

# **Kingdom of An Tir Financial Policy Current Update – January, 2018**

## **I. INTRODUCTION**

The following Kingdom Financial Policy serves as an addendum and is subject to the requirements set forth by the Society For Creative Anachronism, Inc. Financial Policy, Corpora and By Laws.

## **II. FINANCIAL POLICY REVIEW**

An Tir's Financial Policy should be reviewed (and revised as necessary) whenever changes in Modern Law, the SCA's governing documents and Policies, the needs of the Kingdom, or agreement between Council of the Exchequer and the Society Exchequer so require, but no less than once every 2 (two) years.

## **III. FINANCIAL COMMITTEE**

The Council of the Exchequer is the Kingdom-level Financial Committee and consists of The Crown, the Crown Prince and Princess when invited by the Crown, the Kingdom Seneschal(e) and the Kingdom Exchequer. The members of the Council of the Exchequer jointly bear the fiduciary responsibilities of managing the Kingdom's assets. The King and Queen each have ½ (one-half) a vote, the Kingdom Seneschal has 1 (one) vote, and the Kingdom Chancellor of the Exchequer has 1 (one) vote.

1. All decisions and approvals made by the Council of the Exchequer are to be made by consensus. If this fails, the decision will be revisited at a later date, either by email or by the next Crown event. If this also fails, the decision will be referred to the Society Exchequer. Consensus is achieved when all the members of the Council agree that consensus has been achieved regardless of the outcome of the decision being made.
2. The Council of the Exchequer will meet at each of the 4 (four) Crown events. Additional meetings can be called for at the Spring and / or Fall Crown Council, if needed. The Crown events are May Crown, July Coronation, September Crown and Twelfth Night. If a member is unable to attend a Crown Event, a representative, acceptable to the other members of the Council of the Exchequer, shall be designated with the authority to make decisions in the member's absence.
3. Annual budgets established for the Kingdom, including the Crown and Kingdom Officers, special purpose funds, additional policies as needed, and any changes to these budgets, funds or policies shall be approved by the Council of the Exchequer. Copies of these shall be provided to the Society Exchequer.
4. The Council of the Exchequer must approve expenditures exceeding the limits of the budget. Any funds remaining at the end of the year will be directed back to the General Fund, unless specifically stated otherwise in the preceding budget, or by the action of the council of the Exchequer.
5. In an emergency, disbursements can be authorized by the members of the Financial Committee through electronic means. An Emergency is defined as payment being needed before the next scheduled meeting of the Council of the Exchequer. These emergency disbursements will be ratified and documented by the Financial Committee at the next meeting.

## **IV. BANK ACCOUNTS**

Each new bank account within An Tir will use the bank request form and have at least two officers of the same branch or entity listed as signatories as well as the Kingdom Exchequer or designated Kingdom representative.

1. Two authorized signatures will be required on any check, money order, or other instrument of withdrawal, whether or not the bank offers signature inspection.
2. Separate Savings accounts, certificates of deposit or any other long-term financial instrument must be approved and registered with the Kingdom Exchequer on a case-by-case basis. This does not apply to savings accounts linked to the Branch checking account.
3. Any signatory changes to a bank account will complete the bank request form and forward it to the Kingdom Exchequer for approval.
4. Specifically in regards to the Kingdom Accounts, assuming that the Kingdom Seneschal(e) and Kingdom Exchequer do not live within a short distance from each other, in order to maintain required controls on the Kingdom accounts and allow timely processing of the monthly bank statement, view only online banking is set up with access granted to the Kingdom Exchequer, Kingdom Seneschal, and their contingency deputies. Once a month the Kingdom Seneschal will review the deposits and withdrawals from the primary bank account and send an email to the Kingdom Exchequer verifying that they have reviewed the account. This email will be printed out and maintained in the files per standard financial time limits.

## **V. REPORTS**

Financial reports will consist of the "Balance Sheet" and "Income Statement" and the supporting worksheets and documentation contained and required by the most recent edition of the Society for Creative Anachronism, Inc., Chancellor of the Exchequer's Handbook. Quarterly reports may be year to date and/or limited to the prior quarter at the discretion of the Exchequer's superior. First, second and third quarter reports may be sent electronically to the Kingdom Exchequer (or Principality Exchequer if the branch lies within a Principality jurisdiction, at the discretion of the Principality Exchequer). The annual report must be hard-copy and include the last bank statement of the year for each bank account held by the branch. All reports must contain the table of contents and each page listed on the table of contents that contains data.

Branch Quarterly reports must be submitted for the following report due dates:

- January 1 - March 31 due May 1
- April 1 - June 30 due August 1
- July 1 - September 30 due November 1
- January 1 - December 31 due February 1

"Due" means that they must be received by the Regional Reporting Deputy (if assigned) AND Kingdom Exchequer by that date.

Regional and Principality Reports must be submitted for the following report due dates:

- January 1 - March 31 due May 15
- April 1 - June 30 due August 15
- July 1 - September 30 due November 15
- January 1 - December 31 due February 15

"Due" means that they must be received by the Principality Exchequer by that date. Principality Exchequer is allowed to change reporting requirements to better fit Principality as long as Kingdom Exchequer receives reports when required.

Kingdom Exchequer reports to be submitted quarterly and yearly to the Kingdom Seneschal, the Crown, and the Society Chancellor of the Exchequer for the reporting periods and by the due dates as set by the Society Exchequer.

Failure to file an annual report on time without prior authorization by the Kingdom Exchequer will be grounds for removal from office.

Failure to file two consecutive quarterly reports on time without prior authorization by the Kingdom Exchequer or Principality Exchequer will cause the branch Exchequer to be placed on financial probation.

Standard documentation records (PDF receipts, PDF reports, etc.) may be stored electronically as long as there are 3 (three) or more backups of these records kept in different locations and held by different custodians (not in the same household). Records must be updated regularly (not greater than one quarter between updates) and documentation on who and where these electronic records are held must be maintained by the Exchequer at all times.

## **VI. EXPENSE AUTHORIZATION POLICY**

Branches and entities must have a written expense authorization policy on file with their Regional and Kingdom Exchequers. Any change to this policy must also be submitted to the Exchequer's Superior.

## **VII. REIMBURSEMENT OF EXPENSES**

Kingdom and Branch Exchequers are only obligated to reimburse for receipts presented within 120 (one hundred and twenty) days of the expenditure.

1. For Kingdom officers and Royalty, all expenditures and reimbursements are to be made from Kingdom accounts or accounts held specifically by those offices.
2. For reimbursements for Kingdom expenses, the check request form must be completed and submitted by the requestor before any Kingdom funds can be authorized. The current check request form will be made available from the An Tir Exchequer's webpage.
3. All Kingdom Officers of State shall be reimbursed for reasonable office, postage, copying, and electronic mail access expenses incurred in the performance of their office. All such expenses are subject to the limits of the officer's budget and / or the approval of the Kingdom Financial Committee.

## **VIII. REGALIA**

Regalia are loaned to the current Royalty for the duration of each Reign. In order to manage Regalia responsibly, Regalia must be inventoried and checked out from the Kingdom Chamberlain at the beginning of each Reign. The inventory and checkout process assures that there is a record of the Regalia and its condition recorded, since the users may be required to replace Regalia lost or damaged during their Reign.

A completed inventory sheet and a checkout list of the Regalia being used by the current Royalty is to be signed by the Royalty and a copy sent to the Royal Chamberlain and Kingdom Exchequer before Royal expenses can be reimbursed.

## **IX. CONTROLLING CASH**

1. Funds exceeding \$1000.00 (one thousand dollars) from events, fundraisers, etc., must be deposited in the bank account within 5 (five) days from the close of the event.
2. No group may maintain a Petty Cash fund under any circumstances. Money shall be disbursed by properly drafted group check or traceable money order only.

## **X. NON-MEMBER REGISTRATION (NMR)**

NMR shall be collected by event hosts or their deputy and forwarded with the required statistics to the Kingdom Chancellor of the Exchequer or their designated Kingdom NMR Deputy in accordance with Society mandates. Submissions shall be postmarked no later than 10 (ten) business days after the end of the event. A submission shall consist of a properly drafted branch check and a completed submission form with the branch name, event name, event date, total attendance and number of NMR collected. Overdue submissions may result in suspension of the branch and/or other remedial measures as deemed necessary.

Due to inconsistencies in the postal systems that cross the American-Canadian International border, it is requested that Canadian branches submit an e-mail to the NMR Deputy with the NMR figures needed for the Kingdom of An Tir to submit monthly NMR payment to SCA, Inc., with the understanding that the Kingdom will cover the NMR payment until the branch submission is physically delivered to the NMR Deputy. This does not relax the requirement that NMR submissions must still be post-marked (or documented to have been mailed) within 10 (ten) business after the close of the event.

#### **XI. EVENT ADMISSION AND COMPLIMENTARY PASSES**

The Crown and Heirs shall be exempt from fees at all events they attend within the Kingdom.

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Kingdom Greater Officers shall be exempt from site fees at all Crown events, and at Kingdom events if they are performing the duties of their office.

Kingdom Champions shall be exempt from event fees at all Crown and Kingdom events.

The Kingdom Teamster shall be exempt from event fees at all events where the Kingdom trailer is required. The spouse / significant other / assistant of the Kingdom Teamster shall be exempt from event fees at all events where the Kingdom trailer is required (for this to be allowable though, the spouse / significant other / assistant must also be a paid member of SCA, Inc.).

The Crown and Heirs, Kingdom Greater Officers (at Kingdom events if they are performing the duties of their office), and the Kingdom Teamster shall be reimbursed for reasonable travel expenses to attend these required Kingdom and / or Crown events.

1. Reasonable travel expenses are defined as mileage paid at the current rate authorized by the US IRS to and from an event for one vehicle, or valid receipts for fuel to and from an event for one vehicle (preferred method).
  - a.) A 'valid set of receipts' consists of a starting receipt for initial fill-up of fuel tank, each successive fuel receipt in transit to-and-from the event, and final fill-up as soon as possible upon return to starting location.

#### **XII. EVENTS**

Kingdom may be the sponsoring branch for any Crown or Kingdom Events. The Events will follow Corpora and Kingdom law as to the awarding and the financial backing of these events. The Financial committee has the duty to assign a deputy to oversee the receipt and expenditures of such events, that person for the time of the event will be an acting deputy of The Kingdom Exchequer's office.

Kingdom may advance funds to any branch for initial expenses for a Crown or Kingdom event. Advance funds must be repaid within 15 business days of the end of the event.

### **XIII. BRANCH (AND SUB-GROUP (E.G. GUILD, ETC.) EXCHEQUER REQUIREMENTS**

Every group must have a warranted exchequer and possess a current copy of the following documents: Society Exchequer Handbook, Society Financial Policy, Kingdom Law, Kingdom Financial Policy, and the local ("group") Financial Policy. Groups within a Principality's jurisdiction must also possess a current copy of Principality Law and Principality Financial Policy.

To receive a warrant, a request for warrant form will be sent to the Kingdom Exchequer, or their Warrants Deputy, verifying the selection of the incumbent exchequer. This form is signed by the current seneschal and the officers of the branch. The exchequer must also attend a class on the duties of the exchequer and the reporting process before assuming the office. This may be done by appointment with the Kingdom Chancellor of the Exchequer, one of the Principality Exchequers or a designated Training Exchequer.

Every exchequer must have a warranted contingency deputy, who should be prepared to take over the exchequer's office on short notice. The Warrants Deputy should be notified of any change in the deputy's name, address, email address, or telephone number. Full contact information for the branch Exchequer and their Contingency Deputy must be on every quarterly report.

Each exchequer shall be warranted for an initial term of two years. An exchequer must request a warrant extension each year after the initial two-year term by submitting the Extension of Warrant form to the Kingdom Exchequer Warrants Deputy before the warrant expires. It is recommended that a person have no more than 2 one-year extensions unless there is no available replacement.

No exchequer may hold any other office, at any level, unless the other office requires so little work as to not interfere with the duties AND no one else can be found to fill it. A "Request for Variance" must be submitted to the Kingdom Exchequer for permission. This may be done via email. The variance, once granted, will be valid for 1 year and may be renewed at that time.

### **XIV. 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 Kingdom Exchequer. Notification of variances issued will be sent to the Kingdom Seneschal.

### **XV. DEDICATED FUNDS**

The only dedicated fund that the Kingdom has is the Raven Travel fund. The stipulations of that fund are as follows:  
Raven Travel Fund

The Raven Travel Fund was initiated January 11, 1993, with the following decree:

During the Reign of Barak and Lao it was determined that the Royalty had need of a travel fund designed specifically for travel outside of An Tir. Herein find the parameters for the use and administration of this fund.

Name: Intra-Kingdom Travel Fund commonly known as the Raven Travel Fund.

Minimum Dollar Level: The minimum dollar amount that this fund should never be allowed to fall to is \$150.00 (One Hundred and Fifty Dollars).

Administration: The administration of this fund shall be handled through the Kingdom Exchequer of An Tir. Money from this fund shall be made available to the Kings and Queens of An Tir for out of Kingdom Travel to Major events that Royalty from other Kingdoms will be present at, such as Pennsic, Estrella, An Tir/West War, and events where there are Courts including more than 3 (three) different sets of Royalty.

Fund Upkeep: It is the responsibility of the Royalty of An Tir to maintain and attempt to increase the Intra-Kingdom Travel Fund through fund raisers and the solicitation of donations. An attempt should be made to leave the fund with more money than it had when the Royalty ascended the thrones. Funds that are not specifically raised for the Intra-Kingdom Travel Fund shall not be diverted to it for any reason. The Intra-Kingdom Travel Fund monies shall not be diverted to any other fund for any reason.

This fund is hereby established by Barak and Lao and the parameters may only be changed by us. Anyone wishing to make any changes to these parameters must contact us in writing before doing so, in order to get our approval.

Signed Feb 1993 as the Raven Travel Fund

## **XVI. PAYPAL POLICY**

### 1. Requirements:

- a. Each group wanting to use PayPal for accepting reservations must submit a request form that has to be approved by both the Kingdom Exchequer and the Deputy Kingdom Exchequer in charge of PayPal. This request must also include the event copy for the event. Those not up to date with financial reports or NMR will not be considered.
- b. The Kingdom has created a specific PayPal email alias: <epay@antir.org>. The alias will be used as the email address of the PayPal account owner. This alias must cascade to at least two officers' email addresses in separate (modern) households. The standard protocol will be the Seneschal, Exchequer, and Deputy Kingdom Exchequer in charge of PayPal.
- c. The Kingdom has created a business checking account specifically to handle PayPal funds using the email alias, and a secure, robust password. Knowledge of the password is restricted to the Kingdom Exchequer, Deputy Kingdom Exchequer in charge of PayPal, and Kingdom Seneschal. The password must be changed every time any these officers change.
- d. The Kingdom must have a warranted Deputy Kingdom Exchequer in charge of PayPal. This ensures a check and balance system regarding electronic funds. Transfers will require approval of the Kingdom Seneschal and the Kingdom Exchequer before transfer can occur.
- e. PayPal supports the creation of subsidiary user accounts and passwords so that individuals can process payments without having access to account settings. This will allow us to set up individual users prior to each event and then deactivate them 24 hours after the event is over. Either the Deputy Kingdom Exchequer in charge of PayPal or the Kingdom Exchequer will set up these individuals. At no time will anyone other than the Kingdom Exchequer, Deputy Kingdom Exchequer in charge of PayPal and Kingdom Seneschal have administrative rights to the PayPal account.
- f. The Kingdom PayPal Account will be set up to transfer proceeds to the SCA Group account about 10 (ten) days prior to an event and immediately after an event that PayPal was accepted.

- g. The Kingdom's PayPal account is linked to the Kingdom's PayPal bank account, so that money collected can be automatically transferred from PayPal to the Kingdom of An Tir account. The Deputy Kingdom Exchequer in charge of PayPal 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.
- h. If an attendee disputes a transaction, PayPal can withdraw money from a linked bank account to credit back to that attendee pending resolution of the dispute. The linked checking account will maintain a negligible balance and funds will be moved out of that account promptly to remediate that threat.
- i. Refunds to attendees will be given by the Hosting Group's paper check. Request for refund of pre-event credit card payment must be made via email or US mail and should be made or postmarked 48 hours prior to the start of the event. A valid postal mailing address must be included with the request.
- j. If a group miscalculates an attendee's gate fee there will be no penalty on their refund.
- k. The Kingdom Exchequer shall review the Kingdom PayPal account on a regular basis for unauthorized transactions. Such review shall occur no less than monthly.

## 2. At-event payments:

- a. Gate staff will need a smartphone or tablet, Internet connection (via either cellular or wireless Ethernet, a hotspot, a tethered smartphone, or other), and a PayPal card reader. The person processing the payments will log onto PayPal, enter the amount to be charged, then swipe the customer's card through the reader. The user will see and approve the amount to be charged, decide if they want a receipt (which will be texted or emailed to them by choice), and sign the screen with their finger. A transaction-reporting email will be sent to the account's email address. At no time may a credit card number be typed (manually entered) into PayPal.
- b. Each individual accepting payments must have a current SCA membership, will have their own unique login and shall be responsible for all transactions created with the login. Logins will be disabled within 24 hours after the close of the event.
- c. Per PayPal policy, those individuals must be of legal age of majority (at least 18 years of age in the U.S. and 19 in Canada).

## 3. Pre-reservations:

- a. Reservations can be accepted through PayPal. A link will be created on the event page that will allow a reservation request to be submitted to the Deputy Kingdom Exchequer in charge of PayPal. The request shall contain only: Modern name, SCA name, membership number (if applicable) and an email address plus the request for services (event fees, feast, etc.).
- b. An Tir will maintain a log of who paid via PayPal, and the amount charged; the log shall be reconciled with the emails and the transaction history. Further testing will be required to identify the best 14 of 14 practices for identifying the purpose of payments (not only who they are from, but what they are for; if one account processes payments for all groups in a kingdom, some standardized tracking process needs to be in place.)

## 4. Event Copy:

- a. Event copy should state if the Host Group will be accepting PayPal.

- b. Event copy should provide a back-up payment plan in case there is a malfunction with phone service or internet service.
- c. Event copy must state that for Kingdom-level events, anyone wishing to pay via PayPal will waive any early registration discounts. For a local event, the hosting group has the option to not allow an early registration discount.

## **XVII. Events Held In Idaho:**

1. Any branch holding an event in the State of Idaho is required to collect sales tax per current SCA Corporate policy.

### **a. Policy for Collecting Sales Tax in Idaho at Events:**

- i.) Events held in Idaho will need to collect sales tax on any services or tangible property sold at said event (registration fees, feast fees, fundraisers, silent auctions, merchandise/inventory sales, etc).
- ii.) The amount of tax to be collected will be based on the location where the event is held.
- iii.) The kingdom will provide a list of all events that will be held in Idaho on a regular basis to the Corporate Office at [taxes@sca.org](mailto:taxes@sca.org). This includes local events that collect registration, feast fees, etc. that may not be listed on the kingdom calendar. For each event, the group's seneschal or exchequer contact information must be included. This is to allow the corporate office to send the required form to the group, prior to any fees being collected.
- iv.) Groups do not need to collect sales tax on "donation only" events; however, if they sell anything during the event (including, but not limited to, feast fees, fundraisers, silent auctions, etc.), then sales tax must be collected on the items sold.
- v.) Groups may include the sales tax as part of the price but must provide that information on their flyers and at the door stating that tax is included in the price. Otherwise they will need to calculate the sales tax on each transaction.
- vi.) Each group will be informed by the corporate office (SCA, Inc. Tax Specialist) what the tax rate will be, based on the location of the event.
- vii.) At the end of the event, the local exchequer will fill out the required form, and within 10 (ten) business days from the end of the event, mail the check and the form to the Corporate Office address listed on that form.
- viii.) A copy of the same report shall be emailed to the kingdom exchequer and to the SCA, Inc. Tax Specialist at [<taxes@sca.org>](mailto:taxes@sca.org).
- ix.) In the case of an emergency delay in submitting, written notification must be sent to the Corporate Office. This notice must include all contact information, reason for the delay, and the guaranteed date of submission (not to exceed 30 days from the date of the event).
- x.) Failure to comply with the outlined procedures will result in the Kingdom being placed in Abeyance.

### **b. Branches located in Idaho will abide by current SCA policy when dealing with vendors at events:**

- i.) Go to the following website: [<https://tax.idaho.gov/i-1030.cfm>](https://tax.idaho.gov/i-1030.cfm).
- ii.) Follow the instruction under "Option B" to create ST-124 forms with your information in section A of the form.
- iii.) Print enough copies for the number of vendors you will have at your event (up to 12 (twelve)). You may want to print an extra or two in the case of late request to vend. If you have

more than 12 (twelve) vendors you will need to request to have the forms mailed to you. This must be done at least 14 (fourteen) business days before the event.

iv.) Each participant must then complete Sections B and C, 'Participant's Information,' and Sales Tax Declaration. Before your event starts, you must collect a copy of the Form ST-124, with Sections B and C completed, from each of your participants.

v.) Send these copies to the Tax Commission within 10 (ten) days of the start of the event. The address is on the form. (If any participants refuse to complete the form, you must supply their name and contact information in lieu of the form copy.). Send any blank copies that you printed with the completed forms, marking them as "Unused".

*V1.0 January 11, 1998 Countess Elowyn Blackthorne, Kingdom Chancellor of the Exchequer*

*V1.1 January 8, 1999 HL Ivarr Ulfvarinsson, Kingdom Chancellor of the Exchequer*

*V1.2 September 2000, HL Alanus of Bunghea, Kingdom Chancellor of the Exchequer*

*V1.3 January 2010, HL Elonda Blue Haven, Kingdom Chancellor of the Exchequer*

*V1.4 July 2011, HL Elonda Blue Haven, Kingdom Chancellor of the Exchequer*

*V1.5 May 2012, HL Genevieve de Montagne, Kingdom Chancellor of the Exchequer*

*V1.6 January 2018, Master Arontius of Bygelswade, Kingdom Chancellor of the Exchequer*