

Kingdom of Trimaris

Financial Policies

November 10, 2014

INTRODUCTION

The following Financial Policy for the Kingdom of Trimaris serves as an addendum to and is subject to the requirements set forth by the Society For Creative Anachronism, Inc (SCA) Financial Policy, Corpora and By Laws. In the event of a conflict between this policy and that of the SCA, the policies and procedures of the SCA shall take precedence.

A FINANCIAL COMMITTEE

- 1 The Financial Committee of the Kingdom of Trimaris as established by Kingdom law is composed of the Crown voting as one, and all the Greater Kingdom officers. These currently consist of the Seneschal, Triskele Herald, Earl Marshal, the Minister of Arts and Sciences, Chancellor of the Exchequer, Chronicler, Hospitaller, and Chirurgeon. If the Financial Committee as designated above contains an even number of votes, an additional member shall be added to the Committee, this member being a warranted Lesser Kingdom Officer, as chosen by a three-fourths majority vote of the balance of the Financial Committee, consisting of the Crowns, voting as one, and all the Greater Kingdom Officers.**
- 2 The terms of the Greater Kingdom officers will run concurrently with the terms of their office. The term of the Crown shall run concurrently for the duration of the reign. If a Lesser Kingdom Officer is added to the Financial Committee as described above, that member shall serve a term of one year.**
- 3 The Financial Committee will meet quarterly at both Trimarian Crown Lysts and both Trimarian Coronations.**
- 4 Branch financial committees will be composed at minimum of the following: the Baronial Coronets voting as one (where appropriate), the seneschal, the treasurer and at least one other local officer.**
 - a. If not otherwise specified in the branch's financial policy, the branch financial committee shall consist of all paid members present at a regularly scheduled business meeting of that branch.**
 - b. If not otherwise specified in the branch's financial policy, the branch financial committee shall meet at all regularly scheduled business meetings of that branch.**

- 5 Each branch must have a copy of their branch financial policy on file with the Kingdom Chancellor of the Exchequer. Any changes to branch financial policy should be forwarded to the Kingdom Chancellor of the Exchequer within 30 days.
- 6 The branch financial committee must approve branch financial policy. Financial committee meetings at which branch financial policies are approved must be open to all branch members.
- 7 The Kingdom Chancellor of the Exchequer must see that all branches have a current copy of the Kingdom Financial Policy.

B EXPENDITURES

- 1 Expenditures by the branches must follow Corporate and Kingdom Financial Policy. At least the Seneschal and the Chancellor of the Exchequer OR the branch financial committee must approve branch expenditures.
- 2 An annual budget shall be prepared by the Kingdom Chancellor of the Exchequer and the Kingdom Seneschal. Approval of the majority of the Kingdom Financial Committee will be required for the passage and implementation of the budget. The budget shall be prepared and approved before the end of the prior fiscal year.
- 3 Unbudgeted items must be approved by a majority of the Kingdom Financial Committee on a case-by-case basis.
 - a. Items may be approved, rejected, or sent back for revision and resubmission at a later date.
 - b. These proposed items must be acted upon by the Kingdom Financial Committee within one month of the date that they are brought before it.
- 4 Emergency expenditures are to be covered from the Contingency Fund with approvals as described below under “Special Purpose Funds of the Kingdom”.
 - a. Requests for expenditures designated as emergencies must be approved or rejected by the Seneschal, the Chancellor of the Exchequer, and the Crown (if required) within forty-eight (48) hours of receiving the request.
 - b. At their earliest convenience the Seneschal and the Chancellor of the Exchequer shall report on these emergency expenditures to the rest of Kingdom Financial Committee.
 - c. At their next regular meeting the Kingdom Financial Committee will vote on replenishment of the Contingency Fund from the General Fund for the amount of these emergency expenditures.

- 5 Expenditures for Kingdom Officers shall be for the normal costs of running the office within the budgetary guidelines approved by the Financial Committee.**
- 6 Covered expenses include but are not limited to: postage, communications, office supplies, printing, copies, equipment for office or event use, reference material that remains Kingdom property, travel and meals for corporate sponsored symposiums and mileage based on the currently allowed IRS rate for non-profit groups or payment by receipt tendered. Mileage at the rates stated above, as well as other related expenses may also be reimbursed for the transporting of Kingdom Regalia. Any questions concerning additional legitimate expenses should be forwarded to the Kingdom Chancellor of the Exchequer.**
- 7 Examples of uncovered expenses: any expenses prohibited by SCA Financial Policy, including alcohol for consumption and personal gifts, administrative food expense, and administrative travel within the Kingdom with the exception of travel reimbursements as defined elsewhere in this policy.**
- 8 The Kingdom Seneschal will sign off on all check requests.**
- 9 Any unbudgeted reimbursement greater than one hundred and one (\$101.00) dollars must be approved by the Crown, except those expenses directly pertaining to event operation and administration, and to corporate non-member surcharge payments, unless voted on by the financial committee**
- 10 Any unbudgeted reimbursement or expense greater than five hundred and one (\$501.00) dollars, other than those pertaining to Kingdom event operation and administration, and to Corporate non-member surcharge payments, must be approved by the Crown, Kingdom Seneschal and at least three other Greater Kingdom Officers.**
- 11 Any approved reimbursements must be made within one month following receipt of the written request for funds.**
- 12 No reimbursement requests received six months or more after the occurrence of the expense shall be approved. This provision may be waived under extraordinary circumstances by approval of the Financial Committee on a case-by-case basis.**
- 13 If requested, Crown administrative funds budgeted for the current Crown's reign may be transferred to the Royal Travel Fund upon the approval of the Kingdom Seneschal and the Kingdom Chancellor of the Exchequer,**
- 14 At the end of each reign, any unused Crown administrative budget funds will roll over into the Royal Travel Fund.**

- 15 At the end of each fiscal year, any unused Kingdom Minister of Arts and Sciences budget funds will roll over into the Regalia account.
- 16 At the end of each fiscal year, half of all unused Kingdom officer budget will roll over into the Contingency Fund. The Crown's administrative budget and the Kingdom Minister of Arts and Sciences budget are exempt from this requirement.

C SPECIAL PURPOSE FUNDS OF THE KINGDOM

- 1 A Royal Travel Fund for the Crowns will be established for travel.
 - a. Covered expense allowed within the Kingdom shall be for mileage, based either on the currently allowed IRS rate for non-profit groups or based on actual expenses incurred as shown by receipt tendered.
 - b. Travel outside the geographic borders of Trimaris shall include the following covered expenses: mileage, economy class airfare, admission costs of the event and one night's lodging each way for road trips exceeding 500 miles one way. Mileage may be based either on the currently allowed IRS rate for non-profit groups or on actual expenses incurred as shown by receipt tendered.
 - c. Expenses incurred above the amount in the Fund will not be reimbursed unless approved by Kingdom Financial Committee. The Chancellor of the Exchequer shall inform the Crown of the Fund's balance at least once per month.
 - d. A set stipend shall be paid into to the Fund for each reign, the amount to be determined by the Financial Committee during the prior reign. If the Crown does not use the entire stipend during their reign, any unused funds will roll over to the next reign. A maximum of twice the current amount of the stipend will be allowed to accumulate in this manner. Once the maximum amount is reached, any additional funds shall be transferred to the War Chest.
 - e. The Crown may supplement the established stipend with monies raised for that purpose.
 - f. The Crown Prince and/or Princess may also be reimbursed for travel from the Royal Travel Fund. These reimbursements will be drawn against the funds budgeted for the period of their future reign, regardless of whether they actually step up or complete said reign. Reimbursements must be in accordance with Society and Kingdom Financial Policy. The check request(s) with receipts must have the current Crown's signature regardless of the amount of the request.

- g. **Should the Royal Travel Fund be discontinued for any reason, the funds shall revert to the Kingdom General Fund.**
- 2 **The Contingency Fund is an established fund for the Kingdom of Trimaris. The purpose of this fund is to hold funds for unforeseen emergencies or other special situations that may threaten the health of operation of the Kingdom.**
- a. **Due to the emergency nature of this fund, expenditure approval is required from a minimum of two of the following: the Crown (acting as one), the Kingdom Seneschal, the Kingdom Chancellor of the Exchequer and/or one Greater Kingdom Officer.**
 - b. **A maximum of twenty five thousand (\$25, 000.00) dollars shall be allowed to accumulate in this manner. Once the maximum amount is reached, any additional funds shall be transferred to the Kingdom General Fund.**
 - c. **Secondary purpose of this fund will be the Kingdom General Fund upon approval of the Kingdom Financial Committee.**
- 3 **The War Chest Fund is an established fund held within the Kingdom General Fund. The purpose of this fund is to administer profit-split designations or donations by the populace of the Kingdom with the intent to further defray the Crown’s costs. Expenditures from this fund shall be war-related and limited to the categories allowed by standard financial policy.**
- a. **“War-related” expenditures include, but are not limited to: travel to and from wars by the Crown and Heirs, within the limitations established by the Royal Travel Funds, transport of Kingdom regalia to and from the wars, expenses for social events hosted at the war by the Kingdom that are open to all SCA members, excluding expenses prohibited by Society Financial Policy (such as alcohol for consumption), maintenance expenses for the Kingdom encampment, war specific encampment displays, and tokens for the general populace.**
 - b. **“Wars” are defined as interkingdom events sponsored by two or more kingdoms.**
- 4 **All other funds/sub-officer funds must be used for their intended purpose. Upon completion of that purpose, or termination of that fund, all remaining monies shall be transferred to the Kingdom General Fund unless otherwise specified in Kingdom Financial Policy**

D KINGDOM EVENTS

- 1 **Kingdom Events consist of the following: Coronation, Crown Lyst, Kingdom Arts & Sciences Faire and Scots Welsh War (together or**

separately) and the TRU Summer Collegium. Additional Events can be added by vote of the Financial Committee.

- a. These events are controlled by the Kingdom through its designation of the event's location, specification of the event's charges, and the event's administration, as previously approved by the Kingdom Financial Committee
- 2 Greater Kingdom Officers will not be charged site fees at any Kingdom Event where they are performing the duties of their office.
 - a. The Deputy Exchequer for Event Financials will not be charged site fees for any Kingdom event at which the duties of that office are performed. Only one deputy per Kingdom event maybe so designated.
 - b. The Kingdom Constable will not be charged a site fee for any Coronation or Crown Lyst where they are performing the duties of their office. Only one Constable per event may receive this benefit.
 - 3 At Kingdom events the Event Steward, the Feast Steward, and the Reservation Steward will not be charged site fees. Two each of the above positions will be exempt from paying site fees at Kingdom events held for any period longer than a standard 3-day weekend running from Friday through Sunday.
 - a. Unless otherwise specified by a branch's financial policy, this shall be the default policy regarding staff site fees at all local branch events.
 - b. At Kingdom events, the Event Steward(s) may designate up to two additional staff members who will not be charged site fees.
 - 4 Families and children are welcome at Kingdom events and shall be charged site fees as follows:
 - a. Children 12 and under shall not be charged site fees. If they attend and eat feast, they must pay the full feast fee.
 - b. No family shall pay more than three adult site fees. "Family" is defined as per Society membership policy.
 - c. Unless otherwise specified by a branch's financial policy, this shall be the default policy regarding child and family site fees at all local branch events.

E SIGNATORIES

- 1 The Kingdom Seneschal shall be an alternate signatory on all Kingdom-controlled accounts, and shall approve all reimbursement payments made from Kingdom moneys. The Seneschal's signature, or that of his/her appointed deputy, must be on all checks issued by the Kingdom of Trimaris.

- 2 **The Kingdom Chancellor of the Exchequer will be the only person to manage the Kingdom checkbook. The Chancellor of the Exchequer's signature, or that of their appointed deputy, must be on all checks issued by the Kingdom of Trimaris.**

F FINANCIAL RECORDS

- 1 **All Kingdom and local branch financial records must be kept using double-entry bookkeeping methods.**
 - a. **A variance may be granted by the Kingdom Chancellor of the Exchequer allowing a local branch to use other accounting methods that have been deemed acceptable. These alternate methods must be reviewed each year and approval may be revoked at any time.**
- 2 **All special funds must have a designated secondary purpose.**
- 3 **The final purpose of all special funds will be the general fund of the branch sponsoring the special fund.**

G FINANCIAL REPORTING AND DISCLOSURE

- 1 **The Kingdom Chancellor of the Exchequer will provide to the Kingdom Seneschal, on a quarterly basis, copies of documents and disks that would allow for reconstruction of the Kingdom books.**
- 2 **All local branches will report quarterly to the Kingdom Chancellor of the Exchequer or their appointed deputy (Deputy Exchequer for Local Reports). Failure to file required reports within thirty (30) days after the report deadline may be grounds for suspension of the branch or entity and/or replacement of the Chancellor of the Exchequer. The reporting schedule is as follows:**

January 1st through March 30th is due by April 30th.

January 1st through June 30th is due by July 31st.

January 1st through September 30th is due by October 31st.

January 1st through December 31st is due by January 31st.

If necessary, due dates for the first two quarters may be extended for up to one month by the Kingdom Chancellor of the Exchequer.

- 3 **Branch Chancellor of the Exchequer must provide a copy of the quarterly report to the branch Seneschal.**
- 4 **Financial statements consisting of a Comparative Balance Sheet and Income and Expense Statement must be made available to the public at least annually, whether published in a newsletter or distributed to the membership in some other form. A copy of this printed statement must be sent to the Kingdom Chancellor of the Exchequer.**
- 5 **The Chancellor of the Exchequer will maintain static [PDF, paper] books and records of all financial activity. Detailed records must be maintained and**

receipts, disbursements, and contributions specifically itemized. Such records may be stored electronically. There must be at least one backup file/copy maintained off-site in an industry-accepted format. All records must be updated quarterly.

H CONTROLLING CASH RECEIPTS

- 1 Cash control procedures for Kingdom events will be established by the Kingdom Chancellor of the Exchequer and placed in the Trimarian Kingdom Event Handbook.**
- 2 The Kingdom Seneschal will be notified as to all cash received at the end of any Kingdom event.**
- 3 The Kingdom Chancellor of the Exchequer will provide a detailed report of receipts and expenses after the closing of the books for any Kingdom event to the Kingdom Seneschal.**
- 4 Any order, chartered guild, recognized group or any person or persons using the Kingdom of Trimaris and/or SCA, Inc name must deposit any funds raised into an SCA, Inc bank account and follow established SCA, Inc cash control procedures as described in Society Financial Policy. The Kingdom Chancellor of the Exchequer will establish procedures to ensure this.**
- 5 The Kingdom Chancellor of the Exchequer's signature must be on all check request forms. This signature will indicate that the check is being issued for a purpose approved by both Society Financial Policy and Kingdom Financial Policy. In case of an emergency, as established by the Kingdom Chancellor of the Exchequer or Kingdom Seneschal, a designated deputy may assume these duties.**
- 6 Personal checks written for amounts exceeding a prudent dollar amount limit set by the Kingdom Financial committee will not be accepted by any branch in the Kingdom. Payments for amounts in excess of the limit must be made by money order or cashier's check or their equivalent.**
- 7 Required controls on electronic transactions for accounts are as follows:
 - 1. Required two signatures on all withdrawals whether electronic or hard copy.**
 - 2. Electronic Funds Transfers are allowed with written documentation signed by 2 account signatories. Seneschal and/or exchequer must be one of the signatories. Permission must be granted by the Kingdom Exchequer or Society Exchequer as applicable.****
- 8 Acceptance of Credit Card transactions shall be allowed upon approval by the SCA Board of Directors and shall follow the rules and procedures set forth in a separate Trimaris PayPal Policies document.**

I REVIEW AND AMENDING FINANCIAL POLICY

- 1 Kingdom Financial Policy will be reviewed whenever the office of the Kingdom Seneschal changes hands, or every two (2) years.**
- 2 Any member of the Financial Committee may submit proposed changes to the Financial Policy. Suggestions from the populace are always welcome.**
- 3 Changes in Financial Policy will be reviewed and decided by the Kingdom Financial Committee.**
- 4 Financial Policy will be interpreted by the Crown, the Kingdom Seneschal and the Kingdom Chancellor of the Exchequer.**
- 5 Branch financial committees must review and either re-approve or revise the branch's financial policy whenever the branch appoints a new Seneschal, or every two (2) years. Notice of the Financial Policy's re-approval, signed by both the branch's Seneschal and Exchequer, OR a copy of the branch's revised Financial Policy must be forwarded to the Kingdom Chancellor of the Exchequer within thirty (30) days.**