

Proposed Financial Policies for the Kingdom of Northshield

These Financial Policies exist as an Addendum to the Society Financial Policy, and are subject to modern laws and the requirements set forth by the Society for Creative Anachronism, Inc. Financial Policy and Governing Documents. All amounts are given in U.S. dollars.

1) The Finance Committee shall consist of the Crown, the Kingdom Seneschal, and the Kingdom Chancellor of the Exchequer. The Crown will have one vote.

2) All disbursements of Kingdom funds must be authorized by the Finance Committee by majority vote, and submitted to the Stallari for approval. This includes the setting of the Kingdom Budget, changes to the Budget, and any expenditures outside the Budget. Any financial issue may be presented to the Finance Committee by any member of the Royalty or other Stallari members. No one may initiate a financial matter from which he or she may personally gain.

2a) Exception: in spite of any provision in these policies to the contrary, the Kingdom Chancellor of the Exchequer is authorized to make an emergency disbursement of \$50 or less, where the Chancellor of the Exchequer judges the expenditure to be reasonable and appropriate. All such disbursements will be reviewed by the Finance Committee at the earliest opportunity.

3) Stallari approval of decisions of the Finance Committee will be by majority vote. The Crown will count as one vote, and the Heirs will together also count as one vote.

4) The Kingdom Budget is expected to cover most anticipated expenditures of the Kingdom. Disbursements outside those specifically allowed by the current Kingdom Budget require the assent of a majority of the Finance Committee, as in 2) above.

5) Northshield Financial Policies will be reviewed at least once per year by the Finance Committee, and revised if necessary.

5a) These Financial Policies will be revised whenever appropriate due to changes in modern law, the Governing Documents of the Society, Society Financial Policy, or agreement between the Finance Committee and the Society Treasurer.

5c) These policies and their application may be changed at any time by the Finance Committee as deemed would best serve the interests of the Kingdom or the SCA, provided such changes do not violate Society Financial Policy.

5c) All changes to the Northshield Financial Policies must be approved by a majority vote of the Finance Committee and submitted to the Stallari for approval. If approved, they will be forwarded for ratification by the Society Treasurer and the Board of Directors, as per Society Policy.

6) From the Laws of Northshield: V-300 -- "All Officers of the Kingdom are accountable to the Crown for the equipment, property, money, and regalia they hold for their offices, for the Crown, or for the SCA."

6a) V-420 -- "At the time a new officer is appointed, the outgoing officer will prepare an accounting of all equipment, property, money, and regalia for that office being passed to the successor. Both outgoing and incoming officers shall sign that accounting and a copy is to be sent to the Chancellor of the Exchequer."

6b) V-450 -- "All Officers will report any major changes in the equipment, property, money, and regalia they hold to the Chancellor of the Exchequer."

7) Royal Travel Fund

Due to the unique nature of Northshield's geography and size, the Royal Travel Fund will, in most cases, not cover all of a Royal's travel expenses. Travel within Northshield is strongly encouraged so as to best allow the Royalty and the populace to serve each other.

7a) At the beginning of each reign, the amount listed for this item in the Kingdom budget will be allocated from the Kingdom general funds to Their Stellar Majesties' travel expenses. In addition to this initial allocation, any money donated to the travel fund will also be available to Their Majesties for their travel expenses. Allocated funds will be used last. All unused allocated funds revert to the Kingdom general fund.

7b) The King and Queen will be reimbursed from the Royal Travel Fund for the expenses incurred during travel to and from SCA events, both inside and outside Northshield. Allowable expenses include food, fuel, lodging and travel fares (e.g. plane and/or train tickets). Reimbursement will be made when the receipts are submitted to the Kingdom Chancellor of the Exchequer.

7c) The King and Queen shall each be allowed 1/2 (50%) of the Royal Travel Fund money. An exception to this will be allowed upon written notification to the Kingdom Chancellor of the Exchequer by both the King and Queen.

7d) All receipts for said reign must be turned in to the Kingdom Chancellor of the Exchequer within 30 days of the date at which the King and Queen step down. The Chancellor of the Exchequer and the Kingdom Finance Committee reserve the right to refuse payment of receipts turned in after this time elapses.

8) Royal Heirs' (Crown Prince and Crown Princess') Travel Fund

8a) At the beginning of each reign, the amount listed for this item in the Kingdom budget will be allocated from the Kingdom general funds for the Royal Heirs' travel expenses. In addition to this initial allocation, any money donated to this fund, will be used for the Royal Heirs' travel expenses. Allocated funds will be used last. All unused allocated funds revert to the Kingdom general fund at the end of Their reign as Royal Heirs.

8b) The Royal Heirs to the Crown of Northshield will be reimbursed for expenses incurred during travel to and from SCA events both inside and outside the Kingdom of Northshield during Their times as Royal Heirs. Allowable expenses include food, fuel, lodging and travel fares (e.g.

plane and/or train tickets). Reimbursement will be made when the receipts are submitted to the Kingdom Chancellor of the Exchequer.

8c) The Royal Heirs shall each be allowed 1/2 (50%) of the Royal Travel Fund money. An exception to this will be allowed upon written notification to the Kingdom Chancellor of the Exchequer by both the Royal Heirs.

8d) All receipts for said reign must be turned in to the Kingdom Chancellor of the Exchequer within 30 days of the date at which the Heirs step down, or ascend the Throne. The Chancellor of the Exchequer and the Kingdom Finance Committee reserve the right to refuse payment of receipts turned in after this time elapses.

9) Seneschal's Travel Fund

9a) At the beginning of each reign, the amount listed for this item in the Kingdom budget will be allocated from the Kingdom general funds for the Seneschal's travel expenses. All unused travel funds revert to the Kingdom general fund at the end of each reign.

9b) The Northshield Kingdom Seneschal will be reimbursed for expenses incurred during travel to and from SCA events both inside and outside the Kingdom of Northshield during his/her term of office. Allowable expenses include food, fuel, lodging and travel fares (e.g. plane and/or train tickets). Reimbursement will be made when the receipts are submitted to the Kingdom Chancellor of the Exchequer.

10) Northshield War Fund(s)

10a) The Crown will have funds available to pay for expenses incurred in maintaining the Northshield Encampment, which shall be known as "Griffin's Gate - Northshield" at the out of Kingdom Wars. The Chancellor of the Exchequer will maintain a separate fund for reimbursement to the Mayor of Griffin's Gate - Northshield for expenses and materials used by the encampment.

10b) Allowable expenses include, but are not limited to, costs of fuel, firewood, refreshments, etc. Money from the War fund will not be used for the purchase of alcohol, as per Society policy.

10c) No money from the Kingdom general fund will be allocated to this fund. The Mayor of Griffin's Gate - Northshield is directed to assess and collect reasonable camp fees from each gentle to offset expenses for that year. All money donated to or raised for this fund will be used to cover the expenses incurred during the specific out-of-Kingdom War. Unused funds do not revert back to the general fund.

10d) Reimbursement of War expenses will be made when receipts are submitted to and approved by the Chancellor of the Exchequer.

10e) Donations to the Griffin's Gate may be made by the populace and need not be limited to cash.

10f) According to the Society Steward (T.I. Spring 1993), Society funds may not be spent on events that are limited to invited guests. Therefore, Kingdom funds will not be allocated for the funding of invitational dinners or gatherings.

11) Regalia Fund

11a) Funds will be made available for the care and repair of existing regalia items and for the purchase of new regalia.

11b) The Crown and Royal Heirs shall obtain the use of the regalia owned by the Kingdom for Their station only by checking out such regalia from the Kingdom Minister of Regalia. The Kingdom Minister of Regalia is responsible for determining that the regalia being checked out is in a serviceable state.

11c) The Minister of Regalia will provide the Royal Heirs a written notification of all regalia relating to the Crown's office, at least one month prior to their Coronation.

11d) The Crown and Royal Heirs are responsible for the cost of replacement of said regalia, in the event the damage is due to negligence, and not normal wear and tear.

12) Chirurgeon Fund

12a) The Chancellor of the Exchequer will maintain a separate fund for the Chirurgeon's first aid supplies.

12b) No money from the general funds will be allocated to this fund. All money donated to and/or raised for this fund will be used to cover expenses incurred by the Kingdom Chirurgeon's office in obtaining and distributing first aid supplies. Unused funds do not revert back to the Kingdom general fund.

12c) Reimbursement of expenses will be made when the expense is approved by the Kingdom Chirurgeon and receipts are submitted to the Kingdom Chancellor of the Exchequer.

13) Great Officers' Funds for Office Expenses

13a) At the beginning of each calendar year, the amount listed for this item in the Kingdom budget will be allocated from the Kingdom general funds for the expenses of each of the Great Officers. All unused funds revert to the Kingdom general fund at the end of each calendar year.

13b) Great Officers of the Kingdom will be reimbursed for expenses incurred fulfilling the duties of their offices.

13c) Allowable expenses will be reimbursed each reign up to half the annual allocation listed for this item in the Kingdom budget.

14) The Northwatch

14a) The funds for the Kingdom newsletter will be maintained in a separate account. They will be subject to written guidelines determined by the Kingdom Chronicler and the Kingdom Chancellor of the Exchequer. These guidelines will include a full accounting, submitted quarterly to the Kingdom Chancellor of the Exchequer, of the Kingdom newsletter account.

15) The Council Secretary

15a) The Secretary of the Council shall have a yearly stipend to pay for approved costs, up to the amount listed for this item in the Kingdom budget. Reimbursement will be made when receipts are approved by the Kingdom Seneschal and submitted to the Kingdom Chancellor of the Exchequer. All unused funds will revert back to the general fund.

16) The Signet

16a) The Chancellor of the Exchequer will maintain a separate fund for reimbursement to scribes for expenses and materials used in the making of scrolls for Northshield. Postage is also an allowable expense.

16b) No money from the general fund will be allocated to this fund. All money donated to or raised for this fund will be used to cover the expenses incurred by scribes in making scrolls for the Kingdom of Northshield. Unused funds do not revert back to the general fund.

16c) Reimbursement of expenses will be made when receipts are approved by the Kingdom Signet and submitted to the Chancellor of the Exchequer.

17) Fundraising in Northshield

Fundraising laws differ widely depending on the government jurisdiction. Local branches must research and comply with the laws in their jurisdiction before proceeding with any official fundraising.

18) The Endowment Fund

18a) Northshield shall create and maintain a separate account entitled "Society for Creative Anachronism, Inc., Kingdom of Northshield Endowment Fund."

18b) The purpose of this fund is to provide a consistent annual income sufficient for the operation of the Kingdom of Northshield.

18c) The principal amount of this fund is untouchable. All income generated may be used for the purpose of offsetting operating expenses set forth by Kingdom Law and the Kingdom Finance Committee.

18d) The management of this fund will be overseen by the Kingdom Finance Committee.

18e) Signatories on this account will be consistent with Society mandate. These include and are limited to: The Kingdom Chancellor of the Exchequer, Kingdom Seneschal and Deputy to the Kingdom Chancellor of the Exchequer.

18f) Two signatures will be required to withdraw funds from this account.

18g) Funds for this account are to be donations from the populace or as a result of fundraising done on behalf of the Kingdom of Northshield.

18h) Funds in this account will be held in an interest bearing account with interest earned being reinvested until such time as said interest is sufficient to meet the needs of the operating budget for the Kingdom of Northshield. A targeted amount is \$60,000.00.

18i) Donations to this fund will be invested immediately upon receipt. Funds donated on behalf of this account will not be used for any purpose other than the Endowment Fund.

18j) The Kingdom Chancellor of the Exchequer will provide written information concerning this fund on a quarterly basis as is consistent with reporting standards set up by the Society for Creative Anachronism, Inc.

19) All money for SCA purposes must be handled through an authorized SCA bank account. Money will not be handled through private bank accounts.

20) Unless another deadline is specified in the policies above, requests for reimbursement from the Kingdom Exchequer will only be considered if presented within 90 days of the expenditure.

21) The final repository for designated funds that cannot be used for their original purpose, or any designated secondary purpose, is the General Fund.

[end Northshield Financial Policies]

---See Kingdom Laws for other details:

V-2130

The Chancellor of the Exchequer will submit a financial report to the Stallari Council at least twice per reign.

V-2140

The Chancellor of the Exchequer will submit a balance sheet and a budget to the Royalty within thirty (30) days of Coronation.

V-2150

The Chancellor of the Exchequer will submit a budget for review and approval to the Stallari Council and the Royalty in time to have the approved budget published in the March Northwatch.

V-2160

The Chancellor of the Exchequer will submit an annual financial report of the Kingdom's accounts to the Chronicler for publication in the May Northwatch.

XII-400

Contracts committing the Kingdom as a whole may be entered into only by the Kingdom Seneschal with the approval of the Crown in consultation with the Stallari Council. Such contracts must be signed by the Kingdom Seneschal.

XII-440

The authority to negotiate and sign a contract on behalf of the Kingdom as a whole can be delegated to a person or persons only by the Kingdom Seneschal with the approval of the Stallari Council.