Financial Policies for
The Kingdom of Meridies

Passed by Kingdom Financial Committee on October 1, 2016
Passed by the Board of Directors on October 22, 2016

These Financial Policies serve as an addendum to the requirements set forth by the Society for Creative Anachronism, Inc. in Society Financial Policy. These apply to the Crown, the Officers of State, Guild Ministers of Kingdom Level Guilds and all local branches in the Kingdom of Meridies. Per Society Financial Policy, this document shall take precedence over Kingdom Law. Any discrepancies between the Financial Policy and Kingdom Law shall be governed by the Financial Policy.

1. KINGDOM FINANCIAL COMMITTEE
   a. The Meridian Financial Committee shall be the Crown, Kingdom Seneschal and Kingdom Chancellor of the Exchequer (KCoE).
      i. The Term of the Crown shall be from the date of Their Coronation to the date of Their Heirs Coronation. The Crown shall jointly count as one vote.
      ii. The Term of the Kingdom Seneschal shall be for as long as they hold a valid warrant for this office.
      iii. The Term of the Kingdom Chancellor of the Exchequer shall be for as long as they hold a valid warrant this office.
   b. The financial committee meets and conducts routine business via email or other telecommunication, with physical meetings as necessary.
   c. For routine business conducted by email, members of the committee should respond within one week. In emergency situations, members of the committee should respond as soon as possible.

2. REVIEW AND AMENDING FINANCIAL POLICY
   a. Kingdom Financial Policy will be reviewed every two (2) years.
   b. Changes in Financial Policy will be reviewed and approved by the Kingdom Financial Committee.
   c. All changes to the policy that are not necessary due to updates to Society Financial Policy require a unanimous vote of the Kingdom Financial Committee.

3. REQUIREMENTS TO HOLD BRANCH FINANCIAL OFFICE IN MERIDIES
   a. You must be acceptable to the Crown and KCoE.
   b. You must be nineteen years old or older to be Exchequer, bank signatory, or handle money in any capacity.
   c. You must be a paid member of the Society and physically reside in Meridies for the full term of your office.
   d. You must be willing to be responsible for the financial activity of the branch, including but not limited to:
      i. Receiving and disbursing funds as approved by Society and Kingdom Policy, the branch’s financial committee, and the branch’s financial written policy.
      ii. Keeping accurate records of the branch’s assets.
      iii. Submitting required financial reports as they come due.
e. You must NOT also hold another greater office of the branch unless you have a written variance from the KCoE. This is to avoid any possible conflicts of interest. Exceptions may be granted on a case by case basis.

f. You may NOT share an address with the Seneschal.

4. REQUIREMENTS TO ASSUME OFFICE
   a. Letter of resignation from the out-going Exchequer must be received by the KCoE
   b. Any incoming Exchequer cannot assume office until he or she has been warranted.
   c. Incoming Exchequer must provide the following information to receive a warrant:
      i. Legal name
      ii. Society name
      iii. Full mailing address, telephone number and e-mail
      iv. Request for Warrant Form
      v. Copy of Driver’s License or other state-issued photo ID
      vi. Current valid Membership card (front and back)
   d. Letter of approval from the Branch Seneschal must also accompany the previous two letters. All three may be combined in the same letter as long as all three signatures are on it.
   e. In the case that the outgoing Exchequer departs in a manner that precludes a letter of resignation, the Seneschal and incoming Exchequer are responsible for drafting and sending a letter of acceptance which indicates this occurrence.
   f. A copy of letters shall be retained in the Exchequer’s file in, either paper or electronic format.

5. BANK ACCOUNTS
   a. Local branches outside the state of Tennessee shall bear the name: “Society for Creative Anachronism, Inc., the (Title) of (Name of the Branch)” for all savings and checking accounts. The account should be opened under the Tax Identification Number of 94-1698556.
   b. Local branches within the state of Tennessee shall bear the name: “Society for Creative Anachronism, Inc., the (Title) of (Name of the Branch)” for all savings and checking accounts. The account should be opened under the Tax Identification Number 45-4014719.
   c. All Savings or Checking Accounts shall be two signature accounts.
      i. None of the signatories can reside at the same address as another signatory. If the Seneschal cannot be placed on the signature card for any reason, then the deputy Seneschal may be placed on the account instead.
      ii. A minimum of three local individuals should be on a Branch’s account.
   d. Each Branch must have the KCoE or his/her designated deputy as a signatory on their account. All signatories must send a copy of their government issued photo identification when the signature card is sent to the KCoE.

6. REPORTING
   a. Quarterly Reports
      i. Quarterly reports are cumulative and cover all the financial activity of the branch since January 1st of that year.
      ii. The complete quarterly report includes:
2. Copies or scans of all bank statements.
3. Any transfer forms during the period of the report.
4. A copy or scan of the general ledger or check register.

iii. Reporting Dates:
1. First Quarter: January 1st to March 31st—report due April 30th.
2. Second Quarter: January 1st to June 30th—report due July 31st.
3. Third Quarter: January 1st to Sept 30th—report due October 30th.
4. Fourth Quarter (Doomsday): January 1st to December 31st—report due January 31st of the following year.

iv. Quarterly reports shall be sent to the Regional Reporting Deputy and the Branch Seneschal, with a copy kept for the Branch Exchequer’s files.

v. Fourth Quarter (Doomsday) Reports shall be sent KCoE, with copies sent to the Regional Reporting Deputy, Branch Seneschal, with a copy kept for the Branch Exchequer’s files.

vi. Reports and bank statements can be scanned and/or emailed.

vii. All report forms and bank statements must be dated and signed by both the Branch Exchequer and the Branch Seneschal.

b. Local Event Reports
i. A completed Local Event report includes:
   1. A completed Local Event Report/Non-Member Registration Form
   2. A copy or scan of receipts for all expenses

ii. The entire Local Event Report should be sent to the Kingdom NMR Deputy along with a check to the Kingdom for the NMR payment.

iii. A copy of the Local Event Report shall be sent to the Branch Seneschal and a copy kept for the Branch Exchequer’s files.

c. Kingdom Event Reports
i. A completed Kingdom Event report includes:
   1. A completed Kingdom Level Event Report Form
   2. A copy or scan of receipts for all expenses.
   3. A check for the NMR and Kingdom Profit

ii. The entire Kingdom Event Report (include check) shall be sent to the KCoE.

iii. A copy of the Kingdom Event Report shall be sent to the Branch Seneschal and a copy kept for the Branch Exchequer’s files.

d. All Event reports must be received within 30 days of the last day of the event. This includes all remittance checks (Kingdom Profit/Kingdom Fundraiser).

e. All NMR fees must be received no later than 10 days after the last day of the event.

f. Site deposits and cash advances to the Branch from the Kingdom must be reimbursed by the local Branch with the report.

g. Branches may write one check for all remittances to the Kingdom provided a breakdown of the check is included.

h. Extension requests must be made in writing to the appropriate reporting deputy one week before the due date, including proof that the Branch Seneschal has been notified of the extension request. The reporting deputy will notify the Exchequer in writing of the revised due date for the report.
i. A report is considered late if it is not received by midnight of the due date.

j. Failure to file required reports within thirty (30) days after the report deadline may be grounds for suspension of the branch and/or replacement of the Branch Exchequer.

6. KINGDOM LEVEL DEPUTIES

The Kingdom Exchequer may appoint deputies and assign duties to said deputies as he or she sees fit.

7. KINGDOM LEVEL EVENTS

The profits of all these events shall be divided equally between the hosting group and the Kingdom. The Kingdom is responsible for any loss, provided that the hosting group remains within the previously approved budget. Note: in the possibility that the event is hosted by a Team from the Kingdom, the Financial Committee can choose to compensate any group that contributes to the success of the event.

9. PUBLICATIONS

a. Expenses for the publication and distribution of Kingdom Law and the Order of Precedence will be made from the General Fund of the Kingdom.

b. Funds for special publications, other than the Law and OP, will be raised by the requesting Office or Guild through fundraising or by sale of the Publication.

c. Funds raised for publications will be held by the exchequer as a special project of the office involved, and are subject to the policies outlined in this document.

d. Any printing project over 20 pages front and back must receive 3 bids for printing. Estimates will be sent to the Kingdom Financial Committee for selection.

10. RETURNED CHECKS

a. All local Exchequeurs shall contact the KCoE immediately upon receiving notification of a returned check from their financial institution. This is for Kingdom record keeping procedures.

b. The local Exchequer should attempt to contact the issuer of the check by phone, if possible, to resolve the issue.

c. The local Exchequer will send two notifications to the issuer of the check. The second notification must be Certified, Return Receipt mail. This letter must include a deadline of 20 days following the receipt of the letter for the payer to make good on the check.

d. A record must be kept of all attempts to contact the issuer (email, snail mail, etc.). Phone calls and personal conversations do not count as contact for this purpose.

e. If the issuer does not respond within the 20 day period above, the KCoE and Kingdom Seneschal must be notified for further sanctions and disciplinary action. This action may include both SCA and non-SCA legal action.

f. Any one person writing a bad will be placed on a Bad Check List, and said person will not be allowed to purchase entrance to any event or pay any fees by check to any Society for Creative Anachronism branch in Meridies.

g. This list will be updated quarterly and sent with the Exchequer report to the Kingdom.

h. If the issuer remits payment of the bounced check(s), he/she may be removed from the Permanent Bad Check List.

i. The issuer is responsible for any and all bank fees related to the insufficient check, unless the check in question was not deposited within thirty bank days of its writing.
11. INVESTMENT POLICY
   a. The Investment Policy will be the responsibility of the Kingdom Investment Committee, which will be comprised of the KCoE or a deputy, the Kingdom Seneschal or a deputy, and a third member selected by the Crown, who shall serve a term of two years.
   b. The Exchequer or Exchequer’s representative shall be the Chair of the Committee.
   c. The Committee shall meet as necessary to conduct business. Such meetings can occur via email. Email votes can be made by the committee.
   d. All committee votes shall be unanimous or they fail.
   e. The signatories on all investment accounts shall be the Kingdom Seneschal, the Kingdom Exchequer, and the Society Exchequer.

12. OFFICE EXPENSES
   a. Officers will be reimbursed for the following expenses, incurred in the running of their office, upon receipt by the Exchequer of an approved voucher.
      i. Postage
      ii. Copying
      iii. Stationary (envelopes and paper)
      iv. Office supplies (notebooks, file folders, etc.).
      v. Any remaining stock supplied by the Kingdom must be turned over to the incoming office holder.
   b. Reimbursements are made after purchases and with appropriate approvals. The cash voucher form must be filled out completely, with appropriate approvals.
   c. If the purchase requires a substantial expense an advance may be made after the submission of an approved voucher, but it is preferable that an estimate or quote is obtained from the supplier and the payment be sent directly to the supplier.
   d. Vouchers with receipts must be submitted within TWO (2) months of expenditure or the expense will be considered a donation unless special dispensation in writing is given by the Exchequer, Crown and/or Kingdom Seneschal.
   e. Approvals:
      i. $0.00 - $200.00: KCoE and either the Kingdom Seneschal or Current Crown. Requests from the KCoE of $200 or less must be approved by the Kingdom Seneschal and the Current Crown. (No requests can be approved by the requestor.)
      ii. $200.01 and above: The Current Crown, the Kingdom Seneschal and the Exchequer.
      iii. Exceptions to the above approvals:
          1. Money sent to SCA, College of Arms for the Letter of Intent
          2. Money sent to SCA, Inc. for the non-member registration.
      iv. Expenses can be approved as above either in writing, or via email.
   f. Greater Officers and the Kingdom Web Minister shall be reimbursed for long distance phone calls and internet usage up to $50 per month. Copies of the bills from the providers must be submitted with the voucher for reimbursement.
g. Travel Expenses – The amounts below are considered standard as of this writing. The Kingdom Financial Committee may allocate additional travel funds to these or other officers as appropriate during future reviews of the Kingdom Budget.

i. Travel reimbursement for the Kingdom Seneschal will be no more than $400.00 per 12-month period for travel to Coronation, Crown List, Gulf Wars, and special troubleshooting missions, subject to review every 6 months.

ii. Travel reimbursement for the Exchequer will be reimbursed no more than $400.00 per 12-month period for travel to Crown List and special troubleshooting missions, subject to review every 6 months.

iii. Travel reimbursement for the Earl Marshal will be no more than $300.00 per 12-month period for travel to Crown List, Gulf Wars, Fighter’s Collegium, and Border Raids.

iv. Travel reimbursement for the Beacon Principal Herald, Trumpet Herald, and Torch Herald will be no more than $100.00 each per 12-month period for travel to Crown List.

v. Travel reimbursement for the Kingdom Minister of Arts & Sciences will be no more than $150.00 per 12-month period for travel to Crown List and Kingdom A&S.

vi. Travel reimbursement for the Kingdom Chronicler will be no more than $100.00 each per 12-month period for travel to Crown List.

vii. It has been the tradition of the Kingdom to fund completely the travel and lodging of Kingdom Officers or a representative thereof to one type of Known World Meeting or Symposium directly related to that office. This does not include food but will cover any site fees incurred. The costs for such travel should not be excessive and must be pre-approved.

h. In all instances, receipts are required for all reimbursed expenses, regardless of the amount. The amount should be circled on the receipts and they should be attached to the back of the voucher.

i. Only the Crown, Kingdom Officers, and Guild Masters may submit cash Vouchers to the Exchequer.

i. All others (deputies) must have the approval of the appropriate Kingdom Officer or Guild Master.

ii. The exception to this is the Pennon Herald who can send a request for Letter of Intent payment to the College of Arms without the Beacon Herald’s signature.

iii. Electronic approvals are acceptable, and should indicate the number of the Reimbursement or Advance Request being approved.

13. ROYALTY EXPENSES

a. Royalty may not approve their own expenses. They are subject to the same approval steps mentioned elsewhere in these policies.

i. Receipts must be submitted.

ii. Any Kingdom money spent on real property MUST pass on from Crown / Heirs to Crown / Heirs (i.e. Kingdom tabards, banners, flags, calligraphy pens, stationary, gold seals, etc.).

b. Time as Royalty begins upon becoming Prince/Princess and ends once the reign as King/Queen is over.
c. A Royal Expense fund shall be established for each member of the Royal Family. When each fund is established, $1,800.00 shall be transferred from the General Fund to that fund. Additional funds may be donated to each Royal Fund. Each Royal is eligible for reimbursement up to and no greater than the available balance in their fund. Eligible expenses are as follows:
   i. Postage
   ii. Copying
   iii. Office Supplies
   iv. Phone (as listed on phone bill)
   v. Internet (above normal usage)

d. Travel (transportation to and from SCA events only). Food and lodging at SCA events are not eligible expenses (however at the discretion of the Crown, funds can be used for lodging if none is provided at the event), but see f below. If multiple Royals travel to an event in the same vehicle, then only one reimbursement will be paid. The reimbursement can either be the actual gas and oil receipts, or the current IRS charitable rate for travel ($0.14/mile as of this writing).

e. Special Travel: The Kingdom will reimburse the transportation cost of the King and Queen to one Society Level Anniversary Celebration.

f. Regalia Maintenance: This is the cleaning and repair of Regalia and is reimbursed by the Kingdom and must be submitted by the Regalia Officer.

g. Site fees for Royalty are waived at Meridian events. The Kingdom will reimburse the Royalty for entry into one (1) major war per reign per person. This does not extend to uncrowned spouses or members of their entourage or households. This also does not include transportation to/from the war.

14. WAIVING EVENT FEES
   Branches may choose to waive event fees for the following event attendees: the King, Queen, Prince and Princess. To waive the fees of additional attendees, the local branch must include a list of those approved for waived fees in the branch’s financial policy and/or have the waiver of fees approved by the branch’s financial committee with justification/documentation for the additional names added to the Event Report. Event Fees cannot be waived for non-members.

15. CONTROLLING CASH RECEIPTS
   Cash receipts shall include, but is not limited to: event income of all types, money collected from advertised fund raisers, donations, money from the sale of goods purchased with group funds, and newsletter sales and subscription income.
   a. Cash receipts of any type totaling $50 or more must be deposited in the appropriate account no later than 14 calendar days after the receipt by an officer of the SCA. Cash receipts of any type less than $50 must be deposited in the appropriate account no later than 30 calendar days after the receipt by an officer of the SCA. Undeposited income of any type is not to be used for refunds, reimbursements or expenses.
   b. All cash received at an event shall be counted and recorded by two people (not of the same family) before the cash is removed from the site. Copies of the cash record will be provided to the Branch Exchequer and Seneschal.
   c. 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 by the Kingdom Financial Committee.
16. CONTRIBUTIONS
   a. If funds are collected at an Event by an SCA branch for an Office, Guild, or Fund, the contributions must be deposited by that branch within 14 days. That branch will write a check for the total and send it to the KCoE.
   b. Contributions must clearly indicate the Office, Guild, or Special Fund for which they are intended. Contributions which do not indicate the intended Office, Fund, or Guild may be credited to the General Fund.
   c. All the profits from advertised Kingdom Fundraisers must be remitted in the form of a Branch check and sent with the event report with the proper transfer form. A copy of the transfer form shall be kept by the local Exchequer.
   d. In all instances, Officers, Guild Ministers, and the Crown should not accept contributions (cash or otherwise) at an Event.
   e. Contributions sent to the KCoE which are not made payable to the Kingdom will be returned.

17. SPECIAL FUNDS
   a. Funds dedicated for Special Projects must only be used for their intended purpose. Upon completion of that purpose, or when the fund is terminated, remaining monies shall be transferred to the Kingdom General Fund unless otherwise specified in Financial Policy.
   b. Discretionary Fund: This is a fund set up to receive direct donations for use by the Crown in the performance of their official duties and subject to Society Financial Policies. Proper receipts will be submitted to cover the expenses being reimbursed.

18. PUBLIC RELATIONS FUNDS
   a. These funds are for special projects, public relation functions, and intra-SCA public relations activities, including but not limited to the Pennsic War Fund, Gulf War Fund, and the Known World parties at Pennsic and Gulf Wars sponsored by the Kingdom of Meridies. Except as noted below, the Kingdom does not allocate money for such funds and all funds must be collected through donations and fund raising only; thus, it is the responsibility of each Crown to encourage donations to these funds. Likewise, expenses should not exceed money in the respective fund.
   b. $1,000 will be transferred from the general fund for use during the Meridian Party at Gulf Wars.
   c. $1,000 will be transferred from the general fund for use during the Meridian Party at Pennsic.
   d. Kingdom funds may not be allocated for purposes contrary to Society Law. These limitations include, but are not limited to:
      i. Kingdom funds may not be allocated for Crown Gifts.
      ii. Kingdom funds may not be allocated for social functions that do not have an open invitation to all event participants.
      iii. Kingdom funds may not be used for the purchase of alcohol or alcohol making ingredients.
19. GUILD REIMBURSEMENT
   a. Guild Masters will be reimbursed for expenses, up to the amount of contributions received for that Guild.
   b. In no instance will a Guild be "loaned" Kingdom funds for any activities. Guilds are to be self-supporting.
   c. The Royal University of Meridies (RUM) will be considered as a Guild for these financial purposes.
   d. If Guilds sponsor an event in which the host group is expected to share the profits, said agreement must be in writing in advance of the event.

20. KINGDOM BUDGET
    The Chancellor of the Exchequer shall present the annual budget for each calendar year to the Financial Committee year on or before August 31 of the year prior. This budget may be reviewed and adjusted by the Financial Committee each February.

Approved this 1st day of October AS LI, being 2016

Rex, Meridies

Regina, Meridies

Seneschal, Meridies

Exchequer, Meridies

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Mundane Signature

Mundane Signature

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