



Financial Policies for The Kingdom of Meridies

Effective October 2008



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) REQUIREMENTS TO HOLD BRANCH FINANCIAL OFFICE IN MERIDIES

- a) You must be acceptable to the Crown and KCoE.
- b) You must be eighteen years old or older to be a reeve, 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.

3) REQUIREMENTS TO ASSUME OFFICE

- a) Letter of resignation from the out-going Reeve must be received by the KCoE
- b) Any incoming Reeve can **not** assume office until he or she has been warranted.
- c) In-coming Reeve must provide the following information to receive a warrant:
 - i) Mundane 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 and current valid Membership card
- 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 out-going Reeve departs in a manner that precludes a letter of resignation, the Seneschal and in-coming Reeve are responsible for drafting and sending a letter of acceptance which indicates this occurrence.
- f) A copy of letters shall be retained in the Reeve's file.

4) BANK ACCOUNTS

- a) All Savings or Checking Accounts must bear the name: "Society for Creative Anachronism, Inc., the (Title) of (Name of the Branch)". The account should be opened under the Tax Identification Number of 94-1698556.
- b) All Savings or Checking Accounts should be two signature accounts.
 - i) None of the signatories can be the "significant other," roommate, or spouse of 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.
 - ii) A minimum of three local individuals should be on a Branch's account.
- c) 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.

5) REPORTING

- a) All Branches must send their reports to their respective reporting deputies.
- b) Quarterly Reports: The quarterly report includes the Financial Report Form, copies of all the bank statements for the quarter, and any transfer forms from that quarter, and a copy of the general ledger or check register. Please note that in Meridies Quarterly Reports are cumulative.
 - i) A copy of the report must be given to the Seneschal of the branch and a copy shall be retained in the branch Exchequer's files.
 - ii) All reports must be dated and signed by the Reeve and the Branch Seneschal – NO EXCEPTIONS!
 - iii) Reports and bank statements can be scanned and emailed.
- c) Doomsday Report: The Doomsday Report shall be sent directly to the KCoE with a copy going to the appropriate reporting deputy.
 - i) A copy shall also be given to the Seneschal with a copy retained for the Reeve's files.

- ii) The documentation required for the Doomsday is the same that is required for the Quarterly reports. The same rules for incomplete reports also apply for the Doomsday.
- d) Reporting Dates:
 - i) First Quarter (January 1st – March 31st) – April 30th
 - ii) Second Quarter (January 1st – June 30th) – July 31st
 - iii) Third Quarter (January 1st – September 30th) – October 31st
 - iv) Doomsday (January 1st – December 31st) – January 31st
- e) 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 Reeve in writing of the revised due date for the report.
- f) A report is considered late if it is not received by midnight of the due date.
- g) Penalties for late/incomplete Quarterly reports are:
 - i) Miss 1st report – Written notification by the Reporting Deputy. Branches have ten days to submit the report. Failure to comply results in notification of the KCoE.
 - ii) Miss 2nd report –Written notification of reporting probation by the KCoE. The reporting probation will be for a period of six months.
 - iii) Miss 3rd report –Written notification of the Reeve’s removal from office, reporting probation for one year, and recommendation to the Kingdom Seneschal that the branch be placed on financial sanction for six months.
- h) Note: These penalties will be assessed consecutively.
 - i) Example: A Reeve who is late or incomplete with the 1st quarter report, but complies within ten days of the notification is still considered to have missed the 1st quarter report. If the reeve misses the 2nd quarter report, they are now considered to have missed two reports. This is also true if the reeve misses the 1st and 3rd quarter reports. In this situation, two reports are considered missing.
 - ii) The reporting cycle will reset each reporting year, unless any probations have been levied. Once the probation period is completed to the satisfaction of the KCoE, then the reporting cycle will reset. All notices of probations will be made in writing to the Reeve, with the Branch and Kingdom Seneschals also notified.
- i) The Doomsday Report must be received on time. It is due to the KCoE by January 31st which means that it should be postmarked before then so that it will arrive on time. Penalties for late reports are as follows:
 - i) Within two weeks after January 31st: Reporting probation for three months
 - ii) Within four weeks after January 31st: Reporting probation for six months.
 - iii) If not received after four weeks from January 31st: Reeve will be removed, reporting probation for one year, and financial sanction of the Branch for six months.
- j) If Doomsday reports are incomplete a due date for the corrections will be set. This due date will be set by KCoE after he determines the amount of corrections needed. If the corrections are not received by the due date, the penalties for late reports will apply.

6) FINANCIAL PROBATION AND SANCTION

- a) Reporting probations consist of monthly reporting for the duration of the probation. These reports will be on the usual Quarterly report forms and will follow the Quarterly report documentation requirements.
- b) Financial probations will consist of one or more of the following requirements:
 - i) The KCoE (or their designated deputy) approves all event budgets before the event may be placed on the calendar.
 - ii) The KCoE (or their designated deputy) approves all administrative budgets before any expenses may be reimbursed.
 - iii) The KCoE (or their designated deputy) may close any dedicated funds during the probation, so that no income or expense transactions may occur involving that fund during the probation.
 - iv) The KCoE (or their designated deputy) may remove the branch's checkbook.
- c) Financial sanction consists of freezing the branch account – the branch can not spend branch funds, nor can they hold events or conduct fundraisers.

7) EVENT REPORTS

- a) Event reports are sent as follows:
 - i) Local Event Reports, including the NMS report and payment, go to the Local Event Reporting Deputy
 - ii) Kingdom Level Event Reports go to the KCoE.
 - iii) All Event reports must be received within 30 days of the last day of the event. This includes all remittance checks (NMS/Kingdom Profit/Kingdom Fundraiser).
- b) Failure to remit NMS and file the Event report within 30 days will result in the following penalties:
 - i) One to 15 days late: Written notification from the Local Event Reporting Deputy to Reeve and Branch Seneschal with penalties outlined for non-compliance.
 - ii) 16 to 30: Written notifications from the Local Event Reporting Deputy and notification to the Kingdom Exchequer for follow-up. Branch will be placed on three months probation.
 - iii) 31 to 60 days late – Written Notification from the KCoE and request to the Kingdom Seneschal for removal for all event calendar dates for a period of six months and removal of Reeve.
 - iv) Over 60 days late: Written notification from the NMS Deputy, a request to the Kingdom Seneschal for removal for all event calendar dates for a period of one year, financial sanction for the Branch for six months.
- c) Kingdom Level Event Reports are sent as follows:
 - i) Reports must include copies of all vouchers and receipts for the event.
 - ii) There is an equal profit split for all Kingdom Level Events between the hosting Branch and the Kingdom. The Kingdom's portion shall accompany the report with the proper transfer form.
 - iii) Site deposits and cash advances to the Branch from the Kingdom must be reimbursed by the local Branch with the report.

- iv) 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 Reeve.
- v) Branches may write one check for all remittances to the Kingdom provided a breakdown of the check is included
- vi) A copy of the Kingdom Level Event Report Form must be sent to the Kingdom Level Event Deputy Seneschal.

8) EVENT REPORTING PROCEDURE

- a) The correct procedure for completing the Event Report Form is:
- b) Total all income for the event, excluding income from any fund raisers. (Do not include starting cash. Cash for the cash box is neither income nor expense. It is just the Branch's money in a different form and should not be counted in the income or expense line.)
- c) Total all expenses for the event, excluding any expenses of any fund raisers. (If cash advances were used, reconcile these receipts with the cash advance form and any further payouts or refunds.)
- d) Subtract expenses from income = PROFIT / (LOSS)
- e) If the report is for a Kingdom Level event: Divide the profit by two (2) to determine the Kingdom's share (any loss belongs totally to the sponsoring Branch).

9) KINGDOM LEVEL DEPUTIES

- a) The Kingdom Exchequer may appoint deputies and assign duties to said deputies as he or she sees fit.
- b) Meridies has Regional Reporting Deputies who are responsible for the following:
 - i) Reporting to the KCoE by the 10th of the month following the due date of Quarterly reports (May 10th, August 10th, and November 10th) the status of the Branches in their region.
 - ii) Training all local reeves in the duties of their office.
 - iii) Maintaining a roster of local reeves for their Region.

10) CONTRIBUTIONS:

- a) Contributions must clearly indicate the Office, Guild, or Special Fund for which they are intended. Checks should be made payable to "SCA, Inc. - Kingdom of Meridies" and sent to the Kingdom Exchequer.
- b) 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.
- c) In all instances, Officers or Guild Ministers should not accept contributions (cash or otherwise) at an Event.
- d) Contributions sent to the KCoE which are not made payable to the Kingdom will be returned. Contributions which do not indicate the intended Office, Fund, or Guild may be credited to the General Fund.

11) SPECIAL FUNDS

- a) Funds dedicated for Special Projects will be available for any expense directly associated with the Special Project until such time as the Kingdom Financial Committee and any appropriate Kingdom Officer having jurisdiction determine the Special Project is completed. At that time the funds will be turned over to another Special Project or to the General Fund as determined by the Kingdom Financial Committee.
- 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.

12) 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. If special publications are published as part of Popular Chivalry, then PC will be reimbursed at a pro-rated amount based on a percentage of the total comprised by the special 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 unless the Kingdom Chronicler's pre-approved printer is used. If this printer is used, then only their estimate is needed. The estimate for printing is sent to the Exchequer and Seneschal for approval before printing.

13) RETURNED CHECKS

- a) All local Reeves 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 Reeve should attempt to contact the issuer of the check by phone, if possible, to resolve the issue.
- c) The local Reeve will send two notifications to the payer 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 payer (email, snail mail, etc.). Phone calls and personal conversations do not count as contact for this purpose.
- e) If the payer 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 mundane 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 Reeve report to the Kingdom.

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

14) 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.

15) INVESTMENT POLICY

- a) The Investment Policy will be the responsibility of the Kingdom Investment Committee, which will be comprised of the Kingdom Chancellor of the Exchequer 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.

16) 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 - \$100.00: Kingdom Exchequer
 - ii) \$100.01 - \$200.00: Exchequer and either Kingdom Seneschal or Current Crown.

- iii) \$200.01 and above: The Current Crown, the Kingdom Seneschal and the Exchequer.
- iv) Requests from the Kingdom Seneschal, Kingdom Exchequer, or Crown must also meet the following requirements: no requests can be approved by the requestor. Requests from the Exchequer of \$100 or less must be approved by the Kingdom Seneschal.
- v) 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 surcharge.
- vi) Expenses can be approved as above either in writing, or via email.
- f) Greater Officers and the Kingdom Webminister 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 \$300.00 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 \$300.00 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 that \$200.00 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 that \$150.00 per 12-month period for travel to Crown List and Kingdom A&S.
 - vi) Travel reimbursement for the Kingdom Chronicler and Kingdom Chirurgeon 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.

17) 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, \$1,200 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 and Internet
 - v) Travel (transportation to and from SCA events only). Food and lodging at SCA events are not eligible expenses, 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 (\$.14/mile as of this writing).
- d) Special Travel: The Kingdom will reimburse the transportation cost of the King and Queen to one Society Level Anniversary Celebration.
- e) Regalia Maintenance: This is the cleaning and repair of Regalia and is reimbursed by the Kingdom and must be submitted by the Regalia Officer.
- f) Site fees for Royalty are waived at Meridien 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.

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 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.

Approved this 19th day of July, AS XLIII, being 2008

Rex, Meridies

Mundane Signature

Regina, Meridies

Mundane Signature

Seneschal, Meridies

Mundane Signature

Exchequer, Meridies

Mundane Signature