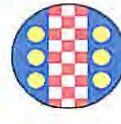




**Kingdom of Ansteorra  
Financial Policy 07-2018**



**FINANCIAL POLICY**  
**Society for Creative Anachronism**  
**Kingdom of Ansteorra**  
**Approved by Kingdom: 7/21/2018**  
**Approved by Board of Directors: 10/20/2018**



## Table of Contents

### Including References to Society Financial Policy (SFP)

Header Title	Society Reference for More Information	Page
I. FINANCIAL REPORTING AND DISCLOSURE	SFP 06-2017, I	3
II. BANK ACCOUNT IDENTIFICATION AND STRUCTURE	SFP 06-2017, II, III, IV, V	5
III. SIGNATORIES	SFP 06-2017, V	5
IV. FINANCIAL COMMITTEES AND EXPENSE AUTHORIZATION POLICY	SFP 06-2017, VI, VII, VIII, IX	6
V. SPECIAL PURPOSE AND DEDICATED FUNDS	SFP 06-2017, X	8
VI. CONTROLLING DISBURSEMENTS	SFP 06-2017, XI	9
VII. CONTROLLING INCOMES	SFP 06-2017, XII	9
VIII. ELECTRONIC PAYMENTS AND RESERVATIONS	SFP 06-2017, XII	9
IX. CONTROLLING ASSETS	SFP 06-2017, XIII	10
X. KINGDOM EVENTS	SFP 06-2017, [NA]	12
XI. REVIEW OF THIS POLICY	SFP 06-2017, XV	13
XII. VARIANCES TO THIS POLICY	SFP 06-2017, XVI	13
XIII. APPROVAL OF THIS POLICY	SFP 04-2016, [NA]	14



# 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





## Kingdom of Ansteorra Financial Policy 07-2018



- 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.



**Kingdom of Ansteorra  
Financial Policy 07-2018**



- 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.





**Kingdom of Ansteorra  
Financial Policy 07-2018**



- 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.



**Kingdom of Ansteorra  
Financial Policy 07-2018**



**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.





**Kingdom of Ansteorra  
Financial Policy 07-2018**



- 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.



**Kingdom of Ansteorra  
Financial Policy 07-2018**



- 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.





**Kingdom of Ansteorra  
Financial Policy 07-2018**



- 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.



**Kingdom of Ansteorra  
Financial Policy 07-2018**



- 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.





**Kingdom of Ansteorra  
Financial Policy 07-2018**



- 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:*

B. Regina Ansteorra: Vallie Copley/Margherita de Mantua

*Signature:*

C. Kingdom Seneschal: Rick Drake/Ainar Magnusson

*Signature:*

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

*Signature:*

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

F. SCA Board of Directors Approval Date: