

**FINANCIAL POLICY**  
**Society for Creative Anachronism**  
**Kingdom of Ansteorra**

**I. BANK ACCOUNT IDENTIFICATION AND STRUCTURE**

All accounts must require two signatures for withdrawal of funds. For branch accounts a copy of the reconciled bank statement must be reviewed and signed by the branch seneschal each month.

**II. SIGNATORIES**

- A. For branch accounts at least the branch Seneschal, branch Treasurer, and Kingdom Exchequer must be listed as signatories.
- B. The signature card must be updated when a new branch/kingdom seneschal or exchequer take office.
- C. Sovereigns, Consorts and the heirs of the Kingdom are not allowed to become a new signatory on a Kingdom, branch or other account while they hold that status. If they are current signatories, they must be removed as in accordance to Society Financial Policy.

**III. FINANCIAL REPORTING AND DISCLOSURE**

- A. Branch and other treasurers must report at least monthly to the Kingdom Exchequer or a designated representative. The monthly reports must be completed on the forms prescribed by the Kingdom Exchequer. A copy of the monthly bank statement and monthly reconciliation must be included with the monthly report. Failure to complete monthly report by deadline without communication will result in:
  - 1) First incident, Kingdom Exchequer or a designated representative will contact group Seneschal, Exchequer and Baron/ess.
  - 2) Second consecutive incident, Kingdom Exchequer or a designated representative will notify Branch or other treasurer, Seneschal and Baron/ess that the local officer is on probation for 90 days.
  - 3) Third consecutive incident, Branch or other treasurer may be removed from office and the group placed on financial suspension until the reports are submitted.
- B. Reporting Schedule
  - 1) Monthly reports will be due on the last day of the month following. i.e. January report due by February 28<sup>th</sup>.
  - 2) Quarterly report will be due on the last day of the month following the close of the quarter. i.e. Quarter 1 closes March 30<sup>th</sup> and report is due by April 30<sup>th</sup>.

- 3) Event reports are due 30 days after the close of the event.
- 4) Annual budget is due by November 30<sup>th</sup>.

C. Branch and other treasurers must complete the Quarterly report on or before the deadline established by the Kingdom Exchequer. The Quarterly reports must be completed on the forms prescribed by the Society Exchequer. A copy of the end of quarter bank statement and end of quarter reconciliation must be included with the Quarterly Report. The Quarterly report must be signed by the Branch Seneschal. Copies of the Quarterly Report must be given to the branch's Seneschal and Baron/ess.

Failure to complete the quarterly report by deadline without communication will result in:

- 1) First incident, Kingdom Exchequer or a designated representative will contact group Seneschal, Exchequer and Baron/ess.
- 2) Second consecutive incident, Kingdom Exchequer or a designated representative will notify Branch or other treasurer, Seneschal and Baron/ess that the local officer is on probation for 90 days.
- 3) Third consecutive incident, Branch or other treasurer may be removed from office and the group placed on financial suspension until the reports are submitted.

D. Branch Treasurers must complete the End- of- Year Report on or before the deadline established by the Kingdom Exchequer.

- 1) The End –of- Year Report must be completed on the forms prescribed by the Society Exchequer.
- 2) A copy of the year-end bank statement and end of year bank reconciliation must be included with the End –of- Year Report.
- 3) The End -of -Year Report must be signed by the Branch Seneschal.
- 4) Copies of the End -of -Year Report must be given to the branch's Seneschal and Baron/ess.

Failure to complete End-of-Year report by deadline without communication will result in Branch or other treasurer removal from office and the group placed on financial suspension until the report is submitted.

#### **IV. FINANCIAL COMMITTEES AND EXPENSE AUTHORIZATION POLICY**

A. Branches shall establish yearly budgets according to schedule posted in Kingdom Exchequer's Office Policies by the Kingdom Exchequer (see section III B). The Kingdom's annual budget will be established before the end of the calendar year. The Great Officers of State will be expected to submit their financial requirements for the upcoming year in writing by September 1st. The Kingdom Financial Committee will prepare and approve the Kingdom's budget. The Kingdom budget will be published in the Black Star in the February issue.

- B. All members of any Financial Committee must attend a treasurer's policy class within 90 days of appointment to the committee.
- C. Local Branch Financial Committees shall consist of the branch seneschal, branch treasurer, and at least one other branch officer or their warrantable deputy. In Baronies, the Baron/ess shall be members of the financial committee but with only one vote. It is recommended that all signatories on the account be on the Financial Committee.
- D. The Kingdom Financial Committee shall consist of the Kingdom Seneschal, the Kingdom Exchequer, and the Crown. The Seneschal and the Exchequer shall each have one vote. The Crown shall have a single composite vote. The time frame for normal approval of business is 30 days. Each will be members of the Financial Committee as long as they hold these offices. The Financial Committee will meet at spring and fall crown tourney and correspond by e-mail. If the members of the committee or their designated representatives are unable to meet at Crown, then the meeting will be rescheduled within two months. Meeting minutes and e-mails are filed with the Kingdom Exchequer.
- E. Fully documented receipts must be provided to support all expenses. This rule applies to anyone expecting reimbursements.
- F. For Kingdom business, all unbudgeted expenditures must be approved by the Kingdom Financial Committee in writing and in advance. Emergency situations will be handled by the Kingdom Financial Committee on a case-by-case basis. Unpre-approved reimbursement requests may be limited to 50% of the funds expended.
- G. Local Branch Financial Committees must authorize all withdrawals of funds from local branch accounts through the advance completion of a financial disbursement form.

## **V. CONTROLLING CASH WITHDRAWALS**

No petty cash funds allowed.

## **VI. CONTROLLING CASH RECEIPTS**

- A. No funds may be disbursed from gate receipts.
- B. Gate records will be kept on a standardized gate sheet approved by the Kingdom Exchequer.

- C. Gate receipts will be deposited into an SCA account within 5 business days of the end of the event.

## **VII. CONTROLLING ASSETS**

- A. All assets to be purchased must be preapproved by the appropriate level financial committee.
- B. An inventory of items must be kept on file at the branch or kingdom level. Inventory lists must be updated as items are acquired or disposed of.
- C. Any items to be disposed of must be categorized as having value or not by the financial committee. Any item determined to have monetary value must be transferred to another not-for-profit/nonprofit group or sold.
- D. Procedures regarding kingdom property and regalia are found in the policies of the Ansteorran Kingdom Chamberlain and are hereby included in the Kingdom Exchequer's Office Policies (see appendix A).

## **VIII. SPECIAL PURPOSE AND DEDICATED FUNDS**

- A. When a Designated Fund is set up, a primary purpose will be established by the donor or by the Financial Committee. The final destination of all Designated Funds is the Kingdom General Fund.
- B. Designated Funds may be transferred to the General Fund only if there has been no activity for a reasonable period of time and the transfer has the unanimous approval of the Financial Committee
- C. The Crown Travel Fund will be replenished at the beginning of each Reign at the budgeted amount from the General Fund. The Kingdom Financial Committee may authorize additional funds. Approved reimbursable expenses from this fund incurred during the normal execution of the Crown office include mileage, gas/oil/tolls, airfare, hotel accommodations, telephone and site fees.

## **IX. KINGDOM EVENTS**

Groups that host a Recurring Kingdom Event are requested to contribute a portion of the net profit of the event to the kingdom as outlined in Kingdom Law.

## **X. REVIEW OF THIS POLICY**

This policy will be reviewed when the Kingdom Exchequer's office changes or every two years.

## **XI. VARIANCES TO THIS POLICY**

Variances to this policy may be granted in writing for limited periods of time, not to exceed one year, on a case-by-case basis by the Society Exchequer with the approval of the Board of Directors. Notification of variances issued will be sent to the Kingdom Seneschal.

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Lochlan Dunn, Rex Ansteorra

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Gwen verch Cynwrig de Insula Mona, Regina Ansteorra

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Gwenneth Blackrose, Kingdom Seneschal

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Isabelot de Forens, Kingdom Exchequer

Kingdom approved July \_\_\_\_\_, 2011

Effective as of July \_\_\_\_\_, 2011 (A.S. XLV) approved by SCA BOD

# **Appendix A**

## **Policies of the Ansteorran Kingdom Chamberlain**

### **I. Description of the Office**

The Kingdom Chamberlain is a deputy of the Kingdom Exchequer. The Chamberlain is responsible for the inventory and maintenance of all kingdom property and regalia used by the Royalty and their Champions. The Chamberlain will also work to make sure redundant gifts are minimized and bids for new or replacement property are announced.

Largesse given to or received from the Crown is not under the purview of the Chamberlain's office. Neither is replacing property of Kingdom officer's such as files, books, computers, etc.

### **II. Duties of the Chamberlain**

1. Track the location and status of all kingdom property and regalia.
2. Know the status of all kingdom property and regalia.
3. Be responsible for repairing and maintaining all kingdom property and regalia.
4. Replace or purchase new kingdom property and regalia as needed.

### **III. Transfer of Kingdom Property and Regalia**

The Kingdom Chamberlain or their deputy will be at all Crown Tournament and Coronation events to check in/out kingdom property and regalia with the King/Queen and/or the Prince/Princess. These records of transfer will be kept until all items are checked back in with the Chamberlain and any liability of loss or damage due to negligence will be the responsibility of the person they were checked out to. The Kingdom Exchequer reserves the right to withhold reimbursement of Crown expenses until all items have been returned to the Chamberlain.

### **IV. Maintain Inventory**

Within 2 weeks of Crown Tournament and Coronation, the Kingdom Chamberlain will update the inventory to show the status and location of all items. This inventory will be reflected in the online database and a summary report sent to the Kingdom Exchequer and Crown.

### **V. Repair/Maintenance of Kingdom Property and Regalia**

Should any property or regalia be in need of repair or maintenance, the Chamberlain shall inform the Financial Committee via the Kingdom Exchequer of the expected repair costs and timeline for repair. Should the Committee decide that the item should be repaired, the Chamberlain shall see to its repair or maintenance. If possible, the

Chamberlain will contact the original artist of the item and allow them the first opportunity to maintain or repair the item. Should the Committee decide that the item is not to be repaired and/or that it is no longer of use to the Kingdom, the Chamberlain will be asked to dispose of the item in accordance to the policies of the Chamberlain's office.

## **VI. Acquiring New Property or Regalia**

If new property or regalia items are needed to replace retired, lost, or destroyed items, or for new items, the Kingdom Chamberlain or their deputy is responsible for researching options for replacement or purchase. The preferred option is to announce the request and ask for a donation of the item/s or funds to purchase the item/s. Should the item/s not be obtainable via donation, the Chamberlain shall work with the Financial Committee to handle the purchase of the item for the Kingdom.

For items with an estimated cost of over \$300, bids will be advertised in the Kingdom newsletter, the Ansteorra-Announce e-mail list, and on the Chamberlain website. For items with an estimated cost of \$300 or under, bids will be advertised on the Ansteorra-Announce email list, and on the Chamberlain website. Bid/proposal forms are available from the Kingdom Chamberlain or on the Chamberlain portion of the Kingdom of Ansteorra Exchequer website. Persons submitting bids are required to complete the Bid/Proposal Form.

After the bid process has closed, all complete bids will be organized and given to the Financial Committee for review. Should the Committee find that there are not enough sufficient bids to make a sound decision, it may ask the Chamberlain to acquire more bids. Upon the Financial Committee's written approval of a bid, all persons submitting bids will be notified as to the Committee's decision by the Chamberlain.

Once the Financial Committee has approved a bid, a copy of the approved bid will be sent to the Kingdom Exchequer. At that point, the Chamberlain will coordinate the construction and purchase of the approved item/s. The Chamberlain will request, and receive timely updates. Upon completion of the project, all receipts for the item/s shall be given to the Kingdom Exchequer for payment.

Upon the Chamberlain receiving the item/s, they will be added to the Kingdom inventory, and the Committee will be informed that the item/s were delivered in accordance to the bid. The Chamberlain shall then notify the Crown that the item/s are available.

Approval from the Financial Committee is a commitment for a particular item/s at a specified cost. Under no circumstances will overages be reimbursed without the prior approval of the Financial Committee, and then only in the rare case of unexpected circumstances. If overages do occur, they must be presented to the Chamberlain and approved by the Financial Committee before construction of the item/s is completed.

Otherwise, only the agreed upon cost of the item/s will be paid by the Kingdom. The Financial Committee may consider monetary advances for materials only. Final payments will be made within 30 days of receipt of the item/s. Any property or regalia created without this prior written approval will be gratefully accepted as a donation to the Kingdom.

## **VII. Donations to the Kingdom**

A donation from a group or individual to the kingdom in the form of property or regalia is defined as items that were not paid for by the Kingdom. While donations are very much appreciated, in order to maintain an accurate inventory, a completed Donation form should be submitted to the Kingdom Chamberlain along with the donation.

## **VIII. Disposal of Property or Regalia**

Any items donated to or purchased by the Kingdom after July 2010 should have instructions for disposal submitted with the donation. If the Financial Committee decides to dispose of an item, a significant attempt should be made to follow these instructions. The Financial Committee will have the final authority on what to do with the item/s.