

Principality of Tir Righ Financial Policy

I. INTRODUCTION

The following Principality Financial Policy serves as an addendum and is subject to the requirements set forth by the Society for Creative Anachronism, Inc. (SCA) Financial Policy, Corpora and By Laws, the Kingdom of An Tir Financial Policy, the Laws of the Kingdom of An Tir, and the Laws of the Principality of Tir Righ.

II. FINANCIAL POLICY

- a. Tir Righ's Financial Policy should be reviewed (and revised as necessary) whenever changes in Modern Law, the SCA's governing documents and Policies, the Kingdom of An Tir Financial Policy, the Laws of the Kingdom of An Tir, the Laws of the Principality of Tir Righ, the needs of the Kingdom or Principality, or agreement between the Council of the Exchequer, the Kingdom Chancellor of the Exchequer (Kingdom Exchequer) and/or the Society Chancellor of the Exchequer so require, but no less than once every two (2) years).
- b. The currently approved Financial Policy shall be available on the Tir Righ website, in its entirety, in conjunction with the Laws of the Principality of Tir Righ.

III. FINANCIAL COMMITTEE

- a. The Council of the Exchequer is the Principality-level Financial Committee (PFC) and consists of the Coronets, the Tanist and ban-Tanist when invited by the Coronets, the Principality Seneschal and the Principality Chancellor of the Exchequer (Principality Exchequer). The members of the PFC jointly bear the fiduciary responsibility of managing the Principality's assets. The Sovereign and Consort each have one-half ($\frac{1}{2}$) vote, the Principality Seneschal has one (1) vote, and the Principality Exchequer has one (1) vote.
- b. All decisions and approvals made by the PFC are to be made by consensus. If this fails, the decision will be revisited at a later date, by the next Coronet event or via telephone, email or online meeting. If this also fails, the decision will be referred to the Kingdom Exchequer. Consensus is achieved when all the members of the PFC agree that consensus has been achieved regardless of the outcome of the decision being made.
- c. The PFC will meet at each of the four (4) Coronet Events. Additional meetings can be called for, if needed. The Coronet Events are February Investiture, June Coronet, August Investiture and November Coronet. If a member is unable to attend a Coronet Event, representative, acceptable to the other members of the PFC, shall be designated with the authority to make decisions in the member's absence.
- d. Annual budgets established for the Principality, including the Coronet and Principality Officers, special purpose funds, additional policies as needed, and any changes to these budgets, funds or policies shall be approved by the PFC. Copies of these shall be provided to the Kingdom Exchequer.
- e. The PFC must approve expenditures exceeding the limits of the budget. Any funds remaining at the end of the year will be directed back to the General Fund, unless specifically stated otherwise in the preceding budget, or by the action of the council of the Exchequer.

Principality of Tir Righ Financial Policy

- f. In an emergency, disbursements can be authorized by the members of the PFC through electronic means. An Emergency is defined as payment being needed before the next scheduled meeting of the PFC. These emergency disbursements will be ratified and documented by the PFC at the next meeting.

IV. BANK ACCOUNTS

- a. American Bank Accounts: the policy set forth in the Kingdom of An Tir Financial Policy will be accepted as standard policy in Tir Righ in regards to American bank accounts.
- b. Canadian bank Accounts: the policy set forth in the Kingdom of An Tir Financial Policy – with the exception of item 3 – will be accepted as standard policy in Tir Righ. The Principality Exchequer shall be a signing officer on all branch or group accounts. Signatory changes for Canadian accounts must be sent to the Principality Exchequer.

V. REPORTS

- a. Financial reports will consist of the “Balance Sheet” and “Income Statement” and the supporting worksheets and documentation contained and required by the most recent edition of the SCA’s Chancellor of the Exchequer Handbook. Quarterly reports must be year-to-date. First, second and third quarter reports may be sent electronically to the Principality Exchequer, at the discretion of the Principality Exchequer. The annual report must be hard-copy and include the last bank statement of the year for each bank account held by the branch or other entity. All reports must contain the table of contents and each page listed on the table of contents that contains data.
- b. Branch quarterly reports must be submitted for the following report due dates:
Q1: January 1 – March 31 due May 1
Q2: April 1 – June 30 due August 1
Q3: July 1 – September 30 due November 1
Q4: January 1 – December 31 due February 1 (also known as Annual or Domesday)
“Due” means that the report must be received by the Principality Exchequer (all) and Kingdom Exchequer (Q4) by that date.

The Principality reports must be submitted to Kingdom for the following report due dates:

- Q1: January 1 – March 31 due May 15
- Q2: April 1 – June 30 due August 15
- Q3: July 1 – September 30 due November 15
- Q4: January 1 – December 31 due February 15

“Due” means that the report must be received by the Kingdom Exchequer by that date.

- c. Failure to file an annual report on time without prior authorization by the Kingdom Exchequer will be grounds for removal from office.

Principality of Tir Righ Financial Policy

- d. Failure to file two consecutive quarterly reports on time without prior authorization by the Kingdom Exchequer or Principality Exchequer will cause the branch Exchequer to be placed on financial probation.
- e. Standard documentation records (PDF receipts, PDF reports, etc.) may be stored electronically as long as there are three (3) or more backups of these records kept in different locations and held by different custodians (not in the same household). Records must be updated regularly (not greater than one quarter between updates) and documentation on who and where these electronic records are held must be maintained by the Exchequer at all times.

VI. EXPENSE AUTHORIZATION POLICY

Branches and entities must have a written expense authorization policy on file with their Regional and Kingdom Exchequers. Any change to this policy must also be submitted to the Exchequer's Superior.

VII. REIMBURSEMENT OF EXPENSES

- a. The Principality Exchequer is only obligated to reimburse for receipts presented within one hundred and twenty (120) days of the expenditure.
- b. For Principality Officers and Royalty, all expenditures and reimbursements are to be made from Principality accounts or accounts held specifically by those offices.
- c. For reimbursements for Principality expenses, the cheque request form must be completed and submitted by the requestor before any Principality funds can be authorized. The current cheque request form will be made available from the Principality Exchequer's webpage.
- d. Fully documented receipts must be provided to support all expenses. Lost or damaged receipts may be reimbursed upon approval of the PFC, if deemed reasonable in cost and cause of lack of receipt. Other forms of receipts that may be acceptable in this instance include copies of the credit card or bank statements showing the purchase or an invoice from the person requesting the funds showing the amount and explanation of the lost receipt.
 - i. If receipts are in US currency, proof of the exchange rate, e.g., bank statement or credit card statement, is required for reimbursement in Canadian funds.
 - ii. For fuel reimbursement, a "valid set of receipts" consists of a starting receipt for initial fill-up of fuel tank, each successive fuel receipt in transit to-and-from the event, and final fill-up as soon as possible upon returning to starting location.
- e. Expenses are subject to the limits of the assigned budgets and approval of the PFC.
- f. The Coronets, Heirs and all Principality Officers will be reimbursed for reasonable office, telephone, postage, and copying expenses incurred in conjunction with their office.

Principality of Tir Righ Financial Policy

- g. Travel Expenses
 - i. Travel exceeding the budgeted amount (for Coronet, Heirs, Greater Officers, Lists, Teamsters) requires pre-approval by the Principality Financial Committee.
 - ii. The Coronets of Tir Righ may be reimbursed for travel expenses incurred in conjunction with their office. Allowable travel expenses include vehicle fuel, ferry travel, road/bridge tolls, air travel, and hotel rooms when the Coronet travels to an event where it is not feasible to camp.
 - iii. The Heirs of Tir Righ may be reimbursed for travel expenses incurred in conjunction with their office. Allowable travel expenses include vehicle fuel, ferry travel, road/bridge tolls, and hotel rooms when the Heirs travel to their Investiture and it is not feasible to camp.
 - iv. The Greater Officers and Lists may be reimbursed for travel expenses incurred in travelling to the four (4) Coronet Events. Allowable travel expenses include vehicle fuel, ferry travel, and road/bridge tolls.
 - v. The Teamster may be reimbursed for travel expenses incurred in conjunction with their office. Allowable travel expenses include vehicle fuel, ferry travel, and road/bridge tolls when transporting the Principality pavilion to events at the request of the Coronet.

VIII. REGALIA

- a. Regalia are loaned to the Coronet, their Heirs, and the Champions for the duration of their term of office.
- b. Coronet and Heirs Regalia
 - i. The Coronet and their Heirs are responsible for reasonable maintenance of their regalia of office and must pass the regalia on to their successors. Royalty may be required to replace Regalia lost or damaged during their term of office.
 - ii. A complete inventory of Principality Regalia must be done at February Investiture and August Investiture. This inventory is conducted by the Principality Chamberlain or designate, and at least one member of each of the incoming and outgoing retinues.
- c. Champions Regalia
 - i. Champions are responsible for reasonable maintenance of their regalia and must pass the regalia on to their successors.
 - ii. Champions' Regalia must be inventoried and a Tir Righ Regalia Acceptance form completed during the Coronet or Principality Event at which the Championship was held, or as soon as is practical. Champions may be required to replace Regalia lost or damaged during their term of office.
- d. Regalia Acceptance/Inventory Lists
 - i. If there are any discrepancies or missing items, the Principality Chamberlain or designate works with the signing party to find the property, or determine if replacement is needed.
 - ii. The inventory sheet should list the location and description of all non-cash assets regardless of type. Items may be grouped together (i.e. 10 baldrics) if of like type/age/maker/etc. Where possible a photo inventory should also be kept to supplement the written descriptions.
 - iii. Distribution

Principality of Tir Righ Financial Policy

1. Coronets and Heirs: inventory lists are distributed to the Principality Exchequer, the incoming and outgoing Coronets and their heads of retinue as well as the retinue members that helped with the inventory.
2. Champions: the Regalia Acceptance form is distributed to the Principality Exchequer and Principality Chamberlain.

IX. CONTROLLING CASH

- a. Funds exceeding \$1,000 from events, fundraisers, etc., must be deposited in the bank account within five (5) business days from the close of the event.
- b. Funds less than \$1,000 from events, fundraisers, etc., must be deposited in the bank account within fourteen (14) calendar days from the close of the event.
- c. No group may maintain a Petty Cash fund under any circumstances. Money shall be disbursed by properly drafted group cheque or traceable money order only.

X. NON-MEMBER REGISTRATION (NMR)

- a. NMR shall be collected by event hosts or their deputy and forwarded with the required statistics to the Kingdom Chancellor of the Exchequer or their designated Kingdom NMR Deputy in accordance with Society mandates. Submissions shall be postmarked no later than 10 (ten) business days after the end of the event. A submission shall consist of a properly drafted branch cheque and a completed submission form with the branch name, event name, event date, total attendance and number of NMR collected. Overdue submissions may result in suspension of the branch and/or other remedial measures as deemed necessary.
- b. Due to inconsistencies in the postal systems that cross the American-Canadian International border, Canadian branches must submit an e-mail to the NMR Deputy with the NMR figures needed for the Kingdom of An Tir to submit monthly NMR payment to SCA, Inc., with the understanding that the Kingdom will cover the NMR payment until the branch submission is physically delivered to the NMR Deputy.
 - i. The email must be sent within ten (10) business days of the close of the event, and include the Principality Exchequer in copy.
 - ii. This does not relax the requirement that NMR submissions must still be post-marked (or documented to have been mailed) within 10 (ten) business after the close of the event.

XI. EVENT ADMISSION AND COMPLIMENTARY PASSES

- a. The Coronet and Heirs shall be exempt from fees at all events they attend within the Principality.
- b. Principality Greater Officers shall be exempt from event registration fees at all Coronet events, and at Principality Events if they are performing the duties of their office.
- c. Principality Champions shall be exempt from event fees at all Coronet and Principality events.

Principality of Tir Righ Financial Policy

- d. The Principality Minister of Lists shall be exempt from event registration fees at all Coronet events, and at Principality Events if they are performing the duties of their office.
- e. The Principality Teamster shall be exempt from event fees at all events where the Principality Pavilion is required.

XII. CORONET AND PRINCIPALITY EVENTS

- a. The Principality Events Committee, which comprises the PFC and the Principality Events Deputy, must approve the proposed event budget for Coronet and Principality events.
- b. Report Deadlines
 - i. A financial report and accompanying receipts for Coronet and Principality Events must be sent to Principality Exchequer within sixty (60) days of the close of the event. The current report package as available on Tir Righ's website must be used.
 - ii. The accompanying receipts are copies of all income and expense paperwork: gate sign-in sheets, other income (e.g., merchant, RV), expense receipts, event registration fee refunds.
 - iii. The Principality Exchequer may waive reporting deadlines for Coronet and Principality Events if extenuating circumstances (e.g., late invoices for event expenses) warrant.
- c. Sharing of Event Net Profit
 - i. If all final reports, accompanying receipts and the applicable percent of any profit made on a Coronet or Principality Event are received by the Principality Exchequer within thirty (30) days
 - 1. If the event was approved under the Early Bid Program, the host branch may keep thirty-five percent (35%) of the net profit.
 - 2. If the event was not approved under the Early Bid Program, the host branch may keep twenty-five percent (25%) of the net profit.
 - 3. If the net profit is less than \$100, the host branch may keep all of the net profit.
 - ii. If all final reports, accompanying receipts and funds are received by the Principality Exchequer after thirty (30) days and before sixty (60) days, then only ten (10) percent of the event profit may be retained by the host branch with the remaining ninety (90) percent to be sent to the Principality Exchequer.
 - iii. If all final reports, accompanying receipts and funds are not received by the Principality Exchequer within sixty (60) days, then no portion of the event profit may be retained by the host branch and one hundred (100) percent must be sent to the Principality Exchequer.
- d. Sharing of Event Net Loss
 - i. If all final reports and accompanying receipts are received by the Principality Exchequer within thirty (30) days, then up to one hundred (100) percent of the net loss may be covered by the Principality, provided that the host branch did not exceed the event bid budget by more than ten (10) percent without prior approval of the Council.
 - ii. If all final reports and accompanying receipts are received by the Principality Exchequer after thirty (30), the percentage of net loss which may be covered is at the discretion of the PFC.

Principality of Tir Righ Financial Policy

- iii. Event Report Review
 - 1. The PFC shall review the financial report for each Coronet and Principality Event which results in a net loss.
 - 2. The review shall determine how much percentage the Principality shall cover of the net loss. Negligence or improper behaviour of the host branch may result in minimal to no coverage of a net loss.

- e. Event Registration Fees for Coronet and Principality Events
 - i. Fee Structure
 - 1. Adults – persons 19 years and older,
 - 2. Youth – persons 13 to 18,
 - 3. Children – persons 12 and under.

- f. Event Registration Fees
 - i. Fee Structure
 - 1. Adults - \$30 for non-members, \$25 for SCA members
 - 2. Youth – no charge
 - 3. Children – no charge

 - ii. Discounts – for Coronet and Principality Events only, adults may ask for the Student Discount or Senior Discount
 - 1. Students \$5 discount; requires presentation of a current student membership card from an accredited educational institution by the attendee.
 - 2. Seniors \$5 discount; requires proof of age by presentation of Government Issued ID.

 - iii. If the estimated event budget predicts either a loss or little or no profit, higher fees may be charged if approved by the Principality Financial Committee.

 - iv. No day fees may be set for Coronet and Principality Events.

 - v. Complimentary Event entrance will be provided for attendees required to be at the event, as noted in XI Event Admission and Complimentary Passes.

- g. Avacal Tir Righ War: the Principality Exchequer will transfer to the Kingdom of Avacal fifty (50) percent of the net profit received from the host branch for the Avacal Tir Righ War when it is hosted by Tir Righ.

XIII. BRANCH AND SUB-GROUP (E.G., GUILD, ETC.) EXCHEQUER REQUIREMENTS

The policy set forth in the Kingdom of An Tir Financial Policy will be accepted as standard policy in Tir Righ, with the amendment that any form sent to the Kingdom Exchequer must also be copied to the Principality Exchequer.

Principality of Tir Righ Financial Policy

XIV. VARIANCES TO THIS POLICY

Variances to this policy must be granted in writing for limited periods of time, not to exceed one year, one a case-by-case basis by the Kingdom Exchequer, with copy to the Principality Exchequer. Notification of variances issues will be sent to the Kingdom Seneschal, with copy to the Principality Seneschal.

XV. DEDICATED FUNDS

The only dedicated fund that the Principality has is the College of Heralds fund. The stipulations of that fund are as follows:

- a. The primary purpose for this fund is for submissions to the Tir Righ College of Heralds and for costs related to the operation of the College. Decisions for the financial transactions pertaining to the College are the prevue of the College itself.
- b. If for some reason submissions cannot be made through the College, refunds will be provided from this fund.
- c. If the Tir Righ College of Heralds becomes defunct, any remaining funds will revert back to the Principality of Tir Righ General Funds, once any remaining refunds are dispersed.
- d. Submission fees will be sent to the Silver Sparkes Herald, who will then forward these fees to the Principality Exchequer for deposit. On a quarterly basis, Silver Sparkes will issue a cheque request for funds to be sent to the An Tir College of Heralds.
- e. Once there are sufficient funds and activity for the College of Heralds to open its own bank account:
 - i. the College will create an exchequer position; the candidate to be duly warranted by Kingdom
 - ii. the College will open a new bank account, in keeping with section IV. Bank Accounts.
 - iii. the Principality will transfer the funds remaining in the College of Heralds fund to the College's new bank account.

XVI. PAYPAL POLICY

The following is as provided for in the Kingdom of An Tir Financial Policy.:

- a. Requirements
 - i. Each group wanting to use PayPal for accepting reservations must submit a request form that has to be approved by both the Kingdom Exchequer and the Deputy Kingdom Exchequer in charge of PayPal. This request must also include the event copy for the event. Those not up to date with financial reports or NMR will not be considered.

Principality of Tir Righ Financial Policy

- ii. The Kingdom has created a specific PayPal email alias: <epay@antir.org>. The alias will be used as the email address of the PayPal account owner. This alias must cascade to at least two officers' email addresses in separate (modern) households. The standard protocol will be the Seneschal, Exchequer, and Deputy Kingdom Exchequer in charge of PayPal.
- iii. The Kingdom has created a business chequing account specifically to handle PayPal funds using the email alias, and a secure, robust password. Knowledge of the password is restricted to the Kingdom Exchequer, Deputy Kingdom Exchequer in charge of PayPal, and Kingdom Seneschal. The password must be changed every time any these officers change.
- iv. The Kingdom must have a warranted Deputy Kingdom Exchequer in charge of PayPal. This ensures a cheque and balance system regarding electronic funds. Transfers will require approval of the Kingdom Seneschal and the Kingdom Exchequer before transfer can occur.
- v. PayPal supports the creation of subsidiary user accounts and passwords so that individuals can process payments without having access to account settings. This will allow An Tir to set up individual users prior to each event and then deactivate them 24 hours after the event is over. Either the Deputy Kingdom Exchequer in charge of PayPal or the Kingdom Exchequer will set up these individuals. At no time will anyone other than the Kingdom Exchequer, Deputy Kingdom Exchequer in charge of PayPal and Kingdom Seneschal have administrative rights to the PayPal account.
- vi. The Kingdom PayPal Account will be set up to transfer proceeds to the SCA Group account about 10 (ten) days prior to an event and immediately after an event that PayPal was accepted.
- vii. The Kingdom's PayPal account is linked to the Kingdom's PayPal bank account, so that money collected can be automatically transferred from PayPal to the Kingdom of An Tir account. The Deputy Kingdom Exchequer in charge of PayPal will submit an approval request to both the Kingdom Seneschal and Kingdom Exchequer via email to transfer any funds from PayPal to the Kingdom bank account.
- viii. If an attendee disputes a transaction, PayPal can withdraw money from a linked bank account to credit back to that attendee pending resolution of the dispute. The linked chequing account will maintain a negligible balance and funds will be moved out of that account promptly to remediate that threat.
- ix. Refunds to attendees will be given by the Hosting Group's paper cheque. Request for refund of pre-event credit card payment must be made via email or Canada/US mail and should be made or postmarked 48 hours prior to the start of the event. A valid postal mailing address must be included with the request.
- x. If a group miscalculates an attendee's event registration fee there will be no penalty on their refund.
- xi. The Kingdom Exchequer shall review the Kingdom PayPal account on a regular basis for unauthorized transactions. Such review shall occur no less than monthly.

Principality of Tir Righ Financial Policy

- b. At-event payments
 - i. Gate staff will need a smartphone or tablet, Internet connection (via either cellular or wireless Ethernet, a hotspot, a tethered smartphone, or other), and a PayPal card reader. The person processing the payments will log onto PayPal, enter the amount to be charged, then swipe the customer's card through the reader. The user will see and approve the amount to be charged, decide if they want a receipt (which will be texted or emailed to them by choice), and sign the screen with their finger. A transaction-reporting email will be sent to the account's email address. At no time may a credit card number be typed (manually entered) into PayPal.
 - ii. Each individual accepting payments must have a current SCA membership, will have their own unique login and shall be responsible for all transactions created with the login. Logins will be disabled within 24 hours after the close of the event.
 - iii. Per PayPal policy, those individuals must be of legal age of majority (at least 19 years of age in Canada).
- c. Pre-reservations
 - i. Reservations can be accepted through PayPal. A link will be created on the event page that will allow a reservation request to be submitted to the Deputy Kingdom Exchequer in charge of PayPal. The request shall contain only: Modern name, SCA name, membership number (if applicable) and an email address plus the request for services (event fees, feast, etc.).
 - ii. An Tir will maintain a log of who paid via PayPal, and the amount charged; the log shall be reconciled with the emails and the transaction history. Further testing will be required to identify the best 14 of 14 practices for identifying the purpose of payments (not only who they are from, but what they are for; if one account processes payments for all groups in a kingdom, some standardized tracking process needs to be in place.)
- d. Event Copy
 - i. Event copy should state if the Host Group will be accepting PayPal.
 - ii. Event copy should provide a back-up payment plan in case there is a malfunction with phone service or internet service.
 - iii. Event copy must state that for Kingdom-level or Principality-level events, anyone wishing to pay via PayPal will waive any early registration discounts. For a local event, the hosting group has the option to not allow an early registration discount.

XVII. BRANCH AND SUB-GROUP (E.G., GUILD, UNIVERSITY, ETC.) FINANCIAL POLICY REQUIREMENTS

All branches and sub-groups of the Principality of Tir Righ must have a financial policy approved by the Principality Exchequer. These financial policies should be reviewed every two years, and revised as necessary.

Sub-groups include the College of Heraldry, the University of Tir Righ, guilds chartered by the Principality.

Principality of Tir Righ Financial Policy

XVIII. FUNDRAISING

1. It is the responsibility of the Tir Righ Fundraising Deputy to attempt to increase the Funds of Tir Righ through fund-raisers and/or the solicitation of donations. The Tir Righ Fundraising Deputy will also offer assistance with the Coronets of Tir Righ, their Heirs, and respective Retinues in Fundraising.
2. The Coronets and the Heirs of Tir Righ are encouraged to attempt to increase Tir Righ's Funds through fund-raisers and/or the solicitation of donations.

Version History

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V6.1, October 2015, HL Tristan Seagirt, Principality Chancellor of the Exchequer
V6.0, February 2014, HL Tristan Seagirt, Principality Chancellor of the Exchequer
V5.0, May 2011, Baroness Janet Kempe, Principality Chancellor of the Exchequer
V4.0, June 15, 2009, Dame Elena de Maisnilwarin, Principality Chancellor of the Exchequer
V3.0, September 7, 2008, Dame Elena de Maisnilwarin, Principality Chancellor of the Exchequer
V2.2, June 10, 2007, HL Elena de Maisnilwarin, Principality Chancellor of the Exchequer