

# **KINGDOM OF CAID FINANCIAL POLICY**

## **April 21, 2007**

These policies are in addition to the Society for Creative Anachronism financial policy. In all cases the policy of the SCA, Inc takes precedence. This policy should be reviewed at least once every 2 years by the Kingdom Exchequer. Changes by the Kingdom to this policy become effective with the reign of the Monarchs following the Monarchs reigning when the policy change is made. Any financial decisions not covered by the Corporate or Kingdom financial policies must be voted upon by the financial committee.

### **I. KINGDOM FINANCIAL COMMITTEE**

The Kingdom Financial Committee shall consist of the Kingdom Seneschal, the Kingdom Exchequer, and the Crown during their terms of office. The Seneschal and the Exchequer shall each have one vote. The Crown shall have a composite vote. The Financial committee shall meet in person as necessary. They may also converse and vote via email as necessary. Records of the meetings and printouts of the emails shall be retained by the Kingdom Exchequer.

### **II. BUDGETS AND EXPENDITURES**

#### **A. General Expenses**

1. In most cases all expenses paid by the Kingdom are paid on a reimbursement basis only. Cash Advances require a request form to be submitted, and will be approved on a case by case basis by the Financial Committee.
2. Receipts for reimbursement must be presented with receipts or mileage documentation.
3. No expenses will be reimbursed without prior approval by the Financial Committee, except those office operating supplies that are covered in the Kingdom Budget.
4. No expenses will be reimbursed to anyone with an outstanding advance balance.
5. All receipts for reimbursement must be presented within 60 days of the date of the expense. Receipts presented after that time will be reimbursed only with the approval of the Financial Committee.

#### **B. Travel Fund**

##### **1. Monarchs:**

- a) Travel within the mainland of Caid may be reimbursed up to \$500 from the general fund per monarch, per reign. In addition, there will be a dedicated fund maintained that will be funded by donations of money or volunteer hour funds from the populace. This fund can be used for travel related reimbursement over and above the \$500 per monarch until the fund is depleted. Funds remaining in this account at the end of a reign will be held over to the next reign. Monarchs are encouraged to support funding of this account in order to avoid depletion. Reimbursement for mileage will be paid at the current rate for charitable mileage as allowed by the Internal Revenue Service, or reimbursement may be given upon presentation of a receipt for gasoline purchase dated within 24 hours of the day of the event. An event listing with mileage traveled is required for mileage reimbursement. This fund will be expected to cover transport of the Kingdom trailer as well.
- b) Distance travel to the Barony of Western Seas (Hawaii) may be reimbursed up to 75% of the transportation costs, as well as hotel expenses up to \$60 per monarch per night for two nights maximum. Food, rental cars, and incidental expenses are not reimbursable.
- c) Travel for the Monarchs to the Estrella War will be covered. Either mileage/gas receipts (documentation of mileage must be provided) within 24

hours of the travel dates or 50% of airfare will be reimbursable to the Monarchs;

- d) Travel for the Monarchs to Pennsic War will be covered. Either mileage/gas receipts within 24 hours of the travel dates (documentation of mileage must be provided) or 50% of airfare will be reimbursable to the Monarchs.

## 2 Kingdom Officers

- a) Great Officers, Constable, and Minister of the Lists: For the following events: Spring and Fall Crown, Spring and Fall Coronation, Queen's Champion (Heavy weapons, Rapier, Equestrian, Archery), Great Western War, and CP Prize: Travel within the mainland of Caid and more than 60 miles from the Officer's residence may be reimbursed for either mileage at the current rate for charitable mileage as allowed by the Internal Revenue Service, or reimbursement may be given upon presentation of a receipt for gasoline purchase dated within 24 hours of the day of the event. An event listing with mileage traveled is required for this reimbursement
- b) Kingdom Seneschal, Earl Marshal, Crescent Herald, and Minister of Arts and Sciences: mileage/ gas receipts as above are covered for travel to the Estrella War
- c) Dolphin Herald: mileage/gas receipts as above are covered for Spring and Fall Crown, Spring and Fall Coronation
- d) Officers with mandatory meetings with their Society Superiors may be reimbursed for 75% of travel (mileage/gasoline as above, or airfare) and lodging. If the officer in question is sending their designated successor, the successor will be covered. If both the Officer and the designated successor will be attending, reimbursement for the successor must be approved by the Kingdom Financial Committee. (this section moved from section F below)

## 4. Miscellaneous

- e) Travel expenses to the Estrella treaty negotiations will be covered providing funds are available from the prior year's war proceeds. Attendees reimbursed by the Kingdom are limited to the Crown, Coronet, Kingdom Seneschal, Kingdom Earl Marshall, Land Allocation Deputy, and one advisor to the Crown. The Crown or Coronet may elect to send a representative in his/her place. Allowable expenses include air travel or mileage for ground travel and hotel expense, and will be payable at 100% upon presentation of receipts.
- a) Travel for the Monarchs, Kingdom Officers, and/or the Kingdom Regalia to wars or any other out-of-kingdom event to which Caid is not a treator is not covered by the travel fund, unless specifically stated in another section of this policy. Exception may be made, but only when the Monarch can provide a significant benefit to the Kingdom by their attendance. Such travel must be approved in advance by the Financial Committee.

## C. Kingdom Events

1. The Kingdom Events, with the exception of Baronial Anniversaries, events to benefit a specific cause (Crown Prints, Make-a-Wish, etc...), and sessions of the Collegium Caidis, which are hosted within different political subdivisions of Caid, shall handle profits or losses in the following manner.
  - a. The hosting subdivision shall receive forty percent of the profits of said event with sixty percent being forwarded to the Kingdom.
  - b. If there is a loss, the hosting area will absorb sixty percent of said loss, and the Kingdom shall absorb forty percent of the loss.
  - c. A budget of projected revenue and expenses related to any Kingdom event subject to the 60/40 rule must be presented to the Kingdom Exchequer and

Seneschal six months before an event is scheduled. Site and Feast fees shall be set at a level expected to cover all expenses of the event, barring unforeseen circumstances such as late site changes and emergencies.

2. Events to benefit the Kingdom newsletter are not subject to the 60/40 split. 100% of the profits will go to the newsletter.
3. Expenses for fund-raising events for other non-profit organizations must be paid for out of the funds raised before said funds are distributed to the recipient organization. Therefore reimbursement requests must be made within a reasonable amount of time after the event.
4. No event of significant financial impact on the Kingdom or its subgroups may be added to or removed from the Kingdom calendar without prior review by the Kingdom financial committee.

#### D. Fundraising

1. Persons involved in fund raising activities will keep these funds separate from any personal funds. Funds will be deposited to the appropriate account within **two weeks**

#### E. Signum Regina / Sigilum Rex/Signum Regni

1. The Kingdom of Caid will pay for eight silver Signa Regina (for the Queen) and eight Sigila Rex (for the King) during each reign, or 16 Signum Regni combined. The Monarch must pay for any additional Signa/Sigila given out personally. The maximum amount paid will be \$100 for Signum Regina and \$100 for Sigilum, or \$200 for Signum Regni, unless otherwise established between the Monarchs, Exchequer, and Seneschal.

#### F. Allocated Funds, Reimbursement of Officers

1. The Officers of Caid or its branches may establish funds within the Kingdom bank account or the branch bank account for the use of their office.
  - a. These funds may be allocated from the General Fund on approval of the Financial Committee, or they may be raised by fund raising activities of the Office either through direct donations, sales of inventory, or other reasonable fund raising activities. All moneys received by the Officer through donations or sales will be reported to the Kingdom Exchequer on a quarterly basis.
  - b. Officers with allocated funds may be reimbursed for expenses from these funds upon presentation of receipts to the Kingdom Exchequer. Approval of the expense by the Seneschal will not be deemed necessary unless the Exchequer questions the reasonableness of the amount, or the appropriateness of the expense. Officers without allocated funds will be reimbursed for their expenses from the General Fund. These expenses must be approved by the Exchequer and Seneschal, and supported by receipts or other documentation.

### III. ADMINISTRATIVE POLICIES FOR EXCHEQUERS

A. To hold the Position of Exchequer requires proof of experience. Acceptable proof of experience can include:

1. Accounting or Bookkeeping experience and knowledge from a college or university.
2. Attendance of the Collegium Caidis Exchequer class, or another taught by the Kingdom Exchequer, and demonstration of sufficient understanding to properly do the job.
3. Demonstration of competence in another office within the SCA.
4. Willingness to serve a probationary term under the Kingdom Exchequer or their representative, and approval of their understanding and ability to perform the job.

#### B. Warranting of Exchequers

1. All territorial exchequers and deputies of the Kingdom Exchequer will be warranted individually for a 2 year term. The warrants will be signed by the Kingdom Exchequer and the Monarchs.
2. The Kingdom Exchequer must have a default successor who is familiar with the Kingdom books & records, and able to step into the office should any unforeseen circumstances prevent the Kingdom Exchequer from continuing with the responsibilities of the job.

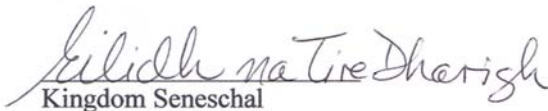
3. Territorial exchequers are deputies of the Kingdom Exchequer, and may not be removed from office without the knowledge and consent of the Kingdom Exchequer. Likewise, the Kingdom Exchequer may decline to warrant a person selected by the subgroups for exchequer.
- C. Exchequers (including Kingdom) may be removed from office for failure to perform their duties in accordance with Kingdom law, including but not limited to:
1. Mingling of SCA funds with personal funds.
  2. Misappropriation of funds.
  3. Failure to provide complete balanced reports in a timely, accurate manner (A complete report includes a copy of the last bank statement of the reporting period, and the doomsday includes copies of the first 4 pages of the report signed by the exchequer and the seneschal.)
  4. Inability to cooperate with fellow officers or their superior.
  5. Failure to maintain adequate books and records.
- D. In addition, Exchequers or their groups may be sanctioned for the following reasons:
1. Failure to submit Non Member Surcharge fees within 3 months of the event
  2. Failure to have books reviewed as required by Society Financial Policy section XV .
  3. Failure to maintain 3 local active members and an approved kingdom level signatory on their bank account.
- E. Closing of Accounts
1. The Kingdom Financial Committee may, if deemed necessary, close or order closed the bank account of any branch within the Kingdom of Caid. Closure does not require the consent of the local branch officers.
- F. Audits and Review of Records
1. The Kingdom Exchequer or Seneschal may request and carry out a review or audit of the books and records of any subsidiary group of the Kingdom.

#### IV. REPORTING SCHEDULE

- A. Quarterly reports are due to the Kingdom Exchequer within one month from the end of the quarter. Variances from this policy will be considered on a case by case basis.
1. Doomsday reports are due to the Kingdom Exchequer by February 15, or sooner.
  2. All subgroups must file their doomsday report with both their branch superior and the Kingdom Exchequer.

  
King of Caid

  
Queen of Caid

  
Kingdom Seneschal

  
Kingdom Exchequer