



Kingdom of Ansteorra  
Financial Policy 07-2018



**FINANCIAL POLICY**  
**Society for Creative Anachronism**  
**Kingdom of Ansteorra**  
**Approved by Kingdom: 7/21/2018**  
**Approved by Board of Directors: 7/21/2018**



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# ANSTEORRAN FINANCIAL POLICY

## I. FINANCIAL REPORTING AND DISCLOSURE

- A. Reporting Schedule: Monthly, Quarterly, and End of Year Reporting
- i. Monthly reports are due to the Kingdom Exchequer or designated representative on the last day of the month following. i.e. January report due by February 28th; April report by May 31st.
  - ii. Every third monthly report is a Quarterly report: Quarter 1 closes March 31st; Quarter 2 closes June 30th; Quarter 3 closes September 30th; Quarter 4 closes December 31st.
  - iii. End of Year (4th Quarter) report is due the last day of the month following the close of the year: January 31st.
- B. Required Elements: Monthly, Quarterly, and End of Year Reporting
- i. Cumulative report, completed on the forms prescribed by the Kingdom Exchequer, in XLS version plus PDF versions of completed signature pages.
  - ii. PDF of Bank statement for the reporting period, signed or initialed by the appropriate Seneschal.
  - iii. Monthly reconciliation, in the form of a year-to-date ledger in electronic format. The ledger must include all transactions, including deposits and debits. All transactions should include a memo indicating as much information as relevant, such as:
    - a) Name of budget item (event, officer, purpose)
    - b) Month and year of event, office function, and/or purpose
  - iv. Deposits must include as much information as relevant, such as:
    - a) Date of deposit
    - b) Branch of origin
    - c) Check or money order number



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- v. Formal communications must be used for reports and requests for current or historical data. Formal communications include the Ansteorra email address established for the Branch. In addition to formal communication channels, informal communications, including in person and social media channels, may be used for status updates.
  - vi. Incipient and newly formed branches are exempt from the requirement to use a formal Ansteorra email address until such a time as the Server Admin can establish the account for their branch.
- C. Reporting Schedule: Event Reports
- i. Completed on the forms prescribed by the Kingdom Exchequer and inclusive of all required signatures.
  - ii. Due to the Ansteorra NonMember Registration (NMR) Deputy within 10 business days of the close of the event. Remit any NMR and Profit Splits to the NMR Deputy with the completed report. Official events without site fees are not exempt from submitting an event report.
  - iii. The Kingdom Exchequer will be copied on the event reports for kingdom level events.
- D. Reporting Schedule: Additional Annual Reporting due to the Kingdom Exchequer or designated representative:
- i. by July 31: Updated branch financial policy
  - ii. by November 30: Current branch inventory and annual Branch budget for the upcoming year.
- E. Late Reporting Policy
- i. Branch Exchequers are responsible to indicate potentially late reports to the Kingdom Exchequer or designated representative by the end of the month in which the report is due. The designated representative may grant an extension up to the 10th day of the month following the due date.



- ii. Failure to both complete reports and maintain communication with the Kingdom Exchequer or designated representative will result in the following series of actions:
  - a) Kingdom Exchequer or designated representative will explain the severity of the situation and required resolution and timeline to the Branch Exchequer.
  - b) Should the communicated deadline pass without satisfaction, Kingdom Exchequer or designated representative will include the Branch Seneschal and Branch Baron/Baroness, if applicable, in the discussion of the required resolution.
  - c) Lack of resolution can ultimately result in the Kingdom Exchequer advising the Kingdom Seneschal of the removal of the Branch Exchequer from office and financial suspension of the Branch per Society Financial Policy (SFP I.B.1.; SFP I.D.).

## **II. BANK ACCOUNT IDENTIFICATION AND STRUCTURE**

- A. All accounts must require two signatures for withdrawal of funds.
- B. Related parties shall not be signatories on the same account.

## **III. SIGNATORIES**

- A. Branch signature card(s) must be updated when a new Branch Seneschal or Branch Exchequer take office.
  - i. Branch accounts must include a minimum of three signatories including the Branch Seneschal, Branch Exchequer, and the Kingdom Exchequer or designated representative.
  - ii. No signatory on an updated signature card may be within 60 days of their membership expiration date.
  - iii. 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 immediately.



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- B. All signatories must maintain current SCA membership while a signatory on any account.
- C. A check written to any account signatory must not be signed by that person or related party.

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

- A. General Financial Committee Policies
  - i. All members of any Financial Committee must attend a Financial Policy/Warranting Class within 90 days of appointment to the committee provided they have not attended the class within 24 months prior.
  - ii. Financial committee membership is not a requirement of account signatory status.
  - iii. Receipts must be provided to support all expenses submitted for reimbursement.
  - iv. Per the discretion of the relevant Financial Committee, expenses that are not preapproved may or may not be reimbursed to any amount supported by receipts.
  - v. All unbudgeted expenditures must be approved by the appropriate Financial Committee in writing and in advance of expenditure.
- B. Branch Financial Committee Policies
  - i. Branch Financial Committees shall consist of at least three members including the Branch Seneschal and the Branch Exchequer. In Baronies, the Baron/Baroness shall be members of the financial committee with one composite vote. Other potential committee members include members of the Populace who are Branch officers or those officers' warrantable deputies.
  - ii. Branch Financial Committees must authorize all withdrawals of funds from Branch accounts via the advance completion of a financial disbursement form.



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- C. Kingdom Financial Committee Policies
- i. 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. Each will be members of the Financial Committee as long as they hold these offices.
  - ii. A vote of the Kingdom Financial Committee will not be considered complete until all members have had sufficient opportunity to present their vote.
  - iii. New members of the Kingdom Financial Committee must attend the Kingdom Exchequer's Policy/Warranting Class within 60 days of appointment to the committee regardless of prior attendance.
  - iv. The Kingdom Financial Committee must authorize all withdrawals of funds from the Kingdom account via the advance completion of a financial disbursement form, or other arrangement acceptable to the Kingdom Exchequer.
  - v. Kingdom Financial Committee business will have the following limitations and rules:
    - a) The time frame for normal approval of business is 30 days.
    - b) Meeting minutes and e-mails are filed with the Kingdom Exchequer.
    - c) The Financial Committee will meet twice per year at a designated event, and correspond in the interim by e-mail. If the members of the committee or their designated representatives are unable to meet at the designated in-person event, then the meeting will be rescheduled within two months. Meetings via online conference services (ie Skype) may supplement, but not replace, in person meetings.



- vi. Annual Tasks required for the Kingdom Budget Include:
- a) Great Officers of State must indicate changes to their financial requirements for the upcoming year, in writing to the Kingdom Exchequer, by October 1st for inclusion in the new budget.
  - b) The Kingdom Exchequer will prepare the Kingdom's annual budget. The Financial Committee will approve a final version of the budget before the end of November.
  - c) The Kingdom Exchequer will submit the summary page of the approved Kingdom Budget for publication in the February issue of the Kingdom Newsletter.

## V. SPECIAL PURPOSE AND DEDICATED FUNDS

- A. When a Dedicated Fund is set up, a primary and secondary purpose and/or Designated Fund will be established by the donor. Dedicated Funds may be used to finance multiple related purposes which, in sum, do not exceed the total amount of the Fund. Should a purpose not be indicated at the time of donation, the funds will be designated for the General Fund.
- B. The final destination of all Dedicated Funds is the account's General Fund. Dedicated funds may be transferred to the account's General Fund only if there has been no activity for a reasonable period of time and the transfer has the unanimous approval of the relevant financial committee.
- C. The Crown Travel Fund will be replenished at the beginning of each Reign at the budgeted amount from the General Fund.
  - i. Approved reimbursable expenses from this fund incurred during the normal execution of the Crown office include reported mileage or receipts for gasoline. Other event related expenses can include site fees, receipts for airfare and other transport, hotel accommodations, parking fees, and tolls.
  - ii. The Coronet may use funds indicated for their upcoming reign for the following events: Gulf Wars and Pennsic War regardless of Crown attendance, plus in-Kingdom events where the Crown is not in attendance.





## **VI. CONTROLLING DISBURSEMENTS**

- A. No petty cash funds allowed.
- B. Checks must be addressed to a responsible party who is not directly related to any of the check's signers.

## **VII. CONTROLLING INCOMES**

- A. No funds may be disbursed from gate receipts.
- B. Gate registration records will be collected via standardized gate sheets approved by the Kingdom Exchequer. Gate Receipts shall be secured separately from Gate Records while both remain at the event site. A verified count of all gate receipts shall remain with all funds removed from the gate box by the event exchequer or designated gate coordinator.
- C. Gate receipts will be deposited into an SCA account within 5 business days following the close of the event.
- D. Related persons are not permitted to solely control gate income.
- E. Donations of liquid assets (via cash or check) to the Kingdom account, independent of event-related donations, should be presented to the Kingdom Exchequer with a written indication of the intended purpose including reference to any applicable Dedicated Fund plus acceptable secondary purpose.
- F. Income intended for the College of Heraldry shall be written to the Kingdom, with a reference to the College of Heraldry and the name of the heraldic client.

## **VIII. ELECTRONIC RESERVATIONS (E-RES) AND PAYMENTS**

- A. Use of any electronic payment system must be approved by the Society Exchequer in coordination with the SCA Board of Directors.
- B. Permissions for electronic transfers must be established by the Society Exchequer.
- C. Kingdom Seneschal and/or Kingdom Exchequer must approve all electronic transfers.
- D. Refund requests must be received prior to 10 business days before the event.
- E. Reports for this function are defined by SCA officers including the Corporate Exchequer, Society Chancellor of the Exchequer, and Kingdom Chancellor of the Exchequer.



- F. Upon the establishment of this functionality as an independent office within the Kingdom of Ansteorra, said office will report directly to the Kingdom CoE as the deputy/responsible party.

#### **IX. CONTROLLING ASSETS**

- A. All assets to be purchased must be preapproved by the appropriate level financial committee.
- B. Bid requests for purchases over \$300 must include an indication of the funding allocated via the Financial Committee for this purchase. Purchases over \$1,000 should include answers to the Inventory and Expenditure Justification Survey (Item *H.* below), and the answers must be posted via the Kingdom Exchequer or designated representative to formal and public forms of communication within the Kingdom.
- C. An inventory of Branch-owned items must be kept on file with the Branch Exchequer. Inventory lists must be updated annually.
- D. The functionality of acquiring and coordinating gifts to be given at the Crown/Heirs' discretion shall remain under the purview of the Crown, provided that all applicable laws and policies are followed. Requests for reimbursement will only be accepted via the Crown/Heirs.
- E. Kingdom property management standard operating procedures are found in this section and in this document's Annex B.
- F. Routine maintenance of the Kingdom Trailer should include checking electrical and mechanical (bearings) components, and updating vehicle tags.
- G. Donations of physical items to the Kingdom meet the following definition:
- i. Donations shall not be paid for using Kingdom funds.
  - ii. Any property or regalia created without prior, written, approval will be gratefully accepted as a donation to the Kingdom.
  - iii. Any items donated to the Kingdom after July 2010 should have instructions for proper disposal submitted with the donation. Should the Financial Committee decide to dispose of a donated item, a significant attempt should be made to follow these instructions.



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- iv. Any items donated to the Kingdom should include as many answers to the Inventory and Expenditure Justification Survey as relevant.
- H. Inventory and Expenditure Justification Survey:
- i. Indicate whether the following Greater and Lesser Officers of State have been consulted about this project:
    - a) Star Principal Herald to prevent sumptuary conflict and ensure correct usage of Kingdom armory.
    - b) Kingdom Chancellor of the Exchequer to prevent financial concerns
    - c) Kingdom Chamberlain to prevent project redundancy
    - d) Any office or Kingdom function (ie Champion) that may have occasion to use, maintain, or be represented by the project to ensure relevance, timeliness and usefulness
  - ii. Indicate the need for this item:
    - a) Does the Kingdom already have one of these items? If so, why do we need another one? If not, why don't we already have one?
    - b) When and how will this item be used (ie specific event/ ceremonial occasion)? How frequently?
    - c) Who will use this item? How will it be transferred between appropriate users (ie champions, officers)?
  - iii. Indicate the care and upkeep of this item:
    - a) Does this item require special care or maintenance? Does it have small pieces? Will replacement parts be required?
    - b) Is this item easily transported? Is it large?
    - c) Who will be responsible for the care and upkeep of this item? Kingdom Chamberlain? Or other?
- I. Disposal of Kingdom-owned Property or Regalia
- i. The Kingdom Financial Committee plus Kingdom Chamberlain shall have the final authority on disposal of property or regalia. Provide a written report of the disposal of any items to the Kingdom Exchequer.



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- ii. Methods for removing items from inventory are limited to:
  - a) Return the item to the original artist or donator.
  - b) Publicly auction the item, with all proceeds to return to the Kingdom Chamberlain's office fund within the Kingdom account.
  - c) Retain in storage for use in historical displays.
  - d) Donate to a Branch within the Kingdom.

**X. KINGDOM EVENTS**

- A. All events or formal championships that shall carry a Kingdom title, designation, funding, or insignia shall be voted upon by the Kingdom Financial Committee. For events that include Kingdom funding or profit split, control of the event will remain with the Financial Committee. For events that do not include Kingdom funding or a profit split, control of the approved event shall then be transferred to the sole discretion of the Crown.
- B. Branches that host a Recurring Kingdom Event, as defined in Kingdom Law, are required to contribute a portion of the net profit of the event to the Kingdom account, as outlined in Kingdom Law.
- C. Recurring Kingdom Events that are funded entirely via the Kingdom of Ansteorra account must be hosted either via an SCA Branch within the Kingdom, or via an approved Event Steward and Gate Coordinator who reside within the Kingdom. Profit splits for both of these categories are delineated in Kingdom Law. When possible, the Kingdom Exchequer will place preference for a bid hosted via a Branch.
- D. Required elements for Kingdom events include:
  - i. Event bid, including budget and identification of Primary Event Steward and Gate Coordinator, both of whom must be acceptable to the Kingdom Financial Committee.
  - ii. Oversight for event functions is the responsibility of the Kingdom Seneschal or designated representative.
  - iii. The final event report and all other financial matters for the event are the responsibility of the Kingdom Exchequer or designated representative.



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- iv. Complimentary (free) site registration will be offered to the following individuals in attendance at the event:
  - a) Ansteorran Crown and Heirs
  - b) Current Royalty from any SCA Kingdom
- E. Recommended elements of Kingdom event bids include:
  - i. Indication whether an Additional Insured certificate, Society Equestrian or Society golf cart insurance will be required.
  - ii. In the absence of an established event-specific policy, the default shall be: No Refunds.
  - iii. Family Max shall be the equivalent of three adults' registrations at the member rate.
  - iv. Family Max is defined as two legal adults over the age of 18 who live full time in the same household, and any number of minor (17 or younger) children residing in the household either full time or part time. No legal relationship is assumed. Other adults or children 18 or older, even if resident in the household, cannot register under the Family Max.
  - v. Minors' and children's fee schedules, including discounts for minors 15 years old and younger.
- F. Kingdom-sponsored public occasions and social spaces at Gulf Wars and Pennsic may be funded via the Kingdom account. Control of these functions may be transferred to the Crown after the Financial Committee has approved the budget.

## **XI. REVIEW OF THIS POLICY**

- A. This policy will be reviewed when the Kingdom Exchequer's office changes, when Society Financial Policy requires changes, or every two years.

## **XII. VARIANCES TO THIS POLICY**

- A. 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.



### XIII. APPROVAL OF THIS POLICY

A. Rex Ansteorra: Jason Douglas/ Jason Drysdale

*Signature:*

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B. Regina Ansteorra: Vallie Copley/Margherita de Mantua

*Signature:*

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C. Kingdom Seneschal: Rick Drake/Ainar Magnusson

*Signature:*

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D. Kingdom Chancellor of the Exchequer: Denise Oberlin/Eleanor of Forth Castle

*Signature:*

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E. Kingdom of Ansteorra Financial Committee Approval Date: 7/21/2018

F. SCA Board of Directors Approval Date:



**Annex A:**  
**Ansteorran Exchequer Office Descriptions**  
**JULY 2018 FINAL**

**I. KINGDOM CHANCELLOR OF THE EXCHEQUER**

A. Office Description

- i. Designated Representative for the Society Exchequer for purposes of communication, training, and oversight for an assigned Kingdom.
- ii. This office **MUST** be included in the Society Exchequer's warrants. Warrants are renewed per term: 2 year initial span, with one optional 1 year renewal.

B. Duties of the Kingdom Exchequer

- i. Coordinate with Regional Exchequers to review Branch Exchequer reports.
- ii. Provide occasional status updates of Branch accounts to Kingdom Financial Committee.
- iii. Teach, or authorize another party to teach, classes as needed: Kingdom Financial Policy and Warranting, Gate Documents and Procedures, Monthly Reporting Forms.
- iv. Report and pay Kingdom NMR fees. Aid Kingdom Deputies with collecting information/ clarification from Branch Exchequers, as needed.
- v. Aid Regional Exchequers in selecting and announcing Branch Exchequer.
- vi. Meet and consult with other members of the Gulf Wars Financial Committee.

C. Recommended Resources for This Office

- i. Experience with financial and accounting best practices are not required; knowing how to balance a checkbook will be helpful.
- ii. This office will take approximately 40 hours per month, plus additional obligations.
- iii. Microsoft Excel (OpenOffice does not work cleanly with Society forms)



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- iv. Internet access, including Google Drive.
- v. Ability to access banks used within the kingdom, including the bank used by the Kingdom account (signatory card transitions)
- vi. Soft skills such as:
  - a) Strong communication skills with people who are confused, frustrated, and/or unsure how to ask for help.
  - b) Data entry and documentation
  - c) Troubleshooting in general; in specific, the Society Quarterly Report form.
  - d) Taking the initiative to create solutions to problems.

## II. EXCHEQUER DEPUTY: REGIONAL ADMINISTRATION

- A. Office Description
  - i. Designated Representative for the Kingdom Exchequer for purposes of communication, training, and oversight for an assigned Region.
  - ii. This office **MUST** be included in the Kingdom Exchequer's warrants.
  - iii. Priority will be given to an applicant with experience as a Branch Exchequer within the Kingdom, then to any office experience in the Kingdom, then any office experience in any Kingdom.
- B. Duties of the Regional Exchequers
  - i. Review Branch Exchequer reports.
  - ii. Provide monthly status update of Branch accounts to Kingdom Exchequer.
  - iii. Coordinate with Kingdom Exchequer for classes: Kingdom Exchequer can teach, or authorize another party to teach classes as needed: Warranting, Gate, Forms.
  - iv. Aid the Kingdom NMR and Domesday Deputies with collecting information/ clarification from Branch Exchequers.
  - v. Arranging for and conducting review book reviews for all groups within their region.
  - vi. Aid the Kingdom Exchequer in selecting Branch Exchequer. Announce selected Branch Exchequers. Requirements:
    - a) Allow the following parties the right of review before making/





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announcing the decision: Kingdom Exchequer; Branch Landed Baron/Baroness if applicable, Branch Seneschal.

- b) Inform all applicants of the decision before making the announcement.
- c) Ensure that the Kingdom Exchequer has a copy of the accepted application with formal ID (photo, birth date), and proof of membership (number, expiration date).

C. Recommended Resources for This Office

- i. Experience with financial and accounting best practices are not required; knowing how to balance a checkbook will be helpful.
- ii. This office will take approximately 5 hours per month, plus additional obligations.
- iii. Microsoft Excel (OpenOffice does not work cleanly with Society forms).
- iv. Internet access, including Google Drive
- v. Ability to access banks used within the Region (signatory card transitions)
- vi. Soft skills such as:
  - a) Strong communication skills with people who are confused, frustrated, and/or unsure how to ask for help.
  - b) Data entry and documentation
  - c) Troubleshooting in general; in specific, the Society Quarterly Report form.

**III. EXCHEQUER DEPUTY: TRAINING DEPUTY**

A. Office Description

- i. Designated Representative for the Kingdom Exchequer for purposes of generating, maintaining, and presenting training materials to Branch and Regional Exchequers as needed.
- ii. This office MAY be included in the Kingdom Exchequer's warrants.



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- B. Duties of the Training Deputy
- i. Generate and/or teach classes as needed: Kingdom Financial Policy and Warranting, Gate Documents and Procedures, Monthly Reporting Forms.
  - ii. Provide occasional status updates to Kingdom and Regional Exchequers of needed and completed training, including Book Reviews.
  - iii. Coordinate with Regional Exchequers and Domesday Deputy to review and correct Branch Exchequer reports.
  - iv. Generate a list of common mistakes and trends across several fields including:
    - a) Monthly Reporting
    - b) NMR (Event Reporting)
    - c) Domesday (End of Year Reporting)
    - d) College of Herald's funds handling
- C. Recommended Resources for This Office
- i. Experience with financial and accounting best practices are not required; knowing how to balance a checkbook will be helpful.
  - ii. This office will take approximately 5 hours per month. Attendance and assistance at Round Tables is requested.
  - iii. Microsoft Excel (OpenOffice does not work cleanly with Society forms)
  - iv. Internet access, including Google Drive.
  - vi. Soft skills such as:
    - a) Strong communication skills with people who are confused, frustrated, and/or unsure how to ask for help.
    - b) Data entry and documentation
    - c) Troubleshooting in general; in specific, the Society Quarterly Report form.
    - d) Ability to articulate recommendations for the better functioning of the office.



#### **IV. EXCHEQUER DEPUTY: DOMESDAY**

- A. Office Description
  - i. Designated Representative for the Kingdom Exchequer for the purpose of End of Year reporting
  - ii. This office MAY be included in the Kingdom Exchequer's warrants, at the Exchequer's discretion. This office does not handle currency.
  - iii. This office functions completely at the discretion of the Kingdom Exchequer.
- B. Duties of the Domesday Deputy
  - i. Troubleshooting Branch reports
  - ii. Compiling all Kingdom bank account reports into one Consolidated Report per Society requirements.
- C. Recommended Resources for This Office
  - i. Experience with financial and accounting best practices are not required; knowing how to balance a checkbook will be helpful.
  - ii. Microsoft Excel (OpenOffice does not work cleanly with Society forms)
  - iii. Internet access, including Google Drive
  - iv. Soft skills such as:
    - a) Strong communication skills with people who are confused, frustrated, and/or unsure how to ask for help.
    - b) Data entry and documentation
    - c) Troubleshooting in general; in specific, the Society Quarterly Report form and the Society Cumulative Report form.

#### **V. EXCHEQUER DEPUTY: NONMEMBER REGISTRATION (NMR)**

- A. Office Description:
  - i. Designated Representative for the Kingdom Exchequer for the purpose of collecting and reporting NonMember Registration (NMR) income as mandated by Society, plus any event profit splits as delineated in Ansteorran Kingdom Law.
  - ii. This office MUST be included in the Exchequer's warrants.



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- iii. This office ONLY handles checks addressed to the kingdom bank account, and has authorization to make deposits into said account.
- B. Duties of the NMR Deputy
- i. Collecting Event Reports plus any NMR dues and profit splits for all official events that happen within the Kingdom.
  - ii. Depositing NMR dues and profit split funds into the kingdom bank account.
  - ii. Following-up with Gate Coordinators and other Branch leadership to correct reports.
  - iii. Generating a report for Society and sending it to the Kingdom Exchequer once per month.
- C. Recommended Resources for This Office
- i. Experience with financial and accounting best practices are not required; knowing how to balance a checkbook will be helpful.
  - ii. This office will take approximately 5 hours per month. No required travel.
  - iii. Microsoft Excel (OpenOffice does not work cleanly with Society forms)
  - iv. Internet access, including Google Drive.
  - v. Soft skills such as:
    - a) Strong communication skills with people who are confused, frustrated, and/or unsure how to ask for help.
    - b) Data entry and documentation
    - c) Troubleshooting in general; in specific, the Kingdom Event Report form and Society NMR Report form.

**VI. EXCHEQUER DEPUTY: ELECTRONIC RESERVATIONS (E-RES)**

- A. Office Description
- i. Designated Representative for the Kingdom Exchequer for purposes of electronic payments for events, as approved via Society/Board of Directors.
  - ii. This office MUST be included in the Exchequer's warrants.



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- B. Duties of the Electronic Reservations Deputy
- i. Oversee PayPal event registrations within Ansteorra
  - ii. Communicate with the Kingdom Exchequer regarding Branch use of the approved electronic reservations system.
  - iii. Communicate with the Society Exchequer regarding upcoming considerations/ changes/ complications to the current system.
- C. Recommended Resources for This Office
- i. Experience with financial and accounting best practices are not required; knowing how to balance a checkbook will be helpful.
  - ii. This office will take approximately 5 hours per month. No required travel.
  - iii. Microsoft Excel (OpenOffice does not work cleanly with Society forms)
  - iv. Internet access, including Google Drive.
  - v. Soft skills such as:
    - a) Strong communication skills with people who are confused, frustrated, and/or unsure how to ask for help.
    - b) Data entry and documentation
    - c) Troubleshooting in general.
    - d) Ability to articulate recommendations for the better functioning of the office.

**VII. EXCHEQUER DEPUTY: KINGDOM CHAMBERLAIN**

- A. Office Description
- i. Designated Representative for the Kingdom Exchequer for the purpose of maintaining Kingdom Property including regalia used by the current Crown, Heirs, and their Champions.
  - ii. This office MUST be included in the Exchequer's warrants.
  - iii. Items NOT under the purview of the Chamberlain's office include:
    - a) Gifts/largesse given to the Crown/Heirs, or gifts/largess given by the Crown/Heirs.
    - b) Office-related property or equipment such as files, books, or computers.



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- B. Duties of the Chamberlain
- i. Announce and collect bids for new or replacement property, per current Kingdom policy and standard operating procedures indicated in Annex B.
  - ii. Track the location and status of all Kingdom property and regalia.
  - iii. Oversee repair and maintenance of all Kingdom property and regalia.
  - iv. Oversee transition of regalia between the Crown and Heirs at **Coronation**.  
Collect Heirs resources; store until needed.
  - v. Deliver Heirs resources at **Crown Tourney**.
- C. Special Purposes Deputy for the Kingdom Chamberlain:
- i. Selected jointly with the Kingdom Chamberlain, Crown/Heirs, and Kingdom Exchequer to fill a specified purpose.
  - ii. Duties that may be assigned to the Special Purposes Deputy include defined control and maintenance of one or more specified item(s) with the express purpose of coordinating the item's use at the Crown's whim.
  - iii. This function will NOT be warranted in its own right, and will fall under the Kingdom Chamberlain's warrant.



## **Annex B:**

# **Kingdom Chamberlain Standard Operating Procedures**

## **JULY 2018 FINAL**

### **I. TRANSFER OF KINGDOM PROPERTY AND REGALIA**

- A. The Chamberlain or designated representative 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.
- B. 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 to whom they were checked out.
- C. The Kingdom Exchequer reserves the right to withhold reimbursement of up to one half of the budgeted Crown travel fund until the Kingdom Chamberlain indicates to the Kingdom Exchequer that all items have been accounted for, regardless of their condition.

### **II. MAINTAIN INVENTORY**

- A. Within one month of **Crown Tournament** and **Coronation**, the Chamberlain will update the Inventory to show the status and location of all items.
- B. This inventory will be reflected in the database and a summary report sent to the Kingdom Exchequer and Crown for their reference and records.

### **III. REPAIR/MAINTENANCE OF KINGDOM PROPERTY AND REGALIA**

- A. Any damage to property or regalia must be reported to the Chamberlain as soon as possible.
- B. Property or regalia in need of repair or maintenance shall be offered to the Kingdom Chamberlain for evaluation.
- C. The Chamberlain shall oversee the repair or maintenance of property or regalia using the following criteria:
  - i. The Chamberlain shall first attempt to contact the original artist of the item, and allow him/her the first opportunity to maintain/repair the item.



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- ii. Should the cost of maintenance/repairs fall within the budgeted funds available to the Chamberlain, and should the original artist provide approved instructions for the work, the Chamberlain may complete that work or authorize a trusted party, and present receipts to the Kingdom Exchequer for reimbursement after the fact.
- iii. Should the cost of maintenance exceed the budgeted funds available to the Chamberlain, the Chamberlain shall inform the Kingdom Financial Committee of the situation and possible solutions.

#### **IV. ACQUIRING NEW PROPERTY OR REGALIA**

##### **A. Soliciting Donations**

- i. If new property or regalia items are needed to replace retired, lost, or destroyed items, or for new items, the Chamberlain or designated representative is responsible for researching options for replacement or purchase.
- ii. The preferred option is to announce the request and ask for a donation of the item(s) or funds to purchase the item(s).
- iii. Should the item(s) not be obtainable via donation, the Chamberlain shall work with the Financial Committee to initiate the purchase of the item for the Kingdom.

##### **B. Bid Requirements**

- i. The Financial Committee should consider how to address considerations including:
  - a) Item received after the projected date.
  - b) Item does not match the expectations of the current Financial Committee, regardless of membership changes.
  - c) Evaluation of the quality versus expense of the item.





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- ii. Persons submitting bids should include the following information at a minimum:
  - a) Modern and SCA names, address, and phone number of person(s) responsible for the bid.
  - b) Modern name and address of business, if applicable.
  - c) Modern and SCA names, address, and phone number of artisan, if different from person responsible for the bid.
  - d) Formal, written, detailed bid including indication of all items, services, and options pertaining to the item(s) to be purchased.
  - e) Total cost of the item(s), with a payment plan if relevant.
  - f) Description of any warranty, guarantee, or other service contract on item(s).
  - g) Date of guaranteed delivery of item(s), including recourse if the date may not be met.
  - h) Period documentation/inspiration of item(s), if applicable.
  - i) Description of item(s) functionality, including durability, weight, and height/volume.
  - j) Repair and cleaning instructions.
  - k) Disposal of item(s).
- iii. Fund Advances and Payment Plans
  - a) The Financial Committee may consider limiting monetary advances to materials only.
  - b) Alternatively, payment plans may be delineated thus: Materials upon acceptance of bid; Half of labor upon artisan proof that the project has started; Half of labor plus shipping costs within 30 days of the Kingdom Exchequer receiving proof that the finished item has been delivered to the Kingdom Chamberlain, designated representative, or Crown/Heirs.



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- v. Follow-Up Tasks
- a) The Chamberlain will coordinate the construction, payment, and shipping of the approved item(s).
  - b) The Chamberlain will request timely updates from the approved vendor.
  - c) All receipts for the item(s) shall be given to the Kingdom Exchequer for payment at the approved schedule.
  - d) The Kingdom Financial Committee will be informed in writing of the receipt and availability of the new items.
  - e) Received items shall be updated in the Kingdom inventory by the Chamberlain.
  - f) Items with a purchase price over \$500 will be included in the Kingdom Exchequer's required accounting of depreciable items.

C. Bid Process

- i. The Chamberlain may use up to \$300 of the available budgeted funds for the purchase of items without requiring a bid. The Chamberlain will solicit a minimum of two bids for:
  - a) Items costing more than is available in the Chamberlain's budget.
  - b) A single item with an estimated purchase price over \$300.
- ii. Bid requests will be advertised in the Kingdom newsletter, the Ansteorra-Announce e-mail list, and on the Chamberlain website.
- iii. Bid/proposal forms are available from the Chamberlain or on the Chamberlain portion of the Kingdom of Ansteorra Exchequer website.
- v. Bid approval from the Financial Committee is a commitment for a particular item(s) at a specified cost. Any property or regalia created without this prior written approval will be gratefully accepted as a donation to the Kingdom.
- vi. No expense overages will be reimbursed without the prior approval of the Financial Committee plus Kingdom Chamberlain, and then only in the rare case of unexpected circumstances, prior to final completion of the item.



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- vii. The completed item may be used during the initiating/receiving reign, but must be delivered to a responsible party who is not the Crown or Consort who approved the expense.
- viii. After the bid process has closed, all complete bids will be organized and given to the Financial Committee for review.
- ix. Once the Financial Committee has approved a bid, a copy of the approved bid will be sent to the Chamberlain. Upon the Financial Committee's written approval of a bid, the Chamberlain will privately notify all persons submitting bids as to the Committee's decision.

**V. DONATIONS TO THE KINGDOM**

- A. Items donated to the Kingdom should be evaluated against the checklist included within Kingdom Financial Policy and submitted to the Chamberlain for inclusion in the Inventory.

**VI. DISPOSAL OF KINGDOM-OWNED PROPERTY OR REGALIA**

- A. Methods for removing items from inventory are enumerated in Kingdom Financial Policy. Only the listed methods may be used.