

## **PayPal Policy**

Revised 10/24/15

The Kingdom requests the right to use PayPal from the Society Exchequer. The Kingdom Exchequer will have a confidential interview with the Society Exchequer. The interview will cover the current reporting status of the Kingdom, as well as the ability of the Kingdom Exchequer's office to handle the demands of PayPal operations. The Kingdom Seneschal and the Society Seneschal will be invited to the interview.

1. Once the Kingdom has received approval to use PayPal, Kingdom financial policy must be updated to include PayPal usage.
2. Once the Kingdom has received approval from the Society Exchequer to use PayPal, the Kingdom exchequer have access to the standardized form for requesting authorization for PayPal use for local events.
3. The Kingdom shall create a Kingdom level bank account specifically for PayPal funds. This account shall not be used for any other purpose.
4. The Kingdom must have a Deputy Exchequer for PayPal. This insures a check & balance system regarding electronic funds.
5. Creation of an email account specifically and solely for the use of PayPal. (example: "[kingdompaypal@gmail.com](mailto:kingdompaypal@gmail.com)"). The alias will be used as the email address of the PayPal account owner. This alias must cascade to at least two Kingdom officers' (recommend the exchequer and PayPal deputy and seneschal) email addresses in separate (modern) households. This email may not subscribe to any other lists, groups, Facebook, etc., do not forward this email address to any other email address.
6. Creation of a PayPal business account using the email alias, and a secure, robust password (knowledge password is restricted to the exchequer and seneschal; a sealed copy of the password should probably be on-file with the Society Exchequer). The password linked to the office of Kingdom Exchequer, Kingdom Seneschal and Kingdom PayPal Deputy must be changed every time that office changes personnel. PayPal supports the creation of subsidiary user accounts & passwords so that individuals can process payments without having access to account settings. The PayPal account must be linked to a Kingdom level bank account and used only for PayPal, so that money collected can be transferred from PayPal to the Kingdom level PayPal bank account on a regular basis. (You will need to know the Federal Tax ID number for either SCA, Inc., the subsidiary Corporation's Tax ID number or your country's equivalent of a Tax ID number's Tax ID number, or your country's equivalent of a Tax ID number.).

7. Event proceeds must be transferred from PayPal to the SCA account on a regularly defined schedule. Event proceeds payments to the local groups shall be less the transaction fees unless prior arrangements are agreed on by the Kingdom Financial Committee. The Kingdom Exchequer in conjunction with the Kingdom Seneschal will disperse the funds upon request of the PayPal Deputy to the appropriate groups
8. A refund policy must be created to refund electronic payments minus fees. This policy must be included on each invoice. At no time are refunds to be given through PayPal. Example: *“Requests for refund of pre-event credit card payment (reservations, site, feast, or class fees, etc) must be made via email (or postmarked) no less than 10 days before the beginning of the event, and include a valid mailing address. Refunds will be made by mailed paper check.*
9. Payments may be accepted at the events provided that the correct equipment (Smartphone, tablet) is available. Internet connection and a PayPal acceptable credit card reader (device that attaches to either a Smartphone or tablet for the purpose of swiping credit cards) will be required. Credit cards will be swiped, not keyed. Each individual accepting payments must have a current SCA membership and be at least 18 years old, 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.
10. 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 Kingdom Deputy Exchequer for PayPal. The request shall contain only: Modern name, SCA name, membership number & expiration date (if applicable), and an email address plus the request for services (event fees, feast, cabin, daytrip, tenting, etc.). The PayPal Deputy shall log on to the PayPal website to create and send an invoice directly through PayPal.
11. Invoices not paid within 7 days will be cancelled. After proper notification to the person requesting reservations.
12. A separate sign-in sheet shall be maintained if accepting credit card/PayPal payments at the door. After the event, the reservationist will send these sheets to the PayPal Deputy Exchequer to reconcile the entries. Once reconciled, the PayPal Deputy Exchequer will request permission from the Kingdom Seneschal and Kingdom Exchequer to transfer the funds from PayPal to Kingdom PayPal bank account. Documentation is kept with the transfer request.
13. The Kingdom Exchequer shall review the account on a regular basis for unauthorized transactions. Such review shall occur no less than monthly.

14. The Kingdom must continue to remain current on Kingdom level quarterly reports, Kingdom NMS monthly reporting and Kingdom Domesday reports. Failure to communicate any delays in reporting, or maintain status may result in the loss of PayPal.