



SOCIETY FOR CREATIVE ANACHRONISM, INC  
MIDDLE KINGDOM



OFFICE OF THE CHANCELLOR OF THE EXCHEQUER

# KINGDOM OF THE MIDDLE FINANCIAL POLICIES

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# Middle Kingdom Financial Policies

## I. Purpose and Maintenance of the Middle Kingdom Financial Policy

### A. Purpose of Financial Policy

These financial policies exist as an addendum and is subordinate to the Society Financial Policy (<http://www.sca.org/docs/finpolicies/SocietyFinancialPolicy.pdf>), and shall be followed by each branch and recognized incipient branch of the Kingdom of the Middle.

### B. Contents

These policies shall conform to the requirements on contents of Kingdom Policy as dictated by Society Financial Policy [<http://www.sca.org/docs/finpolicies/SocietyFinancialPolicy.pdf>: VIII. Financial Policy].

### C. Precedence and Authority

If any of this policy conflicts with a higher-ranking authority, the provision in this document shall be void.

Kingdom Financial Policies fall with the Precedence of Law as published in Corpora as part of Society Officer's Policies approved by the Board. This puts Kingdom Financial Policies below the By-Laws of the SCA, Inc., the Corporate Policies of the SCA, Inc., and Corpora. This also puts Kingdom Financial Policies above Kingdom Law. Thus, Kingdom Financial Policy would overrule any financial sections in Kingdom Law, but cannot reverse, overturn, or loosen any restrictions that are in the By-Laws, the Corporate Policies, or Corpora. They also cannot reverse, overturn, or loosen any restrictions that are in the main part of Society Financial Policy.

### D. Reviews and Revisions

These policies shall be reviewed at least every two years, usually coinciding with a change in Chancellor of the Exchequer.

Revisions to this policy may be proposed at any time by the Chancellor of the Exchequer. Revisions are approved by simple majority vote of the Kingdom Financial Committee, following the same process as any other financial committee proposal.

Once approved by the Kingdom Financial Committee, the revisions are sent to the Society Exchequer and then to the SCA Board of Directors for their approval. Revisions are in force only when the SCA Board of Directors approves them. Society Exchequer has the authority to grant a variance to any policy until the BoD approves the changes.

## II. Kingdom Financial Committee

All assets (funds and non-cash assets) held in the name of the SCA must be managed by a Financial Committee. All financial decisions are the responsibility of the Kingdom Financial Committee.

### A. Members

The Financial Committee shall consist of the following members: Kingdom Seneschal, Kingdom Chancellor of the Exchequer, Kingdom Principal Herald, Kingdom Earl Marshal, and Royal Family (Monarchs and Tanists). Each member shall have one vote with the Royal Family having a single composite vote.

### B. Voting

For a decision of the Financial Committee to be valid, there must be a quorum of members voting. A quorum of the Financial Committee is 3 out of 5 voting members. Under no circumstances shall anyone contract to spend Middle Kingdom funds without the proper approval of the Financial Committee. Decisions of the Financial Committee are made with a simple majority vote.

### C. Meetings

The Financial Committee meets in person at least twice per reign, usually in conjunction with Curia Regis meetings. If members of the committee or their designated representatives are unable to attend, then electronic attendance is permitted and is authorized for voting purposes.

### D. Proceedings

Meeting minutes and e-mails are filed with the Kingdom Exchequer. Curia Minutes may be found here: <http://www.midrealm.org/seneschal/curia/index.php>.

### E. Irregular Meetings

Financial decisions that must be made between regularly scheduled meetings or in an emergency may be made by a majority approval of the Financial Committee through official Middle Kingdom e-mail.

## III. Office of the Chancellor of the Exchequer

### A. Definition

The financial officer of a branch, guild, or other entity. This office is required in Corpora Article III.C. Commonly shortened to Exchequer. (Also known as Reeve in some Kingdoms).

### B. Qualifications

All persons who wish to become a Chancellor of the Exchequer should have some experience with bookkeeping procedures and accounting. The Chancellor of the Exchequer must prove an ability to reconcile bank statements to the branch account, to produce monthly and quarterly reports, and to comply with requests from their superiors in the chain of command for information. The Chancellor of the Exchequer must have regular access to email and spreadsheet software such as Excel or OpenOffice. Knowledge of tax law regarding nonprofit organizations is a plus.

Kingdom Chancellors of the Exchequer and Regional Deputies should have the ability to oversee and act as a resource for local group exchequers.

Potential Chancellors of the Exchequer must be current members of the Society for Creative Anachronism, Inc.

### C. Selection and Appointment

The outgoing Chancellor of the Exchequer will post a notice for applications for no less than 30 days. Applications will be accepted and reviewed and the best applicant will be selected based on the above qualifications.

The outgoing Chancellor of the Exchequer will notify the Kingdom Chancellor of the Exchequer of the proposed change using the approved Change of Officer form.

Whenever possible, the Kingdom Chancellor of the Exchequer will accept the designated choice of the local group. Chancellors of the Exchequer are not officially warranted until the necessary documents including the change of officer form, state ID, and current membership card are submitted. Appointments are considered probationary until the incoming officer has completed the required training and is added to the roster of warranted exchequers signed by the Crown.

All Chancellors of the Exchequer have a term of office of one (1) year, expiring on February 15. If the end of year report was submitted on time, and the Chancellor of the Exchequer remains a member, the Chancellor of the Exchequer is automatically renewed unless otherwise notified. Warrant rosters are signed at the Curia Regis meeting following each Crown Tournament.

If a person's name is not on the Warrant Roster, they have either had their warrant removed or are on a probationary warrant.

## D. Duties

Responsibilities of each Branch Exchequer (up to and including the Kingdom Exchequer) include, but are not limited to the following:

1. Being familiar with the laws and policies governing the use and control of Branch assets that are outlined in the Chancellor of the Exchequer Branch Officer's Reference Handbook (SCA, Inc.), the Society Financial Policy, and the Kingdom Financial Policy.
2. Following reporting schedules and guidelines outlined by the Chancellor of the Exchequer Branch Officer's Reference Handbook (SCA, Inc.) and this Financial Policy.
3. Having a review of Branch financial books performed at least once every two years, or when a change of office occurs, by the regional or Kingdom exchequer or their designated representative.
4. Contacting the Kingdom or Regional Exchequer for aid and guidance when needed.
5. Reading the Kingdom Exchequer Officer's letters in the Middle Kingdom newsletter (The Pale) each month, in which any changes in policy will be noted.
6. Being a member of the Middle Kingdom Exchequer Google Group, which functions as the official email service for the Middle Kingdom Exchequers, in which any changes in policy or announcements will be made.
7. Using correct asset handling procedures: using a second person not living at the same residence, to both count all monies collected for the Branch, and having both persons attest to the amount to assure accuracy and accountability.

## E. Removal from Office

Chancellors of the Exchequer (including the Kingdom Chancellor of the Exchequer) may be removed from their office for failure to perform their duties in accordance with Kingdom law and published financial policies of the Society and Middle Kingdom, including but not limited to the following offenses:

1. Failure to maintain funds of the Society/Kingdom separate from their personal funds, and/or misappropriation of funds.
2. Consistent failure to file timely, accurate reports required by the Kingdom or Society, including but not limited to failure to file monthly, quarterly, and year-end financial statements.
3. Inability to cooperate with other officers of the branch or with the Kingdom officers on a consistent basis.
4. Failure to maintain adequate books and records for the branch with which they hold office.

## F. Kingdom Deputies

All kingdom deputies will be selected and appointed through the same process as other branch exchequers. Each deputy will have a term of two years.

### 1. Emergency Deputy

The Emergency Deputy for the Exchequer takes over all duties of the Chancellor of the Exchequer at such time that the Chancellor is not able to serve, either on a short-term or long-term basis. They are bound by the same policies as the Chancellor of the Exchequer.

### 2. PayPal Deputy

The PayPal Deputy has direct oversight and administration of the Kingdom ePay system as developed and implemented by the Society and this Kingdom in the Addendum to the Kingdom Financial Policy – PayPal.

The PayPal Deputy is responsible for training for the use of PayPal across the Kingdom.

3. **Minister of Regalia**

The Minister of Regalia is responsible for the inventory, storage, transportation, and storage of all Kingdom Regalia. They must have the ability to provide a climate controlled insured storage as well as the means to transport various pieces of regalia to Coronations and Crown Tournaments.

The Regalia Minister will maintain the records of the items in the Regalia Inventory and administer the distribution and collection of the items to the Crown and its Heirs.
4. **Quartermaster**

The Kingdom Quartermaster is responsible for the Middle Kingdom assets associated with the camps and Royal Presence at Pennsic War and other Kingdom-level and inter-kingdom events. The Kingdom Quartermaster duties include, but are not limited to administration of use, distribution, and collection of any items put into service. Items on the associated asset list may only be used with the full knowledge and consent of the Quartermaster.
5. **College of Herald's Exchequer**

The College of Herald's Exchequer maintains and administers the financial transactions associated with the Middle Kingdom College of Herald's.
6. **Domesday Deputy**

The Domesday Deputy is responsible for the collection and review of all end of year, or December, reports from the local branches in the Middle Kingdom. The Domesday Deputy compiles a final report and sends it to the appropriate Society Deputy Exchequer by the published deadline established by the Society Chancellor of the Exchequer and Corporate Treasurer of SCA, Inc.
7. **Regional Exchequers**
  - a. The Middle Kingdom Regional Exchequers oversee the local branch exchequers in their designated regions.
  - b. Each regional Chancellor of the Exchequer is responsible for receiving and reviewing the monthly reports of each local branch and conducting reviews of books according to the schedule outlined in this financial policy.
  - c. If an exchequer in the region is unable to fulfill their duties, and they have no deputy, the regional will be responsible for completing the resolution and dispensation of reporting and financial activity until such time as a replacement is found (but no longer than one month) or until the group is suspended/dormant/dissolved.

## IV. Reports

### A. Reporting

All reporting schedules are subject to change by the Kingdom Exchequer. Notice of these changes shall be made in the Kingdom newsletter (The Pale).

### B. Monthly Reports (Branch)

Monthly Reports must be sent to the appropriate Regional Exchequer by the last day of the month following the close of a month, i.e. May report is due June 30<sup>th</sup>.

Reports must be cumulative; each report including all data from January 1 of that year going forward. The Regional Exchequer will review the report and confirm its accuracy and completeness. If the report is not complete and accurate, the Regional Exchequer will work with the Branch Exchequer to correct the issues.

Reports completed for the months of January, February, April, May, July, August, October, and November may be sent to the Regional Exchequer without signatures via electronic (PDF only) or hardcopy once they are accurate and complete. Once the report is accurate and complete, the Branch Exchequer shall sign the report and have the Branch Seneschal countersign the report to be kept for the group files. Static copies (PDF or printed) of the bank statements should accompany the reports.

Reports completed for the months of March, June, and September will be signed by the Branch Exchequer and countersigned by the Branch Seneschal; and then sent electronically (PDF only) or by hardcopy to the Regional Exchequer. Static copies (PDF or printed) of the bank statements should accompany the reports.

Exchequers are encouraged to use the online exchequer report forms to send their reports.

#### C. [Monthly Reports \(Regional\)](#)

Regional Exchequers will send a report to the Kingdom Chancellor of the Exchequer by the 15<sup>th</sup> of each month with data regarding the reporting status of each group in their region, any changes in office that occurred in their region, and any comments/concerns regarding the groups under their purview.

Regional Exchequers are encouraged to use the online reporting form for Regional Exchequers to report monthly.

#### D. [Domesday Reports](#)

Domesday Reports, or reports for the month of December of each year, are due to the Regional Exchequer and Domesday Deputy by January 31<sup>st</sup>.

It is suggested that Domesday reports be submitted electronically via Excel spreadsheet for review by the regional and Domesday Deputy prior to final hardcopy submission. All end of year reports must be submitted via hardcopy to the Domesday Deputy along with bank statements, event reports, a complete Branch property list and other requested materials.

#### E. [Local Event Reports](#)

Event reports are due to the appropriate Regional Exchequer, Branch Seneschal, Event Steward and other individuals listed in the local branch financial policy within 30 days of the end of the event. Event reports may be submitted electronically as a PDF or in hardcopy.

All waivers must be submitted to the Waivers Deputy within 30 days of the end of the event via hardcopy or electronic copy (scanned PDF).

#### F. [Kingdom Event Reports](#)

Kingdom Event reports and profit split remittance is due to the Kingdom Exchequer within 30 days of the end of the event. Copies of the event report should be sent to the Regional Exchequer, Branch Seneschal, event steward, and others in accordance with the local policy.

#### G. [Non-Member Registration Fees and Reports](#)

All branches are required to charge a \$5 non-member registration fee to all registrants at an event where a site fee is collected. Minors are only subject to NMR if they pay the same event registration as an adult.

Non-member registration fee reports and remittance of fees will be made to the Kingdom Exchequer within 10 business days of the end of the event.

#### H. [Late Reports](#)

Groups reporting late shall be subject to disciplinary action up to and including suspension of both the Branch Exchequer and the Branch itself. If disciplinary actions are needed, they will follow the guidelines



listed in this policy, and additionally will be in accordance with both Kingdom Law, and the Society Sanction Guide.

A late report is defined as any report not complete and accurate and sent to the appropriate superior officer(s) by the due date. Kingdom level reports rely on having the local reports in by these deadlines, so failure to turn in reports by the deadlines can cause significant issues for the Kingdom. Branches reporting late shall be subject to disciplinary action as discussed below.

1. Failure to submit monthly, quarterly, and year-end (Domesday) reports to the Regional Exchequer by the respective deadline, without asking for an extension prior to that deadline, will result in the following consequences:

a. For the first overdue report, the Kingdom Exchequer will issue a warning to the Branch Exchequer, with copies to the Branch Seneschal, the Baronage (if applicable), the appropriate Regional Exchequer, and the Kingdom Seneschal. This warning will list the late item(s), and include a reminder of the reporting deadlines. The late report(s) must be turned in within 10 days of the deadline, or the group will go into a probation period, as defined below (section III.J.1.2).

b. For the second overdue report, the Kingdom Exchequer will put the Branch on probation for three months. Notification will be sent to the Branch Exchequer, Branch Seneschal, Baronage (if applicable), the appropriate Regional Exchequer, the Kingdom Seneschal, and Their Majesties. During the probation:

- 1.) At least once per month, the Branch Exchequer must email or call the appropriate Regional Exchequer with an update regarding progress on reports and other Branch financial activities, as well as discussing any issues that might be the cause of the late reports.
- 2.) The Branch may not hold an event during the probation and may not add an event to the calendar, even if it is to occur after the probation will be lifted.
- 3.) The Branch Exchequer will complete any additional training the Kingdom Exchequer feels is appropriate. This will be listed in the probation notification.
- 4.) The probation may be lifted after no less than three months, if the above items have all been met AND all reports have been completed and turned in on time. If, after three months, reports still are not being turned in as required, suspension of the Branch Exchequer and/or the Branch will be considered.

c. For the third overdue report, or if the above probation is not successful, the Kingdom Exchequer will consider suspending or replacing the Branch Exchequer and possibly also suspending the Branch, after consultation with the Kingdom Seneschal and Their Majesties.

- 1.) If the recommendation is to replace the exchequer, the group will have one month to find a replacement. If a replacement is not found in that time, the group will be suspended until a replacement is found.
- 2.) If the recommendation is to suspend the group, then, per the Society Financial Policy, the group:
  - a.) Must close their bank account and send the funds to the Kingdom Exchequer to hold until the suspension is lifted.
  - b.) Cease all SCA activities (meetings, practices, events, demos, etc.), except for correctly filing all relevant officer reports.
  - c.) May not spend any SCA funds, and no expenses incurred during the suspension will be reimbursed after the suspension is lifted.
- 3.) Branch suspension may be lifted after a minimum of one month, if the above requirements have been met and the reports due during that time have been submitted

Kingdom of Northshield Financial Policy Page 7 on time, correct, and complete. A review of the suspension will occur after no more than 6 months, and if there has not been an improvement, the group will need to go through the process of becoming a group once again.

2. Failure to submit accurate and complete NMS payment, NMS Report, and Financial Event Report by their respective deadlines will result in the following consequences:
  - a. The Branch will not be allowed to hold another event, or add an event to the Kingdom Calendar, for 12 months following the deadline.
  - b. When all three items are complete and turned in to the appropriate officers, the penalty will be reduced to 1 month from the date the last item is received.
3. Failure to get a Financial Review of Books completed within 6 months of the office changing hands or every 2 years (whichever comes first), will result in a three-month probation, as described above.

## V. Branch Administration

### A. Bank Accounts

1. Establishment and Changes to Bank Accounts
  - a. A "Bank Account Change Request" form must be filled out in its entirety and forwarded to the Kingdom Exchequer for review and approval
  - b. The Kingdom Exchequer will forward the approved form to the Society Exchequer for review and processing.
  - c. No changes may be made to a SCA, Inc. bank account without the prior approval from the Society of Creative Anachronism, Inc. Vice President of Operations. Approval is faxed directly to the bank branch which holds the accounts.
2. Kingdom
  - a. The Middle Kingdom holds monies in the following accounts
    - (1) Checking
      - (a) Primary
      - (b) PayPal
      - (c) College of Heralds –  
  
a separate account for the MK College of Heralds. The Dragon Herald Exchequer is required to make a full financial accounting to the Kingdom and Society Exchequer on a quarterly basis.
    - (2) Savings
3. Local Branches

Accounts must be administered following the policies set forth in the SCA, Inc. Financial Policies and Exchequers' Handbook and include, but are not limited to, the following provisions

  - a. The Kingdom Exchequer, or designated representative, will be listed as a signatory on all accounts
  - b. Branch accounts will have the Seneschal and Chancellor of the Exchequer of the branch listed as signatories. Additional signatories may be listed at the branch's discretion providing they follow SCA Financial Policy.
    - (1) Canadian accounts must have the Chancellor of the Exchequer of the Kingdom of Ealdormere, unless otherwise approved by the Middle Kingdom Exchequer. The branch must update the account signatories within 90 days of the office changing hands.
    - (2) Signatories must be updated within 30 days of any office changing hands excepting the condition above.

- c. All signatories must be current members of the SCA, Inc.
  - d. The signatories for a given account may not reside at the same address or be closely related
  - e. Royalty and Heirs may not be signatories on any SCA account.
4. All accounts must be in the name of “Society for Creative Anachronism, Inc. <name of branch or entity>” or “Society for Creative Anachronism <state subsidiary>, Inc. <name of branch or entity>” and bear the SCA’s federal tax ID number or that of the appropriate subsidiary.
  5. It is acceptable for more than one group to pool assets in one SCA account if the assets can be allocated to the individual branches/entities by the Chancellor of the Exchequer responsible for the account.
  6. Bank statements will be sent to the Chancellor of the Exchequer.

## B. Special Purpose Funds

The Chancellor of the Exchequer shall maintain a list of special purpose funds, including their purpose, duration, and any restrictions on the funds. If not otherwise designated, a special purpose fund shall, at the end of its useful life, be reallocated to the Middle Kingdom General Fund. The list of special funds shall be available upon request. All dedicated/special purpose funds will be described in the Middle Kingdom Dedicated Funds addendum.

1. **Dedicated Funds:** A dedicated fund is a special purpose fund donated or allocated for a specific use identified in the Kingdom budget. Unless specified in writing, all donations received for a specific purpose are considered dedicated funds and not restricted funds. If necessary, dedicated funds may be reallocated by the Financial Committee.
2. **Permanent Funds:** Permanent dedicated funds shall be listed as addendums to the Kingdom Financial Policy. These include Royalty Travel funds, Officer of State funds, and other funds used in ongoing activities supported by the Kingdom.
3. **Restricted Funds:** A restricted fund is a special purpose fund donated with an explicit purpose detailed in writing at the time of the donation. Restricted funds may never be used for any other purpose unless written permission is given by the donor. These funds must be accounted for until they are exhausted or permission is given by the donor to use for another purpose.
4. **Temporary Funds:** If there is special project which receives funds from donations or fundraising efforts, a temporary dedicated fund may be created, using the same set up as permanent dedicated funds. The list of temporary dedicated funds shall be maintained by the Kingdom Exchequer. Such funds will be maintained as temporary funds no longer than two years. Should the project continue for more than one year, the Financial Committee will assess the viability of the project and either continue the project for a second year or cancel the project. If the project needs to continue for more than two years, it should be made into a permanent dedicated fund.

## C. Cash Controls

1. **Deposits**
  - a. All deposits should be made by account signatories
  - b. Deposits should be made as soon as possible after receipt, and no longer than one week after receipt.
  - c. **Events**
    - (1) All cash deposits from event proceeds should have been counted by two unrelated individuals
    - (2) Cash and checks from the cash box at the event gate should be logged on the Cash Box Log.

- (3) The monies from each event/activity should be kept separate always, i.e., lunch tavern monies should not be mixed with gate registration fees.
    - d. PayPal
      - (1) Branches of the SCA, Inc. may utilize PayPal to collect preregistrations and registration fees according to the Society and Kingdom PayPal Policies.
      - (2) The Kingdom PayPal policy is included as an appendix in this document.
  2. Disbursements
    - a. Definition: Disbursements are any monies released from a Society account for the purposes of funding events, activities, or administration of the Kingdom and its branches.
    - b. All disbursements will be made by bank draft (check) in accordance with Society Financial Policy.
    - c. Advances of monies may only be made with the prior approval of the financial committee and must be repaid via expense receipts or monies within 30 days or the time limit set by the committee.
    - d. Reimbursements
      - (1) Disbursements which are reimbursements for approved expenditures require a “request for reimbursement form” and all receipts which may be provided electronically (PDF), in person, or by mail.
      - (2) Credit card or bank statements that do not reflect each item will not be accepted.
      - (3) No reimbursements will be made without a receipt of expenditure. No exceptions are permitted.
      - (4) All requests for reimbursement must be made within 30 days of the expenditure.
      - (5) Reimbursement requests should be fulfilled within 14 days.
    - e. Event monies
      - (1) “Seed” money or the bank for the event or activity may not be co-mingled with other activity funds
      - (2) The money for the activity bank will be withdrawn from the bank using a check written to an individual and signed/countersigned by two other account signatories.

#### D. Branch Financial Policies

1. All branches or entities of the Middle Kingdom must have a financial policy which has been voted on and approved by the branch financial committee and the Kingdom Exchequer.
2. Branch financial policies may follow the format of the Middle Kingdom financial policy and must define any differences or additional restrictions put in place by the branch.
3. Branch financial policies may not be less restrictive than the Middle Kingdom Financial Policies although they may be more restrictive. They are an addendum to current Middle Kingdom Financial Policies.
4. Branch financial policies should be reviewed for possible revisions at least every two years.

#### E. Budgets

The Chancellor of the Exchequer will prepare a budget for the following year and present it to the branch financial committee for approval before the end of the fiscal year.

Budgets will be passed based on the voting requirements laid out in the financial policies.

During the year, additions and modifications may be made to the budget by a vote of the Financial Committee.

## VI. Income

Income shall include all monies that come to the Kingdom through event proceeds, fundraising efforts, or direct contributions.

### A. Events

1. Event income is all funds associated with gate receipts
2. Profits are those monies remaining from an event's receipts after all expenses have been paid including Non-member registration (NMR).
3. Financial committees may decide within the branch financial policies to waive registration fees for specific individuals such as sitting Royalty, event staff, etc. Entire classes of individuals such as "first time attendees" may not be comped.
  - a. Registration fees may not be waived for non-members
4. Registration fees must be posted within the event advertisements and/or the event webpage.
  - a. Non-member registration fees of \$5 per person must be collected if the individual cannot show current membership
  - b. Non-member registration fees are not collected on a minor's registration unless they pay the same registration as an adult.

### B. Demonstrations

Branches may accept payments in exchange for demonstrations of various SCA-related activities.

### C. Fundraising

Fundraising income should be kept separate from all event proceeds even if occurring at the same event.

### D. Donations

1. All Chancellors of the Exchequer may accept and provide receipts for cash donations. Donations must be reported on the monthly reports.
2. Donations from individuals or groups may be directed to be used for a specific purpose or intent. Exchequers are responsible for tracking the donation and use of directed donations in special funds. Funds that no longer serve a special purpose, the balance will be placed into the General Fund.
3. Non-monetary donations, such as equipment, supplies, or items for resale, with a value more than \$250 require approval of the Kingdom Chancellor of the Exchequer. The Chancellor of the Exchequer will issue the receipt in the amount set by the donor individual or business; we do not place the value on the item donated. Branches may not accept donations with any debts or obligations attached to the donated property or services.

## VII. Expenses

Funds may be expended in accordance with Society and Middle Kingdom Financial Policy. Kingdom Officers and Royalty may expend funds to the extent authorized by the annual budget. Other entities may expend funds in the name of the SCA, Inc. only if they have an official Chancellor of the Exchequer who has been confirmed in that office by the Kingdom Chancellor of the Exchequer. Local groups may expend funds in accordance with Society and Middle Kingdom Financial Policy and in accordance with their charter and branch financial policy.

### A. Event Expenditures

1. Before publishing an event announcement, the event steward will create, discuss, and gain approval from the branch financial committee.
2. The Chancellor of the Exchequer may only reimburse allowable event expenses upon presentation of a receipt in accordance with the event budget and local branch procedures.
3. The Chancellor of the Exchequer may provide advance funds for budgeted event expenses. A signed cash advance form will be required from the recipient prior to disbursement. The recipient must

provide receipts and/or repayment equal to the total advanced amount disbursed either within 30 days of the advance, or not later than 15 after the event.

4. The Chancellor of the Exchequer will reimburse event expenses by bank check within 14 days after a reimbursement request is made. No reimbursements are to be made from cash monies collected at an event.

## B. Kingdom Events

Crown and Kingdom level events constitute the major source of income to the Kingdom, which it uses to fund its activities. These include, but are not limited to expenses of the Crown, the Crier, Royal Regalia, Royal Travel Fund and expenses incurred by Kingdom officers. A regular and predictable source of income is necessary to support the crown and Kingdom Level events. Procedures regarding these events need to be based on Kingdom wide policies, which fairly, consistently and predictably produce income for the Kingdom.

1. Crown and Kingdom Events include, but are not limited to,
  - a. Major
    - (1) Crown Tournaments
    - (2) Coronations
    - (3) Kingdom Arts and Sciences competitions
  - b. Minor
    - (1) Tournaments of Chivalry, Defense, and Greenwood Company
    - (2) Rose Tournaments
2. Crown and Kingdom events expenses are borne by the local group sponsoring the event. The group shall submit a proposed budget, approved by the local financial committee, that includes the costs as part of their bid package. A copy of the budget shall be sent to the Kingdom Chancellor of the Exchequer.
3. Crown and Kingdom event profits are split between the hosting group and the Middle Kingdom.
  - a. Major events – 50%/50% profit split between hosting group(s) and Kingdom respectively
  - b. Minor events – 75%/25% profit split between hosting group(s) and Kingdom respectively
  - c. Two or more minor events are equivalent to a major event and will invoke the 50%/50% profit split
  - d. Royal University of the Midrealm events share profits with the kingdom in the amount of \$.50 per adult registrant.
  - e. Profit split remittance is due to the Kingdom Chancellor of the Exchequer within 30 days of the end of the event
4. Event reports for Crown and Kingdom events are due to the Kingdom Chancellor of the Exchequer with copies to the local branch and regional exchequers within 30 days of the end of the event.
5. Assistance with funding to the local branch hosting a Crown and Kingdom events will be considered and approved by the Kingdom Financial Committee on a case by case basis.
6. Alterations to the Crown and Kingdom event profit split will be considered and approved by the Kingdom Financial Committee on a case by case basis.

## C. Allowable Expenses and Expenditures

1. Food purchased with no restriction on who will be consuming it
2. Travel for official activities (gas receipts, plane tickets, toll receipts, mileage paid at the current IRS non-profit rate)
3. Occupancy and site charges (site rental, hotel receipts)
4. General supplies, office supplies
5. Printing and publications

6. Insurance (non-SCA) reimbursement for a rider on homeowners' insurance to cover regalia or property.

#### D. Non-reimbursable items

1. Alcohol (except for small portions only to be used in the cooking of feast)
2. Fireworks
3. Lottery tickets
4. Family members food, travel, or hotel expenses
5. Retainer or royal staff expenses
6. Expenses of visiting Royalty (unless approved by the Financial Committee prior to the expense occurring)
7. Food items purchased for a limited group or individual
8. Any expense that would benefit private individuals or group of people

### VIII. Branch Property

Branch property and items are purchased with branch funds for the explicit use and purpose of the group.

#### A. Proposals for Projects and Purchases

1. Proposals for purchases or projects over the cost of \$50 related to the purchase of group property or regalia must be submitted to the Financial Committee for approval prior to the purchase or creation of the item.
2. All bids submitted for a project or purchase will be submitted to the Financial Committee for review and selection. Upon selection of a bid, the deputy exchequer will notify the persons submitting bids of the results and coordinate the purchase of the approved item. All receipts for the approved purchase will be submitted to the Chancellor of the Exchequer and reviewed against the approved bid. These receipts will be handled following the same process as for other kingdom expenses.

#### B. Inventory and Reporting

The exchequer or assigned deputy is responsible for creating and keeping an updated list of all items owned by the branch.

1. Depreciable Assets  
Permanent property and items that have an initial worth over \$500. These items are recorded at the time of purchase on the group financial reports.
2. Regalia  
Items that are the emblems, symbols, or other tangible items that are indicative of the Royalty, Kingdom, branch, or indicative of an office of the branch.  
Items are recorded at the initial purchase cost or stated value on the branch financial reports but are not depreciated over time.
3. Inventory  
Items purchased for the use of the branch under the initial worth of \$500, and therefore non-depreciable. Inventory shall be recorded by January 31<sup>st</sup> of each year on the branch financial reports.

#### C. Checkout and Leasing

1. All persons maintaining pieces of regalia or other branch 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. This reimbursement/replacement requirement does not apply to damage due to normal usage.

2. The Regalia Minister or Quartermaster is responsible for determining that the property being checked out is in a serviceable state.
3. The Regalia Minister or Quartermaster must be involved in the changeover of property from one party to another. The inventory and checkout process assures that there is a record of the regalia/property and its condition, since the users could be required to replace property lost or damaged during their time of lease.
4. The Regalia Minister or Quartermaster will create and manage the procedures for checkout and leasing of branch property.
5. The exchequer may set policies as necessary to enforce these requirements. They may stipulate penalties including but not limited to withholding reimbursement for expenses incurred during official duties until the branch property is returned or reimbursement for damage is completely satisfied.



# Addendums to the Middle Kingdom Financial Policies

## I. Middle Kingdom Special Funds

### D. Royal Travel Dedicated Fund

Primary purpose: At the beginning of each Reign (as Heirs), \$5000 will be allocated for Royal travel expenses incurred by the Royal couple during Their Reign as both Heirs and Crown. In addition to this initial allocation, any donated monies from individuals or branches may be added to the fund. Any remaining balance of the Royal Travel fund may be passed on to the new set of Heirs or allocated to any other permanent dedicated fund. If no specific allocation is made, the remaining funds will revert to the general fund.

The Royal Family will be reimbursed for expenses incurred during travel to and from SCA events inside and outside of the Kingdom. Allowable expenses are outlined within the Kingdom Financial Policy. Members of the Royal Family may request reimbursement as couples or individually.

All receipts for reimbursement for the Reign must be submitted to the Kingdom Exchequer within 30 days of the end of the Reign. The Kingdom Exchequer and the Kingdom Financial Committee reserve the right to refuse payment of receipts turned in after this time elapses or if the terms of the property (Regalia) lease is not met.

### E. Officers of State Funds

Primary purpose: At the beginning of each Great Officer of State's term of office and on the anniversary of the same, up to the specified amount shall be allocated from the Kingdom general funds for the expenses of that Officer of State.

Secondary purpose: All unused funds revert to the general fund at the end of their term. Allocation amount is \$500 per year each Great Officer of State. Allocation for specified Kingdom Officer deputies is \$200 per year.

Great Officers of State are defined as the Kingdom Seneschal, Kingdom Exchequer, Kingdom Chronicler, Kingdom Herald, Kingdom Minister of Arts and Sciences, Kingdom Earl Marshal, and Kingdom Chatelaine.

Kingdom Deputies, which receive allocations, are defined as Curia Secretary and Regalia Minister.

Allowable expenses are outlined within the Kingdom Financial Policy. Requests for reimbursement must be made within 30 days of incurring the expense. No expenses incurred after the officer steps down will be reimbursed. The Kingdom Exchequer and the Kingdom Financial Committee reserve the right to refuse payment of receipts turned in after this time elapses.

### F. Middle Kingdom Event Funds

Primary purpose: There shall be a fund to cover expenses incurred for appropriate food and other general supplies for the activities at various Middle Kingdom events. Money from the Middle Kingdom Event Funds shall not be used to purchase alcohol.

Middle Kingdom Events are currently defined as Kingdom Arts and Sciences Faires, Pennsic War, and Gulf War. This list may be modified by a vote of the Financial Committee to assist with expenses of other Kingdom events defined in the Middle Kingdom Financial Policy.

Reimbursements will be made when receipts and request for reimbursement are submitted to and approved by the Kingdom Exchequer and Financial Committee.

#### G. [Royal University of the Midrealm Dedicated Fund](#)

Primary purpose: There shall be a fund used to cover expenses incurred by the RUM Chancellor for the purposed Royal University of the Midrealm (RUM) events. Allowable expenses shall include general supplies, printing, postage, and teacher tokens. Funds may be used to reimburse travel for special keynote presenters. Funds may also be used to offset the cost of renting a site to ensure sufficient space without greatly raising the cost to the participants.

Secondary purpose: All unused funds revert to the general fund in the event that RUM is not held for two consecutive years. All money must be donated to and/or raised for this fund. No money from the general funds will be allocated to this fund.

Reimbursement of expenses will be made when receipts are submitted to the Kingdom Exchequer and approved by the same. Receipts and reimbursement request must be made within 30 days after the end of the event.

#### H. [Regalia Permanent Dedicated Fund](#)

Primary purpose: There shall be a separate fund for the care and repair of existing regalia items and for the purchase of new regalia to the Kingdom of the Middle.

Donations of funds may be added to the amount of the fund. The fund is retained; the monies do not revert to the general fund.

#### I. [The Pale](#)

Primary purpose: There shall be a fund to cover expenses directly associated with the Pale. Allowable expenses include software and tools necessary for creating the newsletter.

Secondary purpose: Payments to the Pale for advertisements will be placed in this fund.

##### 1. [Middle Kingdom Website](#)

Primary purpose: There shall be a fund to cover the expenses directly associated with the development and maintenance of the Middle Kingdom website. Allowable expenses include web service hosting, domain name fees, and may also be used to purchase necessary software or engage website design services from an outside vendor.

Reimbursements or payments from this fund when invoices and/or receipts and requests for reimbursement are submitted to the Kingdom Exchequer and approved per the plicy.

##### 2. [Historical and Cultural Initiatives](#)

#### J. [Dormant Group Funds](#)

Primary purpose: The Kingdom Exchequer shall maintain dedicated funds to hold the money of any Middle Kingdom group which has gone dormant.

Secondary purpose: If the Branch does not come out of dormancy after a period of 5 years, the funds may revert to the Kingdom of the Middle General Fund and the dedicated fund for the Branch may be removed.

### IX. [PayPal](#)

SCA, Inc. - Kingdom of the Middle has created a specific PayPal email alias [epay@midrealm.org](mailto:epay@midrealm.org).

The alias will be used as the email address of the PayPal account owner. This alias must be accessible to the Kingdom Seneschal, Kingdom Exchequer and PayPal Deputy. These individuals must reside in separate modern households.

SCA, Inc. - Middle Kingdom has created a PayPal business account using the email alias, and a secure, robust password which is known to the Kingdom Seneschal, Kingdom Exchequer and PayPal Deputy. The password must be changed every time any these officers change.

The following are acceptable PayPal Payment methods:

- Credit Cards (Visa, MasterCard, Amex, Discover)
  - o Via an invoice through the PayPal website.
- PayPal Accounts
  - o Via an invoice through the PayPal website.

The Kingdom's PayPal account is linked to the SCA, Inc. – Middle Kingdom PayPal bank account, so that money collected can be automatically transferred from PayPal to this Kingdom account. This transfer must be set up to transfer proceeds at least weekly and the Monday after an event that PayPal was accepted.

If an attendee disputes a transaction, PayPal can withdraw money from a linked bank account to credit back to that attendee pending resolution of the dispute. In order to remediate this threat, the balance of the PayPal account should be maintained at the lowest balance allowed by the bank.

A Group wishing to utilize PayPal for an event must submit the completed Authorization form to the PayPal Deputy. All other requirements for authorization must be met. Groups should include information regarding PayPal acceptance on both the event Flyer and Website.

Authorization requires the following:

1. Consistent compliance with all Kingdom reporting requirements
2. approval from the Group financial committee
3. PayPal training for the reservationist and group exchequer

A subsidiary user account & password will be created so that individuals can process payments without having access to account settings. This password will be provided to the individuals on the Middle Kingdom PayPal Policy authorization form. These individuals must be 18 years old and must be members of the SCA.

Refunds will be given by Hosting Group paper check. Request for refund of pre-event credit card payment must be made via email or US mail and should be made or postmarked 7 days prior to the start of the event. A valid mailing address must be included with the request. No refunds will be made for at-event Payments.

- The PayPal handling fee will be 2.8% per transaction. There is an additional 1.5% transaction fee for international transactions.
- If a group miscalculates an attendee's gate fee – there will be no penalty on their refund.
- Funds collected via PayPal will be transferred to the Host Group following the close of pre-registration and again following their event. Amounts transferred will be less the PayPal Processing fee. Please allow 14 days for check processing.