

# **Kingdom of Trimaris**

## **Financial Policies**

### **Effective April 21, 2007**

#### **A FINANCIAL COMMITTEE**

- 1 The Financial Committee of the Kingdom of Trimaris as established by Kingdom law is composed of the Crown voting as one, and the Greater Kingdom officers (Seneschal, Triskele Herald, Earl Marshal, the Minister of Arts and Sciences, Chancellor of the Exchequer, Chronicler and Chirurgeon) and one warranted Lesser Kingdom Officer, as chosen by a three-fourths majority vote of the Crowns voting as one and the other Greater Kingdom Officers. The Lesser Kingdom Officers shall serve a term of one year.
- 2 The Financial Committee will meet quarterly at both Trimarian Crown Lysts and both Trimarian Coronations.
- 3 Branch financial committees will be composed of the following: the Baronial Coronets voting as one (where appropriate), the seneschal, the treasurer and at least one other local officer.
- 4 Each branch must have a copy of their branch financial policy on file with the Kingdom Chancellor of the Exchequer. Any changes to branch financial policy should be forwarded to the Kingdom Chancellor of the Exchequer within 30 days.
- 5 The branch financial committee must approve branch financial policy.
- 6 The Kingdom Chancellor of the Exchequer must see that all branches have a current copy of the Kingdom Financial Policy.

#### **B EXPENDITURES**

- 1 Expenditures by the branches must follow Corporate and Kingdom Financial Policy. At least the Seneschal, Chancellor of the Exchequer and/or the branch financial committee must approve branch expenditures.
  - a. An annual budget shall be prepared by the Kingdom Chancellor of the Exchequer and the Kingdom Seneschal. Approval of the majority of the Kingdom Financial Committee will be required of the passage and implementation of the budget.
- 2 Expenditures for Kingdom Officers shall be for the normal costs of running the office within the budgetary guidelines approved by the Financial Committee.
- 3 Covered expenses: postage, communications, office supplies, printing, copies, equipment for office or event use, reference material that remains Kingdom property, travel and meals for corporate sponsored symposiums and mileage based on the currently allowed IRS rate for non-profit groups or payment by receipt tendered. Mileage may also be reimbursed for the transporting of Kingdom Regalia out of Kingdom at the above stated rates. Any questions concerning additional legitimate expenses should be forwarded to the Kingdom Chancellor of the Exchequer.
- 4 Examples of uncovered expenses: administrative food expense, alcohol for consumption, personal gifts and administrative travel within the Kingdom with the exception of travel reimbursements as defined elsewhere in this policy.

- 5 The Kingdom Seneschal will sign off on all check requests.  
6 Any reimbursement greater than one hundred and one (\$101.00) dollars must be approved by the Crown, except those expenses directly pertaining to event operation and administration and NMS payments.  
7 Any reimbursement or expense greater than five hundred and one (\$501.00) dollars, other than those pertaining to Kingdom event operation and administration and NMS payments, must be approved by the Crown, Kingdom Seneschal and at least three other Greater Kingdom Officers.  
8 Any approved reimbursements must be made within one month following receipt of the written request for funds.  
9 No reimbursement requests received six months or more after the occurrence of the expense shall be approved.  
10 At the end of each reign, any unused Crown administrative budget funds will roll over into the Royal Travel Fund.  
11 At the end of each fiscal year, any unused Kingdom Minister of Arts and Sciences budget funds will roll over into the Regalia account.  
12 At the end of each fiscal year, half of all unused Kingdom officer budget will roll over into the Contingency Fund. The Crown's administrative budget and the Kingdom Minister of Arts and Sciences budget are exempt from this requirement.

## **C SPECIAL PURPOSE FUNDS OF THE KINGDOM**

- 1 A Royal Travel Fund for the Crowns will be established for travel.
- a. Covered expenses within the Kingdom shall include mileage, based on the currently allowed IRS rate for non-profit groups or payment shall be made by receipt tendered.
  - b. Travel outside the geographic borders of Trimaris shall include the following covered expenses: mileage, tourist class airfare, admission costs of the event and one night's lodging each way for road trips exceeding 500 miles one way. Said stipend may be based on mileage at the currently allowed IRS rate for non-profit groups or payment shall be by receipt tendered, not to exceed the established stipend.
  - c. The amount of the fund will be one thousand, five hundred (\$1,500.00) dollars per reign. If the Crown does not use the entire stipend during their reign, any left over funds will roll over to the next reign. A maximum of three thousand (\$3,000.00) dollars will be allowed to accumulate in this manner. Once the maximum amount is reached, any additional funds shall be transferred to the War Chest.
  - d. The Crown may supplement the established stipend with monies raised for that purpose.
  - e. The Crown, at their discretion may allow the Crown Prince and/or Princess to be reimbursed for travel from the Royal Travel Fund. Said reimbursements must be in accordance with Society and Kingdom Financial Policy. The check request(s) with receipts must have the Crown's signature regardless of the amount of the request.
  - f. Should the Royal Travel Fund be discontinued for any reason, the funds shall revert to the Kingdom General Fund.

- 2 The Trimaris Capital Campaign Fund has been established for the purpose of raising capital for the Trimaris Land Fund, Inc, which must be designated by the Internal Revenue Service as a 501(c)3 non-profit educational corporation. The purpose of this fund is to purchase land suitable to hold Kingdom of Trimaris events.
  - a. \$1.00 per paid attendee for both Coronations and both Crown Lysts will go to the Capital Campaign Fund.
  - b. Profits generated from Gulf War will go to the Capital Campaign Fund.
  - c. Profits from all Vivat CDs will go to the Capital Campaign Fund.
  - d. Any and all donations stipulated for the Trimaris Land Fund, Inc by groups or individuals will go to the Capital Campaign Fund.
  - e. The secondary purpose of this fund will be the Kingdom General Fund.
  - f. The Trimaris Land Fund, Inc, a 501(c) 3 non-profit corporation shall initiate the primary purpose of this fund no later than December 31, 2010 or all funds held in the Capital Campaign Fund shall be returned to the Kingdom General Fund, upon approval of the Kingdom Financial Committee.
- 3 The Contingency Fund is an established fund for the Kingdom of Trimaris. The purpose of this fund is to hold funds for unforeseen emergencies or other special situations that may threaten the health of operation of the Kingdom.
  - a. Due to the emergency nature of this fund, expenditure approval is required from a minimum of two of the following: the Crown (acting as one), the Kingdom Seneschal, the Kingdom Chancellor of the Exchequer and/or one Greater Kingdom Officer.
  - b. A maximum of twenty thousand (\$20,000.00) dollars shall be allowed to accumulate in this manner. Once the maximum amount is reached, any additional funds shall be transferred to the Kingdom General Fund.
  - c. Secondary purpose of this fund will be the Kingdom General Fund upon approval of the Kingdom Financial Committee.
- 4 The War Chest Fund is an established fund held within the Kingdom General Fund. The purpose of this fund is to administer profit-split designated or donations by the populace of the Kingdom with the intent to further defray the Crown's costs. Expenditures from this fund shall be war-related and limited to the categories allowed by standard financial policy.
- 5 All other funds/sub-officer funds must be used for their intended purpose. Upon completion of that purpose, or termination of that fund, all remaining monies shall be transferred to the Kingdom General Fund.

## **D KINGDOM EVENTS**

- 1 Kingdom Events consist of the following: Coronation, Crown Lyste, Kingdom Arts & Sciences and Scots Welsh War.
  - a. These events are controlled by the Kingdom through event location, event costs and administration.
- 2 Greater Kingdom Officers will not be charged site fees at any Coronation or Crown Lyste where they are performing the duties of their office.

- a. The Kingdom Arts & Sciences Minister will not be a charged site fee for Kingdom Arts & Sciences events.
  - b. The Kingdom Earl Marshal shall not be charged a site fee for Scots Welsh War.
  - c. The Deputy Exchequer for Event Financials will not be charged site fees for any Kingdom event at which the duties of that office are performed. Only one deputy per Kingdom event maybe so designated.
  - d. The Royal Chamberlain will not be charged a site fee for any Coronation or Crown Lyste where they are performing the duties of their office. Only one Chamberlain per event may receive this benefit.
- 3 Non-members attending a Kingdom event who are charged a full adult event fee will also be charged a six (\$6.00) dollars non-member fee.
- a. Three (\$3.00) dollars of this fee goes to the Corporate office.
  - b. Three (\$3.00) dollars of this fee goes to the Kingdom administrative fund.
  - c. This fee will not be waived under any circumstances, including if it is the first event attended by the non-member.
  - d. Branches may choose to charge more than the required three (\$3.00) dollar fee for the Corporate office.

## **E SIGNATORIES**

- 1 The Kingdom Seneschal shall be an alternate signatory on all Kingdom-controlled accounts, and shall approve all reimbursement payments made from Kingdom moneys. The Seneschal's signature, or that of his/her appointed deputy, must be on all checks issued by the Kingdom of Trimaris.
- 2 The Kingdom Chancellor of the Exchequer will be the only person to manage the Kingdom checkbook. The Chancellor of the Exchequer's signature, or that of their appointed deputy, must be on all checks issued by the Kingdom of Trimaris.

## **F FINANCIAL RECORDS**

- 1 All Kingdom and local branch financial records must be kept using double-entry bookkeeping methods.
- 2 All special funds must have a designated secondary purpose.
- 3 The final purpose of all special funds will be the general fund of the branch sponsoring the special fund.

## **G FINANCIAL REPORTING AND DISCLOSURE**

- 1 The Kingdom Chancellor of the Exchequer will provide to the Kingdom Seneschal, on a quarterly basis, copies of documents and disks that would allow for reconstruction of the Kingdom books.
- 2 All local branches will report quarterly to the Kingdom Chancellor of the Exchequer or their appointed deputy (Deputy Exchequer for Local Reports). Failure to file required reports within thirty (30) days after the report deadline may be grounds for suspension of the branch or entity and/or replacement of the Chancellor of the Exchequer. The reporting schedule is as follows:

January 1<sup>st</sup> through March 30<sup>th</sup> is due by April 20<sup>th</sup>.

January 1<sup>st</sup> through June 30<sup>th</sup> is due by July 20<sup>th</sup>.

January 1<sup>st</sup> through September 30<sup>th</sup> is due by October 20<sup>th</sup>.

January 1<sup>st</sup> through December 31<sup>st</sup> is due by January 15<sup>th</sup>.

- 3 Branch Chancellor of the Exchequer must provide a copy of the quarterly report to the branch Seneschal.
- 4 Financial statements consisting of a Comparative Balance Sheet and Income and Expense Statement must be made available to the public at least annually, whether published in a newsletter or distributed to the membership in some other form. A copy of this printed statement must be sent to the Kingdom Chancellor of the Exchequer.

## **H CONTROLLING CASH RECEIPTS**

- 1 Cash control procedures for Kingdom events will be established by the Kingdom Chancellor of the Exchequer and placed in the Trimarian Kingdom Event Handbook.
- 2 The Kingdom Seneschal will be notified as to all cash received at the end of any Kingdom event.
- 3 The Kingdom Chancellor of the Exchequer will provide a detailed report of receipts and expenses after the closing of the books for any Kingdom event to the Kingdom Seneschal.
- 4 Any order, chartered guild, recognized group or any person or persons using the Kingdom of Trimaris and/or SCA, Inc name must deposit any funds raised into an SCA, Inc bank account. The Kingdom Chancellor of the Exchequer will establish procedures to ensure this.
- 5 The Kingdom Chancellor of the Exchequer's signature must be on all check request forms. This signature will indicate that the check is being issued for a purpose approved by both Society Branch Financial Policy and Kingdom Financial Policy. In case of an emergency, as established by the Kingdom Chancellor of the Exchequer or Kingdom Seneschal, a designated deputy may assume these duties.
- 6 No checks written for amounts exceeding one hundred, fifty (\$150.00) dollars will be accepted by any branch in the Kingdom. Payments for amounts in excess of the limit must be made by money order or cashier's check or their equivalent.

## **I REVIEW AND AMENDING FINANCIAL POLICY**

- 1 Kingdom Financial Policy will be reviewed whenever the office of the Kingdom Seneschal changes hands, or every two (2) years.
- 2 Any member of the Financial Committee may submit proposed changes to the Financial Policy.
- 3 Changes in Financial Policy will be reviewed and decided by the Crown, Kingdom Seneschal and Kingdom Chancellor of the Exchequer.
- 4 Financial Policy will be interpreted by the Crown, the Kingdom Seneschal and the Kingdom Chancellor of the Exchequer.
- 5 Suggestions from the populace are always welcome.