

A Note About the Atenveldt Kingdom Financial Policies

There has been much confusion in the past about what the “Kingdom Financial Policy” is, where it stands in the “SCA Precedence of Law”, how it relates to Kingdom Law, and who approves changes to the policies. To help understand the meaning of these policies, please review the following:

- Each Kingdom is required to provide the Society Exchequer with a “Kingdom Financial Policy” to be included as an Appendix in the *Exchequer’s Handbook*. The *Exchequer’s Handbook* is formally adopted by the SCA Board of Directors. Therefore, per the Society Seneschal, “the policies currently have the force of a decision or policy of the Board” (quote from September, 1998 *Southwind*),
- Within the “SCA Precedence of Law”, the Atenveldt Kingdom Financial Policies fall above Atenveldt Kingdom Law and below Corpora. This means that Kingdom Law may add additional financial guidelines for the Kingdom, but may not contradict or supercede guidelines stated in the Kingdom Policy.
- The Kingdom Financial Policy is a policy of the Board, so changes may only be implemented with the approval of the Society Exchequer and Board of Directors. Requests for changes must be presented to the Society Exchequer by the Kingdom Exchequer, with the approval of the Kingdom Financial Committee.

The Atenveldt Kingdom Financial Policy was last published in its entirety in the December, 2000 *Lex Atenveldtus* issue of *Southwind*..

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Appendix A: Kingdom of Atenveldt Financial Policies 1997 Last Changes Approved by Society Exchequer August 25, 1998 and Published in November, 1998 *Southwind*

The following financial policies pertain to the Kingdom of Atenveldt's kingdom level financial activity, as well as the financial activity for all groups and branches within the Kingdom.

Bank Accounts

All bank accounts shall be identified as Society for Creative Anachronism, Inc. - (local group name) with the Society's tax identification number.

Every account, checking or savings, requires two signatures for disbursements or withdrawals. The check signers must be officers of the particular group, including but not limited to the exchequer and seneschal. All check signers must be at least 18 years of age, as well as being "paid" members of the Society. The Kingdom Exchequer must be a signer on all group accounts. For the Kingdom bank accounts, the Society Exchequer must be a signer on all of the accounts.

Society money cannot be commingled with non-Society money.

Per financial policy, signers cannot be Kings/Queens or their heirs, or Barons/Baronesses or their heirs.

No two check signers can physically live at the same address.

Exchequer Duties

One person cannot be solely responsible for writing checks, balancing book and bank activities and authorizing disbursement of funds. The exchequer, in conjunction with the other members of the group's financial committee, is responsible for approving payment of expenses and disbursements of funds.

For the Kingdom and Baronial groups, the exchequer cannot be another warranted officer for any group. For cantons, shires and colleges, the exchequer cannot also be the group's seneschal. In addition, the seneschal and exchequer for any one group cannot live at the same address.

The exchequer must receive the Kingdom newsletter and their group's newsletter (if applicable). At minimum, the individual must be able to reconcile the group's books and the monthly bank statement. For the baronial branches and the Kingdom, the exchequer should either have a current understanding of a double entry accounting system or be willing to learn how to work a double entry accounting system.

The Crown or Kingdom Seneschal and the Kingdom Exchequer must sign the warrant of the individual performing the duties of the exchequer for a particular group. The Society Exchequer must be a signer on the Kingdom Exchequer warrant.

All exchequers are required to have a drop-dead deputy for their office who knows the workings of their office.

The exchequer is required to turn over the books and records they maintained for the group to their successors or group Seneschal no later than 30 days after the end of the individual's term in office, or the last day of service in their office as the Exchequer.

All exchequers shall follow generally accepted accounting procedures and refer to the Kingdom Exchequer Policy manual for specific instructions.

Financial Records and Reporting

The Exchequer is required to maintain the books and records of the financial activities for their particular branch. If they maintain the financial records on an automated system, they are also required to keep a hard copy of all necessary documents, as well as back up files.

All groups within the Kingdom that maintain funds (monies) are required to report at least quarterly to the Kingdom Exchequer's office. The Kingdom Exchequer is required to file quarterly to the Society Exchequer.

The report for the period is to include the following:

- A copy of each monthly bank statement for the period being reported.
- A monthly reconciliation between the bank statement and the group's books for each individual month.
- A summary of the financial activity for the group for the period being reported.

Exchequers must also send this report to their group's Seneschal in addition to any other officers of their group as so determined.

The exchequer should report their periodic reconciliation and financial activity in their newsletter (if applicable).

On an annual basis, the exchequer must prepare a financial statement, including a balance sheet and income statement, that reports their financial activity for the entire year. The exchequer is required to distribute these statements to the branch's populace either through their newsletter or by other means if the branch maintains no newsletter.

The annual financial statements must be received by the Kingdom Exchequer's office no later than the end of the yearly Estrella War event. The Kingdom Exchequer's office is required to compile and consolidate this information for submission to the Society's Exchequer.

Two or more missed reports may be grounds for suspension or removal of any branch.

Guilds

Chartered guilds recognized by a Kingdom or baronial branch of the Society may hold funds of their guild. The guild must have an exchequer separate from the guild principal. On a monthly basis, the guild exchequer must report their financial activity to the branch level that recognized the guild. For example, a baronial guild will report to the baronial exchequer and financial committee.

Newsletters

Recognized groups within the Kingdom may not maintain a separate bank account for their branch's newsletter. Monies received by the branch's chronicler must be submitted at least monthly to the respective exchequer for all subscriptions sales, as well as individual newsletter sales.

Fundraisers

A Kingdom level event may provide for a fundraiser to benefit the Kingdom. The fundraisers may be auctions or passing of the helm or may take another form of activity allowed for tax exempt organizations. The fundraiser purpose should be in writing as to the specific fund to be benefited, and must include a notation indicating the transfer of any unused monies to the general fund.

Transfers to Other Society Groups/Branches

Money, inventory, regalia or other group assets may be transferred between branches of the Society, within and without the Kingdom. Transfers of property to another group are not considered to be a personal gift as long as it is property of the branch and not an individual within the branch. For example, kneeling pillows to a particular group are not a personal gift, as identified pursuant to the Internal Revenue Service definition, if they are given to another group. They would be a gift if they were given to the reigning royalty, personally, of a particular group.

Payments for heraldic submissions, war profit distributions or other reimbursements would also be classified in the receiving and distributing branches financial reports as transfers to or from another Society group.

Events

All events require a signed event form in order to be considered an official Society event. No money should be collected and deposited to a group account or disbursed from a group account for an activity that is not an official Society event.

For all level events, the autocrat must contact the exchequer of the group sponsoring the event (the Kingdom exchequer for Kingdom level events) and submit an event budget. The completed budget should project income and expense for the event, in addition to projecting a profit for the event. The budget should be returned to the exchequer prior to publication for review and approval of projected expenses. The exchequer can advance the autocrat funds based on the approved budget.

The autocrat is not to collect monies or run the gate for their own event. Either the group exchequer, someone designated by the exchequer, or someone designated by the autocrat (if so requested by the group's exchequer) will be responsible for running the gate, collecting the funds and reconciling the monies received to the gate count and additional fees received.

Within 30 days after the end of the event, the autocrat will provide to the exchequer receipts to support all advanced funds, as well as any receipts requiring reimbursement per the budget. If the receipts provided as support do not equal the funds advanced, any excess monies must be returned to the exchequer.

All funds collected from an event must be deposited in a timely fashion, generally no later than 15 days after an event, by the exchequer to the appropriate bank account(s).

Any group sponsoring a Kingdom level event shall provide a budget for the event. Upon approval of the event budget, the Kingdom will fund the event based on the budget. After a full accounting, profits will be disbursed between the local group and the Kingdom. A financial report for the event is to be received by the Kingdom exchequer no later than 30 days after the completion of the event.

The sponsoring group should exercise financial responsibility in ensuring that the event does not lose money.

Expenses

1. The Kingdom of Atenveldt Financial Committee shall approve all expenditures from Kingdom accounts. The Atenveldt Kingdom Financial

Committee shall be comprised of the Crown, the Kingdom Seneschal, and the Kingdom Exchequer.

The Kingdom Seneschal and the Kingdom Exchequer shall sign all Kingdom checks for the general operation of the Kingdom. The Kingdom Seneschal and either the Kingdom Exchequer or the Estrella War Exchequer will sign the Kingdom checks applicable only to the Estrella War event.

2. Cash advances must be documented and pre-approved by the branch's financial committee. Receipts must be received to support advanced funds. Any monies advanced in excess of the receipts provided must be refunded to the exchequer. Any advances outstanding at year-end should be recorded by the exchequer as a receivable on their year-end financial reports.

Reimbursements must also be pre-approved and supported by receipts.

3. Society funds cannot be used:
 - To purchase alcohol (following Society alcohol policies).
 - To benefit one person or group of people.
 - To repair or replace damaged personal property as a result of an event.
 - To provide gifts of money or property to individuals, including reigning royalty.
 - To cover any expense not within the guidelines allowable for a non-profit, tax-exempt organization.
4. Appropriate expenses from Kingdom funds include:
 - Kingdom events: Coronations, Crown Tourneys, Arts and Science Competitions, Arts and Science Collegiums and any other events deemed appropriate by the Crown.
 - Estrella War
 - Expenses associated with the purchase or repair of Kingdom regalia or other Kingdom owned equipment. Purchase of regalia or repair of regalia requires that a cost estimate be submitted to the Crown and the Kingdom Financial Committee through the Kingdom Seneschal and the Kingdom Regalia officer for approval. For purchase or repair of regalia with an estimated cost of \$100 or more, the request must be published in the Kingdom newsletter to receive all bids for the work. The Kingdom Exchequer must receive receipts within 30 days from the delivery of the regalia. Any funds that remain unused must be returned to the Kingdom.
 - Ordinary and necessary expenses of running a Kingdom office, in addition to approved unusual expenses of the office. All Kingdom officers are required to complete a budget for their office to estimate

expenses of their office. The Financial Committee must approve this budget. The Kingdom Financial Committee must also approve expenses above the previously approved budget or in addition to the budget.

- The Kingdom Financial Committee may authorize reimbursement of travel expenses for Kingdom officers who are requested to attend Corporate sponsored symposiums.

5. Expenses of the Crown:

- The Kingdom shall reimburse the Crown for two-thirds of their travel expenses. Travel expenses are to include transportation costs and necessary hotel accommodations. Receipts/confirmed reservations for said expenses must be provided prior to reimbursement.
- A group within Atenveldt holding a published event that the Crown attends may be asked to provide reimbursement to the Kingdom for a portion of the Crown's travel expenses. In the event that a group additionally reimburses the Crown, the Kingdom Exchequer should be notified in writing.
- Total reimbursements from the Kingdom to the Crown for travel expenses shall not exceed \$1,200 per reign. Fundraisers may be held at the discretion of the Crown to aid the Travel fund.

Donations

Donations of cash or property must reported by the receiving group as income to the group. The value of property donations must be determined either by the giver of the donation or by comparison valuation of other similar items.

Property donated with a value of \$100 or more that is of an artistic nature should be reported as income and should be included as part of the group's regalia. Regalia generally includes coronets, thrones, and other items that would be displayed or with undeterminable life values.

Property with a donated value of \$500 or more, that has a determinable life and is of a non-artistic nature, should be reported as income and should be included as part of the group's property and equipment.

Appendix B: Summary of Reporting Procedures Kingdom of Atenveldt

Quarterly Report

Report including quarterly balance sheet, an income statement covering quarterly activity, and a monthly bank reconciliation to be sent to the Kingdom Exchequer by April 30, July 30, October 31 and January 31.

Doomsday Report

Annual activity to be sent to the Kingdom Exchequer by February 15.

Kingdom level events

Reports as to the financial activity for the event to be sent to the Kingdom Exchequer within 30 days of the event.

Local level events

Reports as to the financial activity for the event to be sent to the local group's exchequer/reeve within 30 days of the event.