

KINGDOM OF EALDORMERE FINANCIAL POLICY

1.1 Kingdom Financial Committee

1.1.1 The Finance Committee shall consist of the Crown and the Heirs working in concert, the Kingdom Seneschal, the Kingdom Exchequer, and at least 2 of the remaining Kingdom Officers present at the Privy Council meeting at which the Finance Committee is called into session.

These Officers being;

- The Kingdom Chronicler
- The Trillium Herald
- The Kingdom Earl Marshal
- The Kingdom MOAS
- The Kingdom Chirurgeon

1.1.2 The Crown and the Heirs count as one vote. Should the Crown and the Heirs not be able to reach agreement, the vote will rest with the Crown.

1.1.3 All decisions of the Financial Committee will be by unanimous consent, including changes to these policies, and the Kingdom Budget.

1.1.4 The Finance Committee can be called into session by any member of the Royal family or Privy Council to review a financial issue.

1.1.5 No person may initiate a financial matter from which they may personally gain.

1.1.6 The Kingdom Exchequer shall submit a current balance sheet and a copy of the current budget to the Crown, and Privy Council within thirty (30), days of Coronation.

1.2 Disbursements

1.2.1 All disbursements of Kingdom funds shall be authorized by the Finance Committee.

1.2.2 In an emergency, disbursements must be authorized by the Crown, the Kingdom Seneschal and the Kingdom Exchequer. All emergency disbursements must be ratified by the Finance Committee at the first available opportunity.

1.2.3 All Disbursements allowed under the Financial Policies are as stated in the Kingdom Budget.

1.2.4 All requests for funds from the Kingdom General Fund or sub-funds must be submitted on the Cheque Requisition form, with all receipts attached within the period specified in the Office Policies of the Kingdom Exchequer found in the Ealdormere Exchequer Handbook. The Kingdom Exchequer may grant special dispensation from this deadline in unusual circumstances.

1.2.5 Requests for funds outside budgeted amounts must be approved by the Kingdom Financial Committee. Minutes of Financial Committee meetings are available from Kingdom Seneschal. Requests for disbursements outside budgeted amounts must include the date of the meeting where the Financial Committee approved the expenditure.

1.3 Funds – General

1.3.1 Any funds raised in the name of Ealdormere, or for Ealdormere, for which a fund has not been specified, will be deposited to the Kingdom general operating fund

1.3.2 Funds raised for the Kingdom do not need to be presented in court, but if donated in court will be recorded in the court report.

1.4 Special Purpose Funds (Sub-Funds) - General

1.4.1 The establishment of all Special Purpose Funds must be approved by the Ealdormere Financial Committee.

1.4.2 The Kingdom Exchequer shall maintain a list, with the balance, of all Special Purpose Funds, and will publish the list at least once per year.

1.4.3 All disbursement of funds in Special Purpose Funds will be approved on a case-by-case basis by a sub-committee of the Financial Committee. This sub-committee must consist of the Kingdom Exchequer, the Kingdom Seneschal and at least one other Great Officer

of State. For all subcommittees in the case of a dispute, the Kingdom Financial Committee will rule.

- 1.4.4 Special Purpose Funds which do not fall under the responsibility of a specific Great Office will also be designated in the General Operating Policies of Ealdormere.
- 1.4.5 At the discretion of the Kingdom Exchequer, with the approval of the Kingdom Financial Committee, any funds held in a sub-fund that the Exchequer determines has become dormant, will revert to general funds.
- 1.4.6 Any Sub-fund with no activity for two (2) years may be considered dormant.
- 1.4.7 Any funds held in a Sub-fund without specific funding and disbursement policies outlined in this document will revert to general funds at the discretion of the Kingdom Exchequer, with the approval of the Kingdom Financial Committee.

1.5 Royal Fund

- 1.5.1 At the beginning of Their term as Royal Heirs, the specified amounts, as per the Kingdom Budget, will be allocated from the Kingdom general fund for use by the Royal couple. The amount allocated for "Crown Travel" expense may not be reimbursed until after the Heirs have been elevated to Sovereign and Consort, though the amount may be used to reimburse expenses incurred while still Heirs.
- 1.5.2 The Royal Fund may accept donations in addition to the allocation from the Kingdom general fund. Any donations to the Royal Fund will be allocated to the fund of the current Sovereign and Consort, unless specifically requested by the donors that a portion or all be allocated to the Heirs.
- 1.5.3 A Royal Couple will be reimbursed for allowable travel expenses, as well as allowable Royal Expenditures, to the limit of funds available in the Royal fund as specified in the budget, with the addition of any extra, donated funds.
- 1.5.4 All unused funds revert to the Kingdom general funds at the end of each reign.
- 1.5.5 Allowable travel expenses include food, gas, lodging, and travel fares (e.g., plane/train tickets). Allowable Royal Expenditures include receipted phone expenses, postage, and copying charges. All receipts must be submitted within 8 weeks of the end of the reign. The Kingdom Exchequer may grant special dispensation from this deadline in unusual circumstances.

1.6 Officers of State Fund

- 1.6.1 At the beginning of each calendar year the specified amount, as per Kingdom Budget, will be allocated from Kingdom general funds for the expenses of each of the Officers of State. The Kingdom Exchequer will be responsible for maintaining records based on each Officer's expenditures and term of office. All unused funds at the end of the calendar year revert to the Kingdom general funds at the end of each calendar year.
- 1.6.2 Officers of State will be reimbursed for expenses as outlined in Section 1.6.3 and 1.6.4. Expenses of Minor Officers will be reimbursed from the budgeted amounts of the corresponding Officer of State with the approval of the Officer of State.
- 1.6.3 Allowable expenses include travel to and from Kingdom Privy Council meetings convened by the Crown of Ealdormere, travel to and from Kingdom events at which attendance by that Officer of State is mandated by Kingdom Law, and office expenditures incurred while fulfilling the duties of their office.
- 1.6.4 Allowable expenses include food, gas, lodging, and travel fares. Allowable office expenses include postage, copying or printing charges, and telephone calls. Reimbursement will be made when the receipts are submitted to the Kingdom Exchequer.

1.7 Commissariat Fund

- 1.7.1 The Exchequer will maintain a separate fund for the Commissariat of Ealdormere.
- 1.7.2 No money from general funds will be allocated to this fund. All money donated to and/or raised for this fund will be used to cover expenses incurred by the Commissariat. Unused funds do not revert back to general funds.

- 1.7.3 The Commissariat Committee is made up of the Commissar, the Kingdom Exchequer, the Kingdom Earl Marshal, and the Kingdom Seneschal.
- 1.7.4 Disbursement of funds will be by unanimous approval of the Commissariat committee. In the case of dispute the Kingdom Financial committee will rule.
- 1.7.5 The Commissar will be a warranted deputy of the Kingdom Exchequer.
- 1.7.6 The Commissar will provide a complete report of donations and expenditures, and all receipts quarterly to the Kingdom Exchequer. The dates of the reports are to coincide with the Exchequer reporting schedule. If there has been no activity on the fund in a quarter a null report is not required.

1.8 Scribal Fund

- 1.8.1 The Exchequer will maintain a separate fund for the Scribal Fund
- 1.8.2 The Scribal Financial committee for the Signets office is made up of the Kingdom Exchequer, the Kingdom Seneschal the Signet and Trillium Herald.
- 1.8.3 Any funds to be dispersed from this fund must have unanimous approval from the Scribal Financial committee. In the case of dispute the Kingdom Financial committee will rule.
- 1.8.4 The Signet will provide a complete report and all receipts quarterly to the Kingdom Exchequer. The dates of the reports are to coincide with the Exchequer reporting schedule. If there has been no activity on the fund in a quarter a null report is not required.
- 1.8.5 The Signet will be a warranted deputy of the Kingdom Exchequer.
- 1.8.6 The Scribal Fund is to be run on a non-profit basis keeping a minor balance for scribal supplies and or office needs. The minor balance will be set in the Kingdom budget under the Scribal office sub-fund.
- 1.8.7 The goal of this fund is to help the scribes of Ealdormere in need of basic supplies (i.e. Paper, paints, brushes, pens and ink), to help the Royalty with reimbursements to the scribes, but is not intended to totally support the scribes.
- 1.8.8 Any amount above and beyond \$600 Canadian will revert back to the Kingdom General fund, at the discretion of Kingdom Exchequer, with the approval of the Scribal Financial Committee, in conjunction with the Domesday report.

1.9 Regalia Fund

- 1.9.1 The Exchequer will maintain a separate fund for the Regalia Fund
- 1.9.2 In general no money from general funds will be allocated to this fund. All money donated to and/or raised for this fund will be used to fund special projects for Regalia.
- 1.9.3 At the request of the Regalia Committee and with the approval of the Kingdom Financial Committee, the allocation of funds from the General fund to the Regalia fund for a specific regalia project is allowable. Any allocation of general funds to the regalia fund will be a budget item. Any unused General funds from this specific project will revert to General funds at the end of the project.
- 1.9.4 The Regalia Committee is made up of the Minister of Regalia, the Kingdom Exchequer, the Kingdom Arts and Sciences officer, and the Kingdom Seneschal, as well as one member of the Royal Peerage who has agreed to serve and is unanimously agree upon by the first 4 members.
- 1.9.5 Disbursement of funds and approval of projects will be by unanimous approval of the Regalia committee. In the case of dispute the Kingdom Financial committee will rule.
- 1.9.6 The Minister of Regalia shall report the inventory to the Kingdom Exchequer once a year, by January 31st, providing a list of all regalia in inventory along with the purchase price or value.

1.10 Regalia

- 1.10.1 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 Minister of Regalia at the beginning of each Reign. The inventory and checkout process assures that there is a record of the regalia and its condition, since the users may be required to replace Regalia lost or damaged during their Reign.

- 1.10.1.1 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 provided to the Minister of Regalia.
- 1.10.2 Any persons maintaining pieces of regalia or other Kingdom property shall be responsible for the items in their possession. In the event of damage to or loss of the items, the person responsible for the damage or loss must reimburse the Kingdom at replacement cost, or provide a replacement of like kind and quality.
- 1.10.2.1 This reimbursement/replacement requirement does not apply to damage due to normal usage.

1.11 The Kingdom Newsletter

- 1.11.1 The Kingdom newsletter financial committee shall consist of the Kingdom Seneschal, the Kingdom Exchequer and the Kingdom Chronicler.
- 1.11.2 The Kingdom newsletter will maintain a separate bank account subject to the guidelines determined by the Kingdom newsletter financial committee.
- 1.11.3 This separate bank account shall have as signing authorities the Kingdom newsletter financial committee and one other person as chosen by a unanimous vote. This bank account shall require two of the above signatures.
- 1.11.4 Purchases of equipment, or other than consumables, will be approved by a unanimous vote in advance by the Kingdom newsletter financial committee. Refusal may be overturned by the Kingdom Financial Committee.
- 1.11.5 The Kingdom newsletter account will be subject to an annual book review by the Kingdom Exchequer.
- 1.11.6 At the request of any member of the Newsletter Financial Committee, and with the approval of the Newsletter Financial Committee, any Kingdom Newsletter funds in excess of the amount required for publication of a Laws issue, over and above regular quarterly expenses, may be transferred to the Kingdom General fund.
- 1.11.7 The Kingdom Chronicler will maintain a financial reserve sufficient for the production of a "Laws Issue" of the Kingdom Newsletter, as required by Kingdom Law.
- 1.11.8 The "Laws Issue" reserve will be determined by the Kingdom Chronicler and the Kingdom Exchequer, and approved by the Newsletter Financial Committee.

1.12 Branch Policies

1.12.1 Financial Committee

- 1.12.1.1 It is recommended that each branch form a Financial Committee, said committee to include at minimum the Branch Exchequer, the Branch Seneschal and at least one other Officer.
- 1.12.1.2 The Financial Committee must operate in accordance with the Branch Financial Policy, if one exists, the Kingdom Financial Policy, Kingdom Law, Society Financial Policy, and Governing Documents of the Society.

1.12.2 Newsletters

- 1.12.2.1 Recognized branches within the Kingdom may not maintain a separate bank account for their branch's newsletter (save the Kingdom Newsletter). Monies received by the branch's chronicler must be submitted at least monthly to the respective Exchequer for all subscriptions sales, as well as individual newsletter sales.

1.12.3 Branch Accounts

- 1.12.3.1 Territorial Barons and Baronesses may not be signatories on their baronial account.
- 1.12.3.2 Reigning Monarchs may not be signatories on any account.
- 1.12.3.3 If a branch of the Society dissolves for whatever reason, the monies held in the group account shall be returned to the Kingdom General Fund. At the request of the majority of the officers of the disbanding group another fund may be selected, such as the Barony account in the case of a disbanding Canton.

1.12.4 Branch Budgets

1.12.4.1 Normally, branches and other entities will establish yearly budgets. The Financial Committee must authorize the yearly budget and all unbudgeted expenditures in advance. If a yearly budget is established, it must be made available to the local branch.

1.12.5 Local Branch, Barony Travel Funds

1.12.5.1 In general, these branches may not establish travel funds. Should a branch's members or Baronial Financial Committee vote to reimburse an extraordinary travel expense for one of its members, officers, or Baron(ess) the Kingdom Exchequer must be informed of the decision before the travel funds are disbursed.

1.12.6 Financial Probation

1.12.6.1 At the discretion of the Kingdom Exchequer with the agreement of the Kingdom Seneschal, any branch found to be in violation of Society or Kingdom financial policy, chronically late in any type of reporting, or practicing bad fiscal responsibility, will be subject to Financial Probation for a term of no less than 6 months.

1.12.6.2 The branch subject to Financial Probation will be informed in writing by the Kingdom Exchequer, to the Branch Exchequer, with copies to the Kingdom and Branch Seneschal's.

1.12.6.3 A branch subject to Financial Probation will immediately turn over to the Kingdom Exchequer the branch cheque book and all financial documentation.

1.12.6.4 All financial decisions of a branch subject to Financial Probation are subject to the approval of the Kingdom Exchequer. All documents requiring the signature of the Branch Exchequer must be initialed by the Kingdom Exchequer.

1.12.6.5 At the end of the 6 month probation term, at the discretion of the Kingdom Exchequer with the agreement of the Kingdom Seneschal, the subject branch can be taken off Probation, the Probation can be extended for an additional 6 months, or other measures allowed the Kingdom Exchequer, or Kingdom Seneschal can be undertaken.

1.12.6.6 If and when a branch is taken off Probation, the cheque book and financial documentation of the branch will be returned to the Branch Exchequer.

1.13 Heraldic Submissions Fund

1.13.1 The Exchequer will maintain a separate fund for the Heraldic Submissions Fund.

1.13.2 Generally no money from general funds will be allocated to this fund, except through detailed request of the Herald's office for specific requirements, approved by the Kingdom Finance Committee. Funds collected by Green Mantle Herald will be deposited in the Kingdom Bank Account upon receipt.

1.13.3 The Heraldic submissions committee is made up of the Kingdom Exchequer, the Kingdom Seneschal the Green Mantle Herald and Trillium Herald. Any funds to be dispersed from this fund must have unanimous approval from the Heraldic submissions committee, save those heraldic submission fees, required to be submitted, to the SCA College of Arms. In the case of dispute the Kingdom Financial committee will rule.

1.13.4 Green Mantle Herald will provide a complete report and all receipts quarterly to the Kingdom Exchequer. The dates of the reports to coincide with the Exchequers reporting schedule. If there has been no activity on the fund in a quarter a null report is not required.

1.13.5 Green Mantle Herald will be a warranted deputy of the Kingdom Exchequer.

1.13.6 Green Mantle Herald is responsible for the collection of heraldic submissions and fee payments for those submissions, from the populace of Ealdormere. Records of all fees collected must include separate entries for each submission made. Each entry will include: the full name and address of the submitter, the name of the individual making the payment, a complete description of the submission made, the date the fee was submitted, the amount of the fee submitted and an identifying tracking number.

1.14 Kingdom Arts and Sciences Fund

- 1.14.1 The Exchequer will maintain a separate fund for the Arts and Sciences' office.
- 1.14.2 No money from general funds will be allocated to this fund. All money donated to and/or raised for this fund will be used to fund special projects within the Arts and Sciences' office. Unused funds do not revert back to general funds.
- 1.14.3 Persons wishing to access this fund for special projects must first apply, through the Kingdom Arts and Sciences Office, to the Kingdom Financial Committee for approval in principle. Reimbursement of expenses will be made when receipts are submitted to the Kingdom Exchequer, and the Kingdom Arts and Sciences Officer has approved the expense.
- 1.14.4 The A&S sub fund must be used for projects that specifically enhance or engender A&S activities or events in the Kingdom. The sub fund may be used to help cover unusual costs for A&S activities that the committee deems appropriate, but at no point will the fund be used to provide funds for a single project over 50% of the available current fund.
- 1.14.5 Project amounts over \$250.00 should have a good chance of being paid back into the fund (through fund raising, or event revenues), unless the activity is seen to be of great use to the entire Kingdom or Society at large.
- 1.14.6 Requests for money to provide travel assistance to teachers should go through the 'A&S Teachers sub fund' and not through the general A&S sub fund.
- 1.14.7 The A&S sub-fund committee is made up of the Kingdom Exchequer, the Kingdom Seneschal and the Kingdom Minister for Arts and Sciences.
- 1.14.8 Any funds to be dispersed from this sub-fund have to have majority approval from the committee. In cases where the request is over \$1000.00, the funds must have unanimous approval.
- 1.14.9 The Minister of Arts and Sciences will provide a complete report and all receipts quarterly to the Kingdom Exchequer. The dates of the reports are to coincide with the Exchequer reporting schedule. If there has been no activity on the fund in a quarter a null report is not required.
- 1.14.10 In accordance with Society and Kingdom law any persons that will be receiving/dispersing any sub-fund monies shall be a warranted exchequer.
- 1.14.11 Any money loaned to a branch for an event through this fund should be intended to be returned after the event, with a reasonable chance at improving the fund (That is: If the fund loans a group \$1000.00 for an A&S event bid, the branch should plan on paying that money back first <before the local branch recoups its money> and also offer to share any profit with the fund).

1.15 Teachers' Travel Fund

- 1.15.1 No money from general funds will be allocated to this fund. Unused funds do not revert back to the general funds.
- 1.15.2 The Kingdom Exchequer will maintain a separate fund to reimburse travel expenses of people from outside of Ealdormere who have been invited to teach at an SCA event or symposium in Ealdormere. Requests that fall outside these guidelines, but within the spirit of the fund may be presented to the Kingdom Financial Committee.
- 1.15.3 Disbursement of funds will be by approval of the Kingdom Financial Committee.
- 1.15.4 Event organizers wishing to access this fund may apply to the Kingdom Exchequer or the appropriate Officer of State. Allocation of the fund will be decided by agreement of the Kingdom Exchequer and the appropriate Officer of State. If these two officers disagree, the request may be appealed to the Kingdom Financial Committee.
- 1.15.5 Reimbursement is limited to actual receipts up to a maximum of \$150. Application may be made to the Kingdom Financial Committee for amounts over this limit under exceptional circumstances.
- 1.15.6 Reimbursement of expenses will be made when receipts are submitted to the Kingdom Exchequer.

1.16 Information Office Fund

- 1.16.1 The Exchequer will maintain a separate fund for the Information office.

- 1.16.2** The fund committee for the information office is made up of the Kingdom Exchequer, the Kingdom Seneschal and the Information Officer.
- 1.16.3** Any funds to be dispersed from this sub-fund must have unanimous approval from the committee.
- 1.16.4** The Information Office will provide a complete report and all receipts quarterly to the Kingdom Exchequer. The dates of the reports are to coincide with the Exchequer reporting schedule. If there has been no activity on the fund in a quarter a null report is not required.
- 1.16.5** The Information officer will be a warranted deputy of the Kingdom Exchequer
- 1.16.6** The information office is to be run on a non-profit basis keeping a minor balance for printing and office costs. The minor balance will be set in the Kingdom budget under the information office sub-fund. The goal is that the office will be self-funding, will not need financial help from the Kingdom and will be able to keep itself with a nest egg amount between \$400 and \$700 Canadian. Any amount above and beyond \$700 Canadian will be reverted back to the Kingdom General fund to be reverted once a year by the Kingdom Exchequer in conjunction with the Domesday report.
- 1.17 Kingdom Assets**
- 1.17.1** Officers of State are responsible for maintaining an inventory of the property and regalia of their offices and of their deputies. A copy of such inventory may be requested by the Kingdom Exchequer.
- 1.17.2** Local group officers are responsible for maintaining an inventory of the property and regalia of their offices. A copy of such inventory may be requested by the local group exchequer.
- 1.17.3** Regalia, office supplies, and equipment purchased using SCA funds remain property of the SCA and must be turned over in good order to the officer's successor or superior.
- 1.17.4** No regalia or equipment may be purchased with SCA funds for the benefit of a local or Kingdom office or officer without consultation with that officer.
- 1.17.5** Supplies or equipment purchased with SCA funds may be disposed of when it is no longer needed or serviceable. To avoid conflict of interest, the person or persons who will purchase the property from an SCA group should not make the decision, nor set the price for disposal.
- 1.18 Investment Committee**
- 1.18.1** The Investment Committee will be chaired by the Kingdom Exchequer, and report to the Kingdom Finance Committee through the Kingdom Exchequer. The Investment Committee members will be appointed by the Kingdom Finance Committee.
- 1.18.2** The Investment Committee will investigate and make recommendations to the Kingdom Finance Committee for investments of Kingdom funds within the guidelines of the Kingdom Investment Policies. The Investment Committee will monitor the investments and will make recommendations for changes as needed.
- 1.18.3** The Investment Committee will review and recommend changes and additions to the Kingdom Investment Policies as needed.
- 1.18.4** The Investment Committee will remain a dormant committee until activated by the Kingdom Finance Committee.
- 1.19 Investment policies**
- 1.19.1** Funds in excess of current budget plus a reserve will be invested.
- 1.19.2** Any member of the Financial Committee or Investment Committee who has any personal interest or conflict of interest in any current or contemplated investment will declare the conflict.
- 1.19.3** No member of the Finance Committee, the Investment Committee, or the SCA may obtain a commission or benefit from any investment of Kingdom funds.
- 1.19.4** Primary Investments
- Investment is five years or less
 - Income may be reinvested, or may be used to fund the Kingdom budget

- Goal is protection of principle
- Usual investment may be GICs
- 1.19.5 Secondary Investments**
 - Investment is five to ten years
 - Income may be reinvested, or may be used to fund the Kingdom budget
 - Goals are income and protection of principle
 - Usual investment may be GICs or Money Market accounts
- 1.19.6 Tertiary Investments**
 - Investment is ten years or greater
 - Goals are income and growth of principle
 - Usual investment may be Money Market accounts or Mutual funds

