

## KINGDOM OF ARTEMISIA FINANCIAL POLICY

The following Financial Policies pertain to the Kingdom of Artemisia's Financial Activity for all Branches in the Kingdom. The work Branch, unless specifically stated otherwise, includes the Kingdom level. The following are in addition to the Society Financial Policy (SFP) and does not replace, or supersede any part of the SFP.

- I. Kingdom Financial Committee (KFC) shall consist of the Crowns (with one vote), Kingdom Seneschal and the Kingdom Chancellor of the Exchequer (KCoE).
- II. The term-limit of service to the KFC will end with their stepping away from their Kingdom Office or stepping down as Crown.
- III. Methods and Time Frames for KFC Meetings, and Action Approval:
  - A. KFC Meeting will, of necessity, be largely electronic in nature
  - B. KFC will meet at least once during each Crown reign (every six months).
  - C. Under normal circumstances, fiscal proposals needing a vote must be answered within one (1) month of the proposal reaching the KFC.
  - D. If there is an emergency which requires a vote, the KFC must respond within 24 hours. If a member is not reachable, then the first two similar votes may carry the vote, or a superior-Society Officer may be asked to break a tie.
  - E. The Kingdom Financial Policy (KFP) must be reviewed once per calendar year. All changes to the KFP not made necessary by a change in SFP, requires a unanimous KFC vote. All members of the KFC will register their vote on all fiscal proposals with the KCoE. These votes must be recorded and a hard copy printed and filed for all branch decisions.

### IV. Reporting Requirements; Schedule.

- A. The SCA uses the calendar year of January to December 31 as the fiscal year.
- B. KCoE will report to Society Exchequer (CoE) monthly, quarterly and annually (Doomsday) in the format and via the method the SCoE indicates.
  1. The KCoE will send a monthly report to the KFC, via electronic method.
  2. KCoE will provide Kingdom Seneschal the monthly Bank Statement and/or Bank Reconciliation (which can be the same document or separate documents) for review. Kingdom Seneschal will acknowledge review and acceptance by signature on the documents and return same to KCoE.
- C. All sub-Kingdom Branches must file a monthly, quarterly and annual (Doomsday) report to the KCoE, copy all their reports to their Branch Seneschal and, if applicable, their Nobility. The timeframe of these reports is as follows:
  1. Monthly reports are due on the 20th of the month following and covering the preceding month, i.e., the January report covering the time-span of

January 1 to January 31 will be due on the 20<sup>th</sup> of February.

2. Quarterly reports will be due on the 20<sup>th</sup> of the month following and covering the preceding quarter, i.e., the 1<sup>st</sup> quarter report covering the time-span of January 1<sup>st</sup> to March 31<sup>st</sup> will be due the 20<sup>th</sup> of April.
  3. Annual (Doomsday) reports covering the time-span of January 1<sup>st</sup> to December 31<sup>st</sup> of the preceding year will be due on the 20<sup>th</sup> of January.
- D. KCoE will provide "Guidelines for Exchequer Reporting" to Branches once a year and may place the same on the Kingdom Website. The reports sent to KCoE will be in the format and via the method KCoE indicates.
- E. Reports and time-frames for Event paperwork will be addressed below in Section V. - Events.
- F. Failure to Report. Any sub-Kingdom Branch that does not report in a timely manner will be subject to the sanctions or penalties as defined in the Guidelines for Exchequer Reporting, Society Financial Policy and Corpora.

## V. Events

- A. Any branch holding an event in the State of Idaho is required to collect sales tax per current SCA Corporate policy.
1. Policy for Collecting Sales Tax in Idaho at Events
    - a. Events held in Idaho will need to collect sales tax on any services or tangible property sold at said event (registration fees, feast fees, fundraisers, silent auctions, merchandise/inventory sales, etc).
    - b. The amount of tax to be collected will be based on where the event is held.
    - c. The kingdom will provide a list of all events that will be held in Idaho on a regular basis to the Corporate Office at [taxes@sca.org](mailto:taxes@sca.org). This includes local events that collect registration, feast fees, etc. that may not be listed on the kingdom calendar. For each event, the group's seneschal or exchequer contact information must be included. This is to allow the corporate office to send the required form to the group, prior to any fees being collected.
    - d. Groups do not need to collect sales tax on "donation only" events. However if they sell anything during the event, (including but not limited to feast fees, fundraisers, silent auctions, etc.) then sales tax must be collected on the items sold. Groups may include the sales tax as part of the price but must provide that information on their flyers and at the door stating that tax is included in the price. Otherwise they will need to calculate the sales tax on each transaction.
    - e. Each group will be informed by the corporate office what the tax rate will be, based on the location of the event.

- f. At the end of the event, the local exchequer will fill out the required form and within ten (10) business days from the end of the event, mail the check and the form to the Corporate Office address listed.
  - g. A copy of the same report shall be emailed to the kingdom exchequer.
  - h. In the case of an emergency delay in submitting, written notification must be sent to the Corporate Office. This notice must include all contact information, reason for the delay, and the guaranteed date of submission (not to exceed 30 days from the date of the event). 10. Failure to comply with the outlined procedures will result in the Kingdom being placed in Abeyance.
- B. Branches in Idaho will abide by current SCA policy when dealing with vendors at events.
1. Go to the following website: <https://tax.idaho.gov/i-1030.cfm>
  2. Follow the instruction under "Option B" to create ST-124 forms with your information in section A of the form.
  3. Print enough copies for the number of vendors you will have at your event (up to 12). You may want to print an extra or two in the case of late request to vend.
    - a. If you have more than 12 vendors you will need to request to have the forms mailed to you. This must be done at least 14 business days before the event.
  4. Each participant must then complete Sections B and C, *Participant's Information and Sales Tax Declaration*.
  5. Before your event starts, you must collect a copy of the Form ST-124, with Sections B and C completed, from each of your participants.
  6. Send these copies to the Tax Commission within 10 days of the start of the event. The address is on the form. (If any participants refuse to complete the form, you must supply their name and contact information in lieu of the form copy.)
    - a. Send any blank copies that you printed with the completed forms. Mark them as "Unused".
- C. Any person or position (i.e. Society A&S minister, event feast steward) who is expected to be comp'd (complimentary pass to not pay the event registration gate fee), to an event must be noted either in the Branch Financial Policy (BFP) or that Event Budget (if allowed).
1. Non-members may not receive complimentary passes.
  2. For all Kingdom level events, all current SCA Crowns and Heirs are to be comp'd. Unless approved by unanimous KFC Vote, no other comps are

allowed for Kingdom Events.

3. For all events in the Kingdom of Artemisia, The Gryphon Crown and Heirs will be comp'd. Any other comps will be determined by the hosting Branch's financial policy.

D. Event fiscal responsibilities include:

1. A Branch Financial Committee (BFC) approved Pre-Event Budget and announcement. The timeframe for Event paperwork are due as follows:
  - a. All BFC approved documents to be submitted to Kingdom Seneschal - Event I Calendar Deputy a minimum of three (3) months prior to the Event.
  - b. To allow sufficient time for review and approval (KCoE must approve all Pre-Event Budgets), paperwork is due to Event I Calendar Deputy not later than 5 days before the end of the month prior to the three month period, i.e., if the event is in April, the paperwork is due 5 days before the end of December).
2. The Event Stewart must obtain prior BFC approval for any expenses that go over the budget.
3. All funds must be double counted by an Exchequer and Event Steward, or their appointees, at the beginning and end of each event or the end of each day if event is longer than one day.
4. Timely deposit of all incomes into the Branch bank account.
  - a. for any multi-day event longer than 3 days; funds in excess of what is necessary to run the gate cash change box should be double counted and signed for by an Exchequer and Event Steward, or their appointee. If the excess is greater than \$1000 it must be deposited daily into the closest open local Branch Group bank branch.
  - b. beginning cash change box funds must be deposited separately into the Branch Group bank account at the end of the event to distinguish it from event income.
5. Reconciliation of any fund advances.
6. Reimbursement of any pre-approved expenses with appropriate receipt.
7. Transfer of any profit splits, NMR fees, etc. if applicable
8. "Post Event Financial Report" form filled out and copy sent to KCoE within 30 days.

E. For all Kingdom events - (two Coronations, two Crowns, at least one A&S and other events so designated by the KFC to be a Kingdom event):

1. a sub-Kingdom BFC approved Pre-Event Budget, description of site details and amenities, and the event announcement must be sent to the KFC no later than six (6) months before the event is to occur.
2. the "Cash Chain of Custody" form posted on the Kingdom Website must be used and a copy sent to KCoE via the required method.
3. a completed out copy of the "Post Event Financial Report" form posted on the Kingdom Website and a copy of all expense receipts must be sent to the KCoE via the required method within 30 days of the end of the event.

F. All 'internal' fund raising at events

1. must follow current "Fundraising Procedures" posted on Kingdom Website
2. funds raised by fundraisers are not event income and must be deposited separately into Branch bank account.

G. Non-Member Registration Reports and checks are due to KCoE within ten (10) days from the date of the Event. NMR reports shall include the total number of adults, total number of adult discounts (members) and a check for the NMR fee. The reports and checks will be sent via mail, postmarked within ten (10) days of the event.

## VI. Expenses

- A. Annual Budget - The BFC must approve a Branch Annual Budget that includes the estimated income and expenses necessary to run the Branch for the coming fiscal year. The KFC must approve an Annual Budget for the Kingdom.
- B. All non-budgeted or over-budget expenses must be pre-approved by the BFC (or by KFC).
- C. Each Branch must define what will be paid (if any) for Travel expenses. At the Kingdom level Travel is defined as round trip transportation and lodging costs.
  1. Royal Travel will be paid out according to the current "Procedure for Royal Travel Reimbursement" posted on the Kingdom Website. A maximum of \$1200 per reign for Crown and \$500 per pre-reign for Heirs will be set aside in the Kingdom Annual Budget of the General Funds and up to \$2400 from Royal Travel Fund.
  2. Kingdom Officer Travel will be paid out to those Officers who must travel to fulfill the required duties of their Office. The maximum amount per Office per year will be included in the Annual Budget.
  3. Travel to Society meetings/symposiums deemed necessary by Society or beneficial to the Kingdom, will be voted on case-by- case separately by the KFC.
  4. If reasonable and requested, the KFC will consider reimbursement in part or full, additional unbudgeted Lodging expense if Travel is/was deemed to be unsafe. Cancellation of a flight, hazardous travel conditions, exhaustion of

all legal drivers in a vehicle, vehicle breakdowns are a few, but not all reasons for extending lodging costs. Safety first.

## VII. PayPal

- A. The Kingdom has access to use of PayPal for pre-registration and for credit card use at events. Any event wishing to allow pre-registration MUST use PayPal to ensure appropriate handling of pre-registration funds.
  1. Deputy. A warranted PayPal Deputy Exchequer will be appointed.
  2. Bank Account. A separate checking account for PayPal has been created by the Kingdom of Artemisia and will be maintained by the PayPal Deputy and the KCoE.
  3. Cost. There are external costs associated with PayPal use. This can easily add up to between \$.75 and \$1.50 per use. This cost will be borne by the Branch using PayPal and must be included in the Pre- Event budget and used to establish the Gate fee.
  4. Requirements. Any Branch wanting to use PayPal for reservations pre-pays for events, or for credit card use at Gate must submit a request to KCoE PayPal Deputy. Approval for said PayPal use will be given by both KCoE and PayPal Deputy. Approval will be denied if the requesting Branch is not current with their required reporting. Any Branch wishing to use any PayPal method must be current, and stay current, in their required reporting for the period during event planning and final event reporting. Request for any PayPal use must be submitted to the Kingdom PayPal Deputy simultaneously with Pre-Event Budget and will be approved by the KCOE and PayPal Deputy.
  5. Transfer Procedures. Kingdom will transfer event proceeds from PayPal to the Kingdom PayPal account within ten (10) business days after the event. After this transfer, a check will be made out to the Branch for their event funds. Upon request, Kingdom can direct deposit this check into the Branch's bank account.
  6. Additional procedures for registration, pre-payment, at event credit card payments and other requirements will be provided in the "Kingdom of Artemisia PayPal Procedures" document.

## VIII. Regalia

- A. Use and Term. Regalia will be loaned to those individuals who are allowed to use such regalia property (Crowns, Heirs, and Kingdom Champions) during their tenure.
- B. Inventory and Control. The KCoE Deputy – Keeper of the Royal Regalia will keep an inventory, catalog, and maintenance log for all regalia items.
- C. Lease. The Keeper of the Royal Regalia, as Lessor on behalf of the KCoE will lease items of the regalia to those individuals who are entitled to use said regalia, as Lessee. The Lessee will be responsible for the property during the term of the lease agreement.

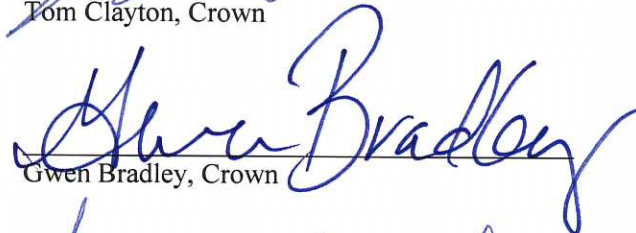


The leased regalia will be maintained by the lessee and any loss due to neglect, loss, damage, or exceeding expected wear and tear will be paid by the Lessee. Leased regalia will be returned to the Keeper of the Royal Regalia (or designee) at the end of the lease term. The procedure for this process will be as set forth in "Procedure to Lease Regalia" A sample of the draft lease agreement is available on the Kingdom Website.

- D. Although awards are not considered Regalia, they will be under the care, custody, and control of the Keeper of the Royal Regalia. A filled awards box will be provided to the Crown at the beginning of their reign and the Crown will be responsible for its custody and Control.

Dated the 1 day of Aug. 2017

  
Tom Clayton, Crown

  
Gwen Bradley, Crown

  
Andrea Cash, Kingdom Seneschal

  
Angela Stephens, Kingdom Exchequer

Approved, 28 Oct 2017

  
Kathy Palmer, Society Exchequer