAID Financial Policy

will a PayPal Team Member use another PayPal Team Member's Login and Password to gain permissions they are not normally entitled to use. If additional permissions are needed, the Deputy Kingdom Exchequer for PayPal will confer with the Kingdom Exchequer regarding adjusting permissions.

7. Manual transfers will be processed from the Kingdom PayPal Business account to the Kingdom PayPal Checking account about 10 days prior to an event and immediately after an event that PayPal was accepted.

NOTE: Manual transfers will be processed from the Kingdom PayPal Business account to the Kingdom PayPal Checking account for Donations to the Kingdom or for local groups– no less than once per month. If there was any Donation activity, a "PayPal Pull" will be made and reconciled as listed in # 10 below. A check will be written to the CAID "main" checking account. Donations to the Kingdom will be recorded in the appropriate fund. If the donation is to a local group, the procedure listed above in #5 NOTE will be followed.

8. The Kingdom's PayPal business account is linked to the SCA Inc. Kingdom of CAID PayPal checking account, so that money collected can be transferred from PayPal to this Kingdom account. The PayPal Deputy Exchequer will submit an approval request to both the Kingdom Seneschal and Kingdom Exchequer via email to transfer any funds from PayPal to the kingdom bank account.

9. Requests for refunds of registration fees will be processed according to the published event policy. If refunds are allowed event policies must state that pre-event credit card payments will be refunded minus a \$5 processing fee. Refunds will only be made via paper check written by the hosting group's Exchequer. Requests for refund should be made via email or US mail Email should be time/date stamped and US mail should be postmarked up to the time and date of the start of the event. A valid mailing address must be included with the request. Emergency situations that require an attendee to request a refund after the event has begun will be considered on a case-by-case basis via the local group Exchequer, and the event Autocrat.

a. If a group Exchequer or a PayPal Deputy miscalculates an attendee's gate Registration, then there will be no penalty on any refunded excess.

b. Requests for refund of a donation will be directed to the Kingdom Exchequer.

10. PayPal Team Members (Authorized Users):

a. Everyone accepting payments must have a current SCA membership

b. Per PayPal policy, those individuals must be at least 18 years of age.

c. Users must attend a training class with the Kingdom Exchequer or the PayPal Deputy in person or via video conference before they will be authorized and given log in credentials.

PayPal and SCORES Financial Policy

Addendum to Kingdom of CAID Financial Policy

d. Depending on the hardware being used, Authorized Users may need a smartphone or tablet, with an internet connection via cellular or Wi-Fi.

e. Users will be assigned their own unique login credentials and shall be responsible for all transactions created with those credentials. Credentials will be disabled within 24 hours after the close of the event.

11. Reconciliation:

CAID will maintain an electronic spreadsheet of who paid via PayPal and the amount charged for each event. The "PayPal Report" will be done by the Deputy Kingdom Exchequer for PayPal. The reports shall be matched prior to authorization to transfer funds being given by the Kingdom Seneschal and Kingdom Exchequer.

12. Cancellation and Refund Policy: If an event must be cancelled and PayPal Reservations have already been received, this Policy will apply:

A. There will be one (1) email address for attendees to request their refund. No other message system (NO Facebook - no texts - no PMs) will be accepted as it would be too hard to track. This procedure will be clearly posted by the hosting group.

B. Applications must include a clear deadline for refund requests.

C. The local Exchequer will match the copies of PAID invoices with a copy of the email request. Check numbers will be on these documents for tracking purposes.

D. If a check is personally handed off, then that person signs on master refunds list that their check was received. If it was to be mailed, then their mail address is to be included.

E. If an event is cancelled, the local Exchequer must report to the NMR Deputy that the event was cancelled, so no NMR is due.

13. Review of PayPal Account: The Kingdom Exchequer shall review the account by downloading and reviewing the monthly statements from PayPal on a regular basis for unauthorized transactions. Such review shall occur no less than monthly.

Requirements for the SCA Reservation System – SCORES

PayPal and SCORES Financial Policy

Addendum to Kingdom of CAID Financial Policy

SCORES may only be used for event reservations

1. Groups not up to date with all Kingdom required financial reporting will not be considered eligible to use the online reservation system. The final decision regarding whether a group can use the system will rest with the Kingdom Exchequer and Kingdom Seneschal.
2. Groups that want to use the On-Line system to accept pre-event reservations must apply. Applications must include an event announcement and may be required to include a check for any set up fees. Applications must be approved by the Kingdom Exchequer
3. The Cancellation and Refund Policy will follow the same framework and timelines as are used for PayPal Reservations.

Requirements for Electronic File Backup

Electronic Backup of Exchequer Files and length of time to store Exchequer Files:

1. 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.
2. 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.

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

If any Article(s) of this Financial Policy is/are ruled invalid or in conflict with the most recent editions of Corpora and/or Society PayPal Policy or Society Financial Policy, the remaining Article(s) will remain valid and enforceable. The most recent editions of Corpora and/or Society Financial Policy will substitute for the Article(s) ruled invalid or in conflict until such time edits to resolve the validity or conflict have been approved by the Kingdom Financial Committee, the Society Exchequer, and the SCA, Inc., Board of Directors.

PayPal and SCORES Financial Policy

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_____ King- CAID -Date: _____
Mundane Name

_____ Queen- CAID-Date: _____
Mundane Name

_____ Seneschal- CAID-Date: _____
Mundane Name

_____ Exchequer- CAID-Date: _____
Mundane Name