

KINGDOM FINANCIAL POLICY – KINGDOM OF CALONTIR *Revised December 2009; approved January 2010*

- FP-100 All funds will be managed through a group bank account. Under no circumstances may Society monies be handled through private personal accounts.
- FP-101 All incoming funds will be deposited before being disbursed for any purposes.
- FP-102 All accounts within the Kingdom shall require two signatures for any withdrawals, expenditures, or transfers of funds.
- FP-103 Automatic Teller Machine (ATM) cards are forbidden for any account in Calontir.
- FP-104 Paypal or other payment services are forbidden for any account in Calontir.
- FP-105 Any individual who is a signatory on a demand deposit account will not draft a check from that account in the name of himself or herself.
- FP-106 If a Branch of Calontir dissolves for whatever reason, any monies held in the group account shall escheated to the Kingdom or another Society Branch, and the Kingdom Exchequer must be notified as to the disbursement of said funds.
- FP-107 All personal checks received in lieu of cash by a Branch or Guild Chancellor of the Exchequer will include the individual's name, full address, and phone number.
- FP-108 All checks will be endorsed prior to depositing and will be deposited in a timely manner, as per Society Financial Policy.
- FP-109 Reimbursements will only be made within one month of the acquisition of the expense and upon presentment of appropriate receipts. Extensions may be granted by each Branch's financial committee. Royalty and Kingdom Officer receipts must be presented to the Kingdom Treasurer within 30 days of the end of each reign.
- FP-110 All monies collected at event gates will be reconciled against the Gate Form tally. Gate Forms must be completed by gate staff for each transaction. Completing the Gate Forms after the event is expressly forbidden.
- FP-111 The Kingdom Treasurer may grant variances as authorized in Society Financial Policy as well as variances to FP-102, subject to the review of the Society Exchequer.
- FP-112 Reigning Royalty (Kings, Queens, Princes, and Princesses) will not be charged site or feast fees. They will still be required to sign the gate forms.
- FP-200 All Branches will report quarterly according to the following schedule:

	<u>Quarter End</u>	<u>Due Date</u>
1st Quarter	March 31st	April 15th
2nd Quarter	June 30th	July 15th
3rd Quarter	September 30th	October 15th
4th Quarter	December 31st	January 15th

- FP-201 A copy of the reconciled bank statements and a copy of the ledger/check register must accompany all quarterly reports for the quarter.
- FP-202 The Branch Seneschal must approve each quarterly and Domesday report. The Branch Seneschal may approve the quarterly reports by electronic approval. The Branch Seneschal must sign the Domesday report to show approval.
- FP-203 All Branches will report at year-end, in the Domesday report, all activity and the financial standing of the Branch. This report must be sent to the Kingdom Treasurer, or designated representative, by January 31st of the following year.
- FP-204 A full review of all financial records must be performed for each Branch by the Kingdom Treasurer, or designated representative, when the office changes hands or every two years. All financial records for up to seven years will be present for the review. In the case of local Branches, a copy of the review shall be sent to the Kingdom Treasurer. In the case of the Kingdom Financial Records, a copy of the review shall be sent to the Crown, Kingdom Seneschal and Society Chancellor of the Exchequer.
- FP-205 While the Corporate Non-Member Surcharge is in effect, Chancellors of the Exchequer will report the number of non-members having attended their events within two weeks of the event and forward the appropriate funds and documentation to the Kingdom Treasurer or designated representative.
- FP-206 Event reports are due within thirty days of the close of the event. Reports must be sent to the Kingdom Treasurer or designated representative.
- FP-207 Lilies War and The Mews shall be treated as groups for reporting purposes.
- FP-300 No Guild or non-branch organization within the Kingdom of Calontir shall maintain its own bank account with the exception of the Lilies War. Non-branch monies will be managed through either the Kingdom accounts or a Branch account.
- FP-301 Guild or non-branch financial committees, as defined in Society Financial Policy, may direct the spending of monies. Guilds and non-branch organizations without a financial committee must have their expenses approved by the financial committee of the Branch holding the money.
- FP-302 Guild and non-branch Chancellors of the Exchequer are warranted by the Kingdom Treasurer.

- FP-303 Guild and non-branch Chancellors of the Exchequer should track income and expenses and submit quarterly and yearly reports to the Guild principle, as well as to the Chancellor of the Exchequer of the Branch holding the money.
- FP-400 There shall exist in Calontir the Kingdom Council of the Exchequer ("Council"). The Council shall consist of the Crown (which shall speak with one voice on the Council), the Kingdom Seneschal, and the Kingdom Treasurer for the duration of the specified offices.
- FP-401 The Council shall authorize all budgets and all unbudgeted expenses in advance. The Council shall also approve the content of Kingdom Financial Policy. The Council shall make such rules as it needs for its operation, such rules subject to review and approval each time the membership of the Council changes. Decisions by the Council may be made in person, via telephone, or via email. In normal situations, a decision by a majority of the entire Council shall occur within 30 days. In cases of emergency, at least two-thirds of the Council may convene a meeting and render a decision within 48 hours,
- FP-402 Any member of the Council may call a meeting of the Council. A meeting may take place in person, via telephone, or via email. There shall be at least one meeting of the Council per reign. At minimum, the Council will review the Kingdom Financial Policy at the changeover of the Kingdom Exchequer, or at the change of Society Financial Policy, whichever is sooner.
- FP-403 To assure the stability of the Kingdom's financial affairs, all official Branches and Guilds within the Kingdom shall adhere to Kingdom Financial Policies as promulgated by the Office of the Kingdom Treasurer and approved by the Council of the Exchequer and the Board of Directors. After Board approval, such Policies shall be in effect upon publication in the Kingdom Newsletter or a new compilation of Kingdom Law.
- FP-404 The Treasurer, after consultation with the Coronet and the Kingdom Seneschal, shall create a budget for Their upcoming reign and submit same to the Council of the Exchequer for approval. The approved budget shall be disseminated to all of the Great Officers and their deputies.
- FP-405 Kingdom monies outside the established budget shall be disbursed only with the assent of the Council of the Exchequer. The Kingdom Treasurer shall disburse budgeted monies to any person authorized under Kingdom Financial Policy to receive such funds. All disbursements shall be reported to the Great Officers on request.
- FP-406 The Kingdom Treasurer shall establish and maintain such dedicated funds as necessary for the efficient administration of the Kingdom's finances. These funds shall include a General Fund and Royal Travel Funds for each reign.
- FP-407 Each Travel Fund shall be opened with a balance of \$1000 as soon as practicable after the Coronet has been chosen. The Kingdom Treasurer shall accept donations targeted to the Travel Funds. At the end of each reign, the Kingdom Treasurer shall transfer any funds remaining in that Crown's Travel Fund, to a maximum of \$2000, to the next Crown's Travel Fund. If more than \$2000 remains in the Travel Fund, that excess shall be transferred to the General Fund.
- FP-408 Each reign's Travel Fund shall be used to partially defray the costs associated with that Crown or Coronet's travel to Society functions in the performance of Their official duties. These travel expenses shall include but not be limited to: airfare, gate fees, gas expenditures, toll fees, hotel/motel accommodations, vehicle rental and trailer rental for the hauling of what regalia is appropriate. These expenses must be approved by the Council before reimbursement.
- FP-409 No Crown may be advanced or reimbursed more than 50% of any travel expenses above \$3000 during Their entire tenure as Coronet and Crown, without specific approval of such greater advance or reimbursement by the Council of the Exchequer.
- FP-410 At the beginning of each new reign the following funds shall be established: Royal Office/Supplies; Kingdom Seneschal, Kingdom Chatelaine Minister of Children, Kingdom Treasurer, Kingdom Trailer maintenance, Royal Pavilion lighting and maintenance, Kingdom Chirurgeon, Kingdom Chronicler, Kingdom MoA/MoS, Gold Falcon Herald, Falcon Signet, Kingdom Earl Marshal, Marshal in charge of fighting cards. Monies for these funds will be drawn from the general fund according to the budget for the reign, and monies remaining shall be returned to the general fund at the reign end.
- FP-411 Reimbursement for Kingdom trailer transportation shall be at 100% of travel receipts.
- FP-412 Monies received for License Tag Registration shall be given to the Kingdom Treasurer or designated representative. All monies will be deposited into the Kingdom's General Fund. After the set up fees are reimbursed to the kingdom of Calontir, \$2 of each License Tag Registration shall be forwarded to the Society by January 31 for the preceding calendar year.
- FP-413 At least once yearly, the Kingdom Treasurer shall make statements of the income and expenses of the Kingdom available to the Kingdom Chronicler to be published in the Kingdom Newsletter. These statements shall use either the format that the Treasurer uses to report to the Society Treasurer, or some other format acceptable to the Council of the Exchequer.

His Royal Majesty

Her Royal Majesty

Kingdom Seneschal

Kingdom Treasurer