

**KINGDOM OF THE WEST
FINANCIAL POLICIES
(June 2013 update)**

A. ADDITIONAL DUTIES OF THE KINGDOM EXCHEQUER

1. The Chancellor of the Exchequer presides over the Council of the Exchequer (Kingdom Financial Committee), which meets between each Crown Tournament and the following Coronation. The Council consists of the Kingdom Seneschal, the Kingdom Chancellor of the Exchequer and the Crown, who shall together have one vote.
2. Decisions of the Council of the Exchequer to exceed the discretionary spending limits set forth below must be unanimous. Changes to the Financial Policies of the West shall be approved by the Council unanimously.
3. The Chancellor of the Exchequer sits on the Royal Commission for Regalia.
4. At the Kingdom Officer's Meeting closest to the month of April, the Kingdom Chancellor of the Exchequer shall present an up-to date roster of all Exchequer Officers within the Kingdom to the incoming King and Queen who shall sign the roster to indicate approval of the officers listed in the roster.
5. The Chancellor of the Exchequer reports to the Society Exchequer according to the schedule specified in the Society's Financial Policy.

B. LIMITS ON SPENDING

1. All spending should be approved in advance, either by approval of each transaction before it is made or by inclusion in a budget for the year as approved by the Financial Committee (Council of the Exchequer). If the former method is used, approval should be given within a reasonable time given the nature and urgency of the request (usually within two weeks). If the latter method is used, transactions can be made without further approval if the sum of the expenses for each budget category does not exceed the budgeted amount.
2. All checks will be made to corporate entities or to individuals. Checks to "Cash" are not permitted to be written on any account within the West Kingdom.
3. The guidelines below must be observed in all spending. (All amounts given are in US dollars.)
 - a. **Branch and Guild Exchequer guidelines:**
 - i. All branches and guilds shall have a Financial Policy as defined in the Society's Financial Policy. It will define the Financial Committee and give guidelines for the fiscal conduct of the group.
 - ii. All reimbursements to individuals (whether individual approvals or for budgeted expenses) will require a completed reimbursement request along with original (preferred) or copied receipts.
 - iii. Up to \$50.00 may be reimbursed for any reasonable and appropriate purpose directly related to the branch's or guild's activities.
 - iv. Amounts above that limit may be disbursed for payment of venue fees, deposits, and other expenses directly related to a scheduled event. These expenses should be paid directly to the site owner or other vendors.
 - v. Branch expenditures from \$51.00 to \$100.00 which are not directly related to a scheduled event must be approved by the branch seneschal and exchequer prior to disbursement.
 - vi. Branch expenditures above \$100.00 which are not directly related to a scheduled event and guild expenditures above \$50 must be approved by the branch's/guild's Financial Committee. As an alternative, if the group holds regularly scheduled meetings, the expenditure may be approved by a majority vote of the members in attendance at the meeting. If the expenditure must be made prior to the next scheduled meeting, or if one or more members of the Financial Committee are unavailable, the expense can be approved by the branch seneschal and exchequer plus either the Kingdom Exchequer or the Kingdom Seneschal. This Kingdom-level authorization may be obtained by email once the branch officers are in agreement on the need for an urgency of the expenditure.

vii. • For Principalities whose law does not otherwise specify the composition of the Financial Committee/Exchequer's Council, the Council shall consist of the Principality Exchequer, the Principality Seneschal, and the Prince and/or Princess (who shall vote as one).

- For Baronies who do not otherwise specify the composition of the Financial Committee, it shall consist of the Baronial Exchequer, the Baronial Seneschal, and the Baron and/or Baroness (who shall vote as one).

- For Provinces and smaller branches who do not otherwise specify the composition of the Financial Committee, it shall consist of the branch exchequer, the branch seneschal and the other designated officer for the branch required to maintain the status of the branch.

- For Guilds who maintain their own funds and do not otherwise specify the composition of the Financial Committee, it shall consist of the Guild Principal, the Guild Exchequer and the Kingdom Seneschal or another seneschal designated by the Kingdom Seneschal.

b. Kingdom Exchequer Guidelines:

i. Up to \$250.00 for any reasonable and appropriate purpose directly related to the Kingdom's activities may be spent without additional approval.

ii. Amounts above \$250.00 may be disbursed for payment of venue fees, deposits, and other expenses directly related to a scheduled Kingdom-level event.

iii. Expenditures above \$250.00 which are not directly related to a Kingdom-level event must be approved by a unanimous vote of the Kingdom Exchequers' Council.

iv. Reimbursement for roses for the Roses Tourney will be up to \$200.00 per reign. Reimbursement will be made upon submission of a completed reimbursement request along with original (preferred) or copied receipts.

v. Reimbursement for Queen's Cyphers will be up to \$250 per reign. Reimbursement will be made upon submission of a completed reimbursement request along with original (preferred) or copied receipts.

vi. Site fees for each Kingdom-level event will be determined based upon the total costs of the site, the projected gate numbers and a modest profit.

C. TRAVEL ASSISTANCE FUND

1. Kingdom Travel Assistance Fund

a. The Kingdom Travel Assistance Fund is intended to reduce the financial burden of royal and/or official SCA business travel and is not a reward for holding office or winning a tournament.

b. All travel expense reimbursements shall be dependent on the financial state and cash reserves of the Kingdom at the time of the request.

c. These guidelines represent maximum allowable expenditures and are not mandatory minimums.

d. The Kingdom may refuse any travel reimbursement request even if it falls within these guidelines.

e. All travel expense requests must be approved in advance by the Financial Committee.

f. Travel reimbursement requests made after the travel has been completed shall be denied.

g. Nothing in this policy prevents or prohibits fund raisers to defray the costs of travel not generally reimbursed by the Kingdom if such fundraisers are clearly identified as to purpose in all announcements and at the time of donation; all funds raised for this purpose must be held and disbursed by the Kingdom Chancellor of the Exchequer.

2. Travel Assistance for the Crown

a. The Kingdom will reimburse receipted costs of travel by the Crown to attend events more than 200 miles from their home listed below. These costs may be for airline tickets or may be for the costs of gas as verified by receipts.

- b. Submission of an expense reimbursement form with original (preferred) or copied receipts is required for disbursement of travel funds.
- c. The maximum reimbursement per reign will be \$1500.00. \$1000 will be simple reimbursement which will not require fund-matching on the part of the Royalty; the remaining \$500 will be matching funds.
- d. In the event of unforeseen financial need by the Crown, the Kingdom Financial Committee will convene at the Crown's request to determine whether "travel assistance for the Crown" can be used to cover the full cost for allowed travel covered under the \$1500 maximum; the intent is to cover a situation in which an unforeseen financial need of the Crown would reasonably require the removal of the matching funds requirement.
- e. Branches or individuals may donate additional funds to further defray the unreimbursed costs of the Crown for travel to their locale.
- f. The Crown is encouraged to hold fundraisers to supplement the travel fund. This money will be held by the Kingdom Chancellor of the Exchequer in a special fund for said use. Any funds raised in one reign that are not spent in that reign shall be made available to the Crown in subsequent reigns.
- g. The Crown may use Kingdom Travel Assistance funds only to conduct official Kingdom Business and only for travel to specific areas and events outside the central Kingdom, to wit: Principality of Oertha, Barony of the Far West, Estrella War, West-AnTir War, Pennsic War, and Great Western War.
- h. The Kingdom does not reimburse for hotel, rental car, site fees or food expenses incurred in connection with Crown travel unless exceptional approval is obtained in advance from the Financial Committee.
- i. In the event that exceptional travel is necessary, the Kingdom Financial Committee will meet to decide whether additional travel assistance will be offered.

3. Travel for Kingdom Officers

- a. The Kingdom shall reimburse the full cost of the hotel and airfare OR actual receipted gas expenses for Kingdom Officers for approved Mandatory Travel.
- b. Mandatory Travel is travel required by the Society superior officers or the Board of Directors for meetings, symposia, etc.
- c. The Kingdom may reimburse full or partial airfare OR actual receipted gas expenses for discretionary travel made for purposes of conducting official business, such as training.
- d. The Kingdom does not reimburse for rental car, site fees or food expenses incurred in connection with officer travel.

4. Travel for Kingdom Regalia Trailer

- a. The Kingdom shall reimburse the actual gas receipts for towing the Kingdom Regalia Trailer to Kingdom Crowns and Coronations, to the West-An Tir War, to the Great Western War, to Estrella War and to Pennsic. For the trailer to be towed to any other event, advance approval is required.
- b. For Pennsic only, an amount up to \$600 may be reimbursed for transport of regalia items by means other than towing the Kingdom trailer. Expenses over this amount must be explicitly approved by the Financial Committee.
- c. The Kingdom does not pay for mileage incurred when a person brings items of Kingdom regalia with their personal gear to an event.

5. Local Branch, Barony and Principality Travel Funds

- a. In general, these branches do not have the need to establish travel funds.
- b. Should a branch Financial Committee vote to reimburse an extraordinary travel expense, such reimbursement shall be limited to one half of the airfare for an airline ticket per reign OR actual receipted gas expenses for one trip.

D. MONEY MANAGEMENT

All funds must be deposited in the bank within fourteen days of receipt.

E. POLICY CHANGES

1. Kingdom

The Kingdom Financial Policy will be reviewed in January of each year. Any financial policy changes, after having been discussed and voted on by the Exchequer's Council, must be forwarded to the Society Exchequer for review and approval, before being sent to the Board for final approval.

2 Principalities

Any financial policy changes that are to be enacted at the Principality level, after having been discussed and voted on by the Principality Exchequer's Council, must be forwarded to the Kingdom Exchequer for review and approval, before being sent to the Crown for final approval.

3. Baronies, Provinces, Shires, Colleges, and Cantons or Ridings

Any policy changes must be forwarded to the Kingdom Exchequer for review and approval, before being sent to the Crown for final approval.

Kelly M Long the crown the crown 6/22/2013

KING

DATE

Quinn Adams Elinor de Pennington 6/22/2013

QUEEN

DATE

APB Antonio Garcia 6-22-13

SENECHAL

DATE

APB elis a'boine 6/22/13

EXCHEQUER

DATE