



KINGDOM OF MERIDIES
CHANCERLLOR OF THE EXCHEQUER
FISCAL POLICIES FOR KINGDOM OFFICERS

EFFECTIVE AS OF 19 July, 2003

By Kingdom Law, Article IV, Section 107: The Chancellor of the Exchequer (Exchequer) shall be responsible for holding in trust moneys of all Kingdom-level Offices and Guilds (save those of the Office of the Kingdom Chronicler). The disbursing of these funds will be per policy established by the Exchequer with the approval of the Crown and Kingdom Seneschal.

The fiscal policies outlined herein apply to the Crown, the Greater Officers of State as listed in Popular Chivalry, the Lesser Officers of State as listed in Popular Chivalry and guild Masters of Kingdom Level Guilds. Funds held by the Kingdom Chronicler for Popular Chivalry are separate from Kingdom funds and are not bound by these policies.

- I. All contributions to a Kingdom Office or Guild shall be made payable to "SCA, Kingdom of Meridies" and forwarded in a timely manner to the Exchequer for deposit in the Kingdom account.
 - a. Contributions should clearly indicate the Office or Guild for which they are intended.
 - b. If funds are collected at an Event for an Office or Guild, the contributions should be deposited by the Hosting Group and a check for the total sent to the Exchequer.
 - c. In all instances, Officers or Guild Masters should avoid accepting contributions (cash or otherwise) at an Event but should turn such funds over to the Hosting Group to be forwarded to the Exchequer. Cash contributions should be discouraged, but if necessary, Officer / Guild Master may forward a personal check or money order to the Exchequer for the amount of the cash contribution.
 - d. Contributions sent to the Exchequer which are not made payable to the Kingdom will be returned. Contributions, which do not indicate the intended office or guild, will be credited to the General fund.
 - e. The entire amount of the contribution must be turned over to the Exchequer. No funds may be withheld by any Officer or Guild Master or any Person for any reason. This is to insure that the contributions are properly accounted for in the Kingdom Financial records.
- II. Officers will be reimbursed for the following expenses, incurred in the running of their office, upon receipt by the Exchequer of an approved voucher: postage, copying, stationery (envelopes and paper), office supplies (notebooks, file folders, etc.). Any remaining stock supplied by the Kingdom must be turned over to the incoming office holder. Reimbursements are made after purchases and with appropriate approvals. 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. Vouchers with receipts must be submitted within TWO 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.

- a. The cash voucher form must be filled out completely, with appropriate approvals.
- b. Approvals:
 - A. \$ 0.00 - \$100.00: Exchequer
 - B. \$100.01 - \$200.00: Kingdom Seneschal or Current Crown and the Exchequer.
 - C. \$200.01 and above: The Current Crown, the Kingdom Seneschal and the Exchequer.
- c. Real Property of any Value: The Current Crown, Kingdom Seneschal, and the Exchequer. This includes any items that may remain with an office, such as file boxes, which are not expendable.
- d. Exceptions to the above approvals:
 - A. Money sent to SCA, College of Arms for the Letter of Intent
 - B. Money sent to SCA, Inc for the non-member surcharge
 - C. Money sent to SCA, Popular Chivalry for special publications within an issue of Popular Chivalry as long as there is money in the fund.
 - D. The above exceptions are to be approved and paid by the Exchequer, with notification going to the Crown and Seneschal.
- e. The Kingdom Seneschal's office will be reimbursed for long distance phone calls / Internet usage (see below for limit) related to the functioning of the Kingdom up to and no greater than \$150.00 per month. The Exchequer's office will be reimbursed for long distance phone calls / Internet usage related to the functioning of the Kingdom up to and no greater than \$100.00 per month. The Kingdom Chronicler's office will be reimbursed for long distance phone calls / Internet usage related to the functioning of the Kingdom up to and no greater than \$50.00 per month. No separate phone lines will be paid for any office. The voucher must include a copy of the phone bill with an explanation of the calls to be reimbursed. If bulk air time charges, instead of individual call billing is used, then the Kingdom will reimburse up to 50% of the bulk plan phone lines. The Kingdom will also reimburse up to 50% of the Internet service plans. Copies of the bills from the providers must be submitted to be reimbursed for this. The Kingdom will not pay for both bulk phone time and itemized calls. No other individuals will receive reimbursement for phone charges except the crown. (See the Royalty Expense section)
- f. Travel Expenses and their reimbursements by the Kingdom Coffers for Kingdom Officers are a particularly sensitive subject with the Internal Revenue Service and thereby the Board of Directors. As such, travel reimbursements need to be restricted to that which benefits the Kingdom as a whole and not be redundant or excessive. For this reason the limit of reimbursement will be no more than \$200.00 per 12 month period for the Seneschal to travel to Coronation, Crown List, Gulf Wars, and specific trouble shooting missions. Travel reimbursement for the Earl Marshal will be no more than \$100.00 per 12 month period for travel to Crown List, Gulf Wars, Fighter's Collegium, and Border Raids. Travel reimbursement for the Exchequer will be no more than \$100.00 per 12 month period for specific trouble shooting missions.
- g. 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. 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 by the Kingdom Seneschal and the Exchequer. Should costs exceed \$200, the Crown's approval must also be obtained. The Kingdom Seneschal must have the approval of the Crown and the Chancellor of the Exchequer. The Exchequer must have the approval of the Crown and the Kingdom Seneschal.
- 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. Cash Vouchers may be submitted to the Exchequer only by the Crown, Kingdom Officers, and Guild Masters. All others (deputies) must have the approval signature of the appropriate Kingdom Officer or Guild Master. The exception to this is the Pennon Herald can send a request for Letter of Intent payment to the College of Arms without the Beacon Herald's signature. Only original signatures may appear on the cash vouchers, as copied signatures are not consistent with proper procedural and cash control.
- j. Reimbursements for office expenses will be made in full regardless of the amount of contributions that have been received for that office except when expressly stated.
- k. Royalty Expenses: Royalty may NOT order moneys to be spent by their own decision. This is the Society's system of checks and balances. A ledger and receipts must be submitted. 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.). Royalty are subject to the same approval steps listed under Section II.b.
 - A. Persons as Royalty may be reimbursed for Kingdom business during their time as royalty. Time as royalty begins upon becoming Prince/Princess and ends once the reign as King/Queen is over. Each person (Prince/King is considered one person and Princess/Queen is considered one person) is eligible for reimbursement up to and no greater than \$500.00 (\$800.00 effective Spring Coronation, 2004) from the general fund during this period. Eligible expenses are as follows:
 1. Postage
 2. Copying
 3. Office Supplies
 4. Phone and Internet (50% on bulk rate plans and internet)
 5. Travel (transportation to and from SCA events only) Food and lodging to and from SCA events are not eligible expenses. If both the King and the Queen 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 going IRS charitable rate for travel (\$.14/mile as of this writing).
 - B. Special Travel: The Kingdom will reimburse ½ of the transportation cost of the King and Queen to a Society Level Anniversary Celebration not to exceed \$300.00 (\$400.00 effective Spring Coronation, 2004) each. The same vehicle restrictions above apply.
 - C. Regalia Maintenance: This is the cleaning and repair of Regalia and is reimbursed by the Kingdom and must be submitted by the Regalia Officer.
 - D. Site fees for Royalty are waived at Meridian events. The Kingdom will reimburse the Royalty for entry into one major war per reign per person. This does not extend to uncrowned spouses or members of their entourage or households.
 - E. Public Relation funds: 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. 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 P.R. fund. However, if funds fall short, the Crown reigning at the time of the war can designate up to \$1000 from the general fund to make up shortfalls in the donations, but if this happens more than twice in a fiscal year, then this option will be frozen until the difference is reimbursed to the Kingdom account by additional donations. Strict limitations apply to these funds, regardless of other considerations:

1. Kingdom funds may not be allocated for Crown Gifts.
 2. Kingdom funds may not be allocated for social functions that do not have an open invitation to all event participants.
 3. Kingdom funds may not be used for the purchase of alcohol or/and alcohol making ingredients.
- III. Guild Masters will be reimbursed for expenses, up to the maximum amount of contributions received for that Guild.
- a. In no instance will a Guild be "loaned" Kingdom funds for any activities. Guilds are to be self-supporting.
 - b. The Royal University of Meridies (RUM) will be considered as a Guild for these financial purposes.
 - c. 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.
- IV. Peerage and Consulting Orders, as listed in Popular Chivalry, shall be allowed up to \$100.00 per year from the general fund for reimbursement of postage and copying related to the Order's mailing. The Kingdom shall not give advances on this and proper receipts will be required for reimbursement.
- V. Crowns and Great Officers
- a. Funds received which are dedicated for Special Projects will be available for any expense directly associated with the special project until such time that the Crown, Seneschal, Exchequer, and appropriate Kingdom Officer having jurisdiction (if any) determine that said Special Project is completed, at which time the funds will be turned over to another Special Project or to the General Fund, to be determined by above noted Crown and Officers.
 - A. Special Programs and Special Projects will be directly administered by the appropriate Kingdom Officer or by an authorized Representative, as determined by the Crown, Seneschal, Exchequer, or by the appropriate Kingdom Officer directly.
 - B. Vouchers for reimbursement for Special Programs and Special Projects are subject to the same approvals as those for Kingdom Officers as noted above.
 - C. Informational mailings by the Great Officers and especially Doomsday forms are a necessary part of SCA business, and should be paid for by the General Fund if said office has no special fund.
 - b. Discretionary Fund: This is a fund set up to receive direct donations for use by the Crown. These funds may be used for travel expenses, phone / Internet bills, postage, copying, and office supplies. It can be used for other SCA related expenses with prior approval of the King, Queen, Seneschal and Exchequer. Proper receipts will be submitted to cover the expenses being reimbursed. The rules under section II.k. apply here also.
- VI. Publications
- a. Popular Chivalry is the official Publication of the Kingdom of Meridies. Communications of value to all or part of the populace should be made through this publication.
 - b. Special Publications may be produced which may or may not be appropriate for inclusion in Popular Chivalry. These include Kingdom Law, Order of Precedence, Seasons, Pen feathers, etc. Officers Handbooks and Guild handbooks are not appropriate for inclusion in Popular Chivalry.
 - 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 Office involved 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 2-3 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. Popular Chivalry has its own money for printing and postage, and is not covered by these rules.
- VII. Kingdom Level Events and Kingdom Fund Raisers
- a. Kingdom level events are covered under this section, i.e. Coronations, Crown Lists, Kingdom Arts and Sciences, RUM, Fighter's Collegium, Kingdom level Collegia hosted in Meridies, Border Raids when hosted in Meridies, and Kingdom Anniversary celebrations (events which have to be bid on).
 - b. The profits of all these events shall be divided equally between the hosting group and the Kingdom. The hosting group is responsible for any loss.
 - c. All the profits from Fundraisers, advertised as Kingdom Fundraisers, held at these events will go to the Kingdom.
 - d. Gulf Wars, being a Tri-kingdom event, is covered by its own fiscal policy and treaty determined profit split, and not covered by this document.
- VIII. Principality of Gleann Abhann
- a. The Principality of Gleann Abhann shall report to the Kingdom of Meridies in the same manner as a Barony, with their own financial committee and financial policies. The Exchequer for the Principality shall be a reporting deputy of the Kingdom Exchequer with regards to the local groups located within the Principality.

Approved this 19th day of July, AS XXXVIII, being 2003

Maximilian
Rex, Meridies

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Mundane Signature

Rethrenn
Regina, Meridies

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Mundane Signature

Fischro
Seneschal, Meridies

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Baroness Crystina Gyundo
Exchequer, Meridies

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