

## **Financial Policies of the Kingdom of Northshield**

From Society Financial Policy: This financial policy establishes basic accounting and financial management minimum requirements for every part of the organization, except where prohibited by law. Each Kingdom may establish additional requirements as they see fit, so long as they are not prohibited by law or the Governing Documents of the SCA. Branches and other entities may also establish additional requirements, so long as they are not prohibited by law, the Governing Documents of the SCA, <Society> Financial Policy, or their Kingdom Law or Financial Policy.

These financial policies exist as an addendum to the Society Financial Policy, and shall be followed by each Branch of the Kingdom of Northshield. These Policies may be changed at the discretion of the Chancellor of the Exchequer of the Kingdom of Northshield, with the concurrence of the Northshield Stallari Council, when necessary to avoid conflicts with Northshield Kingdom Law and the Policies and Directives established by the Board of Directors of the Society for Creative Anachronism, Inc. (SCA). Such policy changes shall be announced in the Kingdom newsletter.

### **I. OFFICER REQUIREMENTS**

#### **A) Procedures for Obtaining a Warrant**

The Kingdom Chancellor of the Exchequer must receive a completed Request for Warrant Form, along with proof of membership and ID. Proof of legal/personal ID can be a copy of driver's license, state or provincial ID, military ID, or passport. Proof of membership can be a copy of their membership card, mailing label from the Kingdom newsletter, Registry printout, or a letter from the Society stating membership. A copy shall be forwarded to the Regional Chancellor of the Exchequer by the individual requesting the warrant.

Failure to complete this process will delay the transfer of office and warranting. No transfer of office shall occur until verification of membership has been received and approval has been obtained from the Kingdom Chancellor of the Exchequer.

#### **B) Officer Responsibilities**

Responsibilities of each Branch Chancellor of the Exchequer will include, but are not limited to:

- 1) Becoming familiar with the laws and policies governing the use and control of Branch assets that are outlined in the Chancellor of the Exchequer Officer's Handbook (from Society), the Society Financial Policy and the Kingdom Financial Policy.
- 2) Following reporting schedules and guidelines as outlined by the Chancellor of the Exchequer Officer's Handbook (from Society).
- 3) Having a review of Branch financial books performed at least once every two years by the Kingdom or Regional Chancellor of the Exchequer or their designated representative.
- 4) Contacting the Kingdom or Regional Chancellor of the Exchequer for aid and guidance when needed.
- 5) Reading the Kingdom Chancellor of the Exchequer Officer's letters in the Northshield Kingdom newsletter (the Northwatch) each month, in which any changes in policy will be noted.
- 6) Using correct asset handling procedures: using a second person not living at the same residence, to both count all monies collected for the Branch (i.e.: gate fees, feast fees, etc.) and having both persons attest to the amount to assure accuracy and accountability.

### **II. BANK ACCOUNTS**

#### **A) Number of Accounts**

Each Branch shall do all business through one bank account managed by the Branch Chancellor of the Exchequer. Additional Branch accounts may be opened only after obtaining permission from the Kingdom Chancellor of the

Exchequer. Newsletter accounts may be opened only after obtaining permission from the Kingdom Chancellor of the Exchequer.

### **B) Account Type**

Each account will be a double signature checking account. Two authorized signatures will be required on any check, money order, or other instrument of withdrawal used to disburse funds, whether or not the bank has limited signature inspection. Passbook accounts are unacceptable. Savings accounts are allowed on a case-by-case basis only when a checking account already exists and all business is done through that checking account. The bank must provide monthly statements for reconciliation. Debit cards and ATM cards are prohibited on all accounts.

### **C) Allowable Signatures**

Each Branch shall have, at a minimum, three Branch signatures and one “outside” signature on file with the financial institution. Two of these authorized signatories will always be required to disburse any funds. The minimum Branch signatories are the Branch Seneschal and the Branch Chancellor of the Exchequer. One other Branch signatory will be required.

The required “outside” signature shall be that of the current Kingdom of Northshield Chancellor of the Exchequer. In the case of Canadian accounts, the “outside” signature shall be that of the Kingdom of Ealdomere Chancellor of the Exchequer or a deputy who is of Canadian citizenship assigned by the Kingdom of Northshield Chancellor of the Exchequer, unless otherwise stated by the Kingdom of Northshield Chancellor of the Exchequer.

In regard to reimbursements, the person requesting the reimbursement (the reimbursee - even if that person is the Chancellor of the Exchequer) may NOT sign their own reimbursement check.

### **D) Reporting**

#### **Quarterly Reports**

A quarterly report shall be sent to both the Kingdom and Regional Chancellors of the Exchequer each quarter no later than January 31, April 30, July 31 and October 31. Each quarterly report shall contain activity for only that quarter. All reports shall be delivered to the Kingdom and Regional Chancellors of the Exchequer and the Branch Seneschal. Extensions may be granted by the Regional Chancellor of the Exchequer at their discretion, after consultation with the Kingdom Chancellor of the Exchequer. All reporting schedules are subject to change by the Kingdom Chancellor of the Exchequer, notice of which shall be made in the Kingdom newsletter (the Northwatch). Within 15 days of the deadline, Regional Chancellors of the Exchequer shall report to the Kingdom Chancellor of the Exchequer which reports they have received and any problems or questions arising from those reports. Groups reporting late shall be subject to disciplinary action up to and including suspension of both the Branch Chancellor of the Exchequer and the Branch itself. Branches submitting incorrect or incomplete reports shall be subject to disciplinary action up to and including suspension of both the Branch Chancellor of the Exchequer and the Branch itself.

#### **Domesday Report**

The Domesday report (cumulative annual report) shall be sent to both the Kingdom and Regional Chancellors of the Exchequer with the 1<sup>st</sup> Quarterly Report no later than January 31. This report shall include all forms sent out by the Kingdom Chancellor of the Exchequer, annual bank statements, the Branch Chancellor of the Exchequer complete contact information and member information, and a complete Branch property list. The Regional Chancellor of the Exchequer shall compile the Branch reports into a spreadsheet, create a balanced spreadsheet summary for each Branch, and send it to the Kingdom Chancellor of the Exchequer no later than February 28. The Kingdom Chancellor of the Exchequer shall compile all the Regional Chancellor of the Exchequer reports into a spreadsheet and send the completed Kingdom of Northshield packet to the Society Chancellor of the Exchequer, the Crown, the Stallari Council, and the Kingdom Seneschal and provide a summary of the Domesday report for publication in the Kingdom newsletter (the Northwatch) by March 31.

#### **Kingdom Level Event Report**

Kingdom level event reports shall be sent to the Kingdom Chancellor of the Exchequer within 30 days of the event. Kingdom Level Events are defined in Kingdom Law.

## **Local Event Reports**

Local event reports shall be sent to the Kingdom and Regional Chancellors of the Exchequer and the Branch Seneschal within 30 days of the date on which the event occurred.

## **Wisconsin Temporary Event Reports**

Any and all events held in the State of Wisconsin must complete and file the Wisconsin Temporary Event Operator and Seller Information State Form (Form S-240F and S-240a). All organizers of events in the State of Wisconsin are required to collect and report information on any vendors. If this information is not collected, the merchant cannot sell at the event. This report must be filed according to the directions provided by the State of Wisconsin. The report must be completed and sent to the State of Wisconsin and the Kingdom Chancellor of the Exchequer within 10 days of the date on which the event occurred. A negative report should be filed with the Kingdom Chancellor of the Exchequer when no merchants were present at a Wisconsin event.

## **North Dakota Special Event Sales Tax Return**

Any and all events held in the State of North Dakota must have copies of the North Dakota Special Event Sales Tax Return form available for vendors who do not have a current North Dakota Sales and Use Tax permit. This report must be filed according to the directions provided by the State of North Dakota. Reporting is direct from the vendors, the Branches are only required to provide the forms.

## **Non-member Surcharge Fees**

Non-member surcharge fees collected at events shall be sent to the Non-member surcharge Deputy within 30 days of said event along with the Non-member surcharge submission form. The NMS Deputy will track all events within the Kingdom of Northshield and contact the hosting Branch if NMS fees and/or reports are not received. The NMS Deputy will forward the fees and paperwork to the Kingdom Chancellor of the Exchequer on a monthly basis. A negative report should be filed with the NMS Deputy when no site fees have been collected. Branches not reporting NMS, or incorrect NMS, shall be subject to disciplinary action up to and including suspension of both the Branch Chancellor of the Exchequer and the Branch itself.

## **III. KINGDOM OF NORTSHIELD FUND ALLOCATION**

**A)** All financial decisions are the responsibility of the Kingdom Financial Committee. This committee consists of The Royal Family and the Stallari Council. In order for a decision of the Financial Committee to be valid, there must be a quorum of voters as defined by Kingdom Law. Votes may be taken either in person at a Stallari meeting or through the Stallari-net e-mail list. According to Society policies, the Crown has one vote as a group. The final decision, should a tie arise, rests with the Royal Family, Kingdom Seneschal and Kingdom Chancellor of the Exchequer. If there is something that any member of the Financial Committee feels would be a good use of Kingdom Funds, they must put forth a proposal before the Committee for discussion and vote. Under no circumstances shall anyone contract to spend Northshield Kingdom Funds without the proper approval of the Financial Committee.

### **B) Fund Allocation Disputes**

In the event that the Kingdom Chancellor of the Exchequer believes that a proposed spending initiative would violate any Society laws or modern laws, or would endanger the tax-exempt status of the SCA, he or she has veto power over the matter. His or her decision may be appealed to the Society Chancellor of the Exchequer and eventually to the SCA's Board of Directors if warranted.

## **IV. SPECIALTY FUNDS**

### **A) Dedicated Funds**

Dedicated Funds are a provisioning of Kingdom Funds for specified purposes, the allocation of which will be contingent on discussion and approval by the Kingdom Financial Committee and the designation of a primary and secondary reason for the fund. All dedicated funds must have "Return to the General Fund" as their tertiary reason and this can

not be a prime or secondary reason for the fund. Dedicated funds shall be listed as addendums to the Kingdom Financial policy.

Any dedicated fund which receives an allocation from the General Fund has the caveat that the allocated funds will be used last, after any funds received from donations and fundraising efforts have been exhausted. This is to ensure donated funds will be used for the purpose intended by the donors.

## **V. ADDENDUMS – Updated as of 12/22/06**

### **A) Royalty Dedicated Fund**

Primary purpose: At the beginning of each Reign (as Heirs), the specified amount from the Kingdom Budget will be allocated for Royal travel expenses incurred by the Royal couple during Their Reign as both Heirs and Crown. In addition to this initial funding, any money donated to this fund will be used for the Royal travel expenses. Allocated funds will be used last. Secondary purpose: Any remaining balance of the Royal travel expenses may, at the request of the outgoing Royal couple, be donated to Their successors. Tertiary purpose: All unused allocated funds or unused additional funds not specified to Their successor revert to the general fund at the end of Their Reign. Allocation amount \$350.00 for the duration of Reign (Heirs and Crown per couple).

The Royal couple of Northshield will be reimbursed for expenses incurred during travel to and from SCA events within the Kingdom of Northshield. Travel expenses incurred for events outside the Kingdom shall be approved by the Stallari Council on a case-by-case basis. Allowable expenses include gas, lodging, travel fares (i.e.: plane and/or train tickets), telephone expenses, food, office supplies, postage, copying or printing charges, etc. Reimbursement will be made when the receipts are submitted to the Kingdom Chancellor of the Exchequer.

The Royal couple shall each be allowed ½ (50%) of His/Her respective Royal Travel Fund monies. An exception to this will be allowed upon written notification to the Kingdom Chancellor of the Exchequer by both parties of the Royal couple.

All receipts for reimbursement for said Reign must be submitted to and approved by the Kingdom Chancellor of the Exchequer within 30 days of the Coronation at which They step down. The Chancellor of the Exchequer and the Kingdom Financial Committee reserve the right to refuse payment of receipts turned in after this time elapses.

### **B) Officers of State Dedicated Fund**

Primary purpose: At the beginning of each Great Officer of State's term of office and on the anniversary of same, the specified amount, as per the Kingdom Budget, shall be allocated from the Kingdom general funds for the expenses of that Officer of State. The Kingdom Chancellor of the Exchequer shall be responsible for maintaining the funds based upon that Officer's term of office. Allocated funds shall be used last. Secondary purpose: Any additional unused funds over the original allocation amount can be donated to the Officer's successor. Tertiary purpose: All unused allocated funds and unused additional funds not specified to their successor revert to the general fund at the end of their term. Allocation amount \$100.00 per year (turnover at anniversary date).

Officers of State are defined as Kingdom Seneschal, Kingdom Chancellor of the Exchequer, Kingdom Chronicler, Kingdom Herald, Kingdom Minister of Arts and Sciences, and Kingdom Earl Marshal.

Allowable expenses shall include travel to and from Stallari meetings convened by the Crown, travel to and from Kingdom events at which attendance by that Officer of State is mandatory by Kingdom Law and office expenditures incurred while fulfilling the duties of office. Allowable travel expenses include gas, lodging, travel fares and food. Allowable office expenditures shall include postage, copying and/or printing charges and telephone calls.

Reimbursement will be made when the receipts are submitted to and approved by the Kingdom Chancellor of the Exchequer. Final receipts must be submitted within 30 days of the end of the term of office. The Kingdom Chancellor of the Exchequer and the Kingdom Financial Committee reserve the right to refuse payment of receipts turned in after this time elapses.

### **C) Council Secretary Dedicated Fund**

Primary purpose: The Stallari Council Secretary shall be allowed a stipend, as per Kingdom Budget, per year to pay for postage and telephone costs. Allocated funds shall be used last. Secondary purpose: Any additional unused funds over

the original allocation amount can be donated to the Council Secretary's successor. Tertiary purpose: All unused allocated funds and unused additional funds not specified to their successor revert to the general fund at the end of their term. Allocation amount \$100.00 per year (turnover at anniversary date).

Reimbursement will be made when receipts are approved by the Kingdom Seneschal and submitted to and approved by the Kingdom Chancellor of the Exchequer.

#### **D) Chirurgeon Dedicated Fund**

Primary purpose: The Kingdom Chancellor of the Exchequer shall maintain a separate fund for the Chirurgeon's medical supplies. Secondary purpose: Any remaining balance of the Chirurgeon's expenses will be donated to their successor. Tertiary purpose: All unused funds revert to the general fund in the event the Chirurgeon position remains vacant for one year. No money from the general funds will be allocated to this fund.

All money must be donated to and/or raised for this fund and will be used to cover expenses incurred by the Chirurgeon's office. Allowable expenses shall include general supply purchases to stock the Kingdom Chirurgeon medical kit.

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

#### **E) Signet Dedicated Fund**

Primary purpose: The Kingdom Chancellor of the Exchequer will maintain a separate fund for reimbursement to scribes for expenses and materials used in the making of scrolls for the Kingdom of Northshield. Secondary purpose: Any remaining balance of the Signet Fund will be donated to their successor. Tertiary purpose: All unused funds revert to the general fund in the event the Signet position remains vacant for one year. No money from the general funds will be allocated to this fund.

All money must be donated to and/or raised for this fund and will be used to cover the expenses incurred by scribes on making scrolls for the Kingdom of Northshield. Allowable expenses shall include general supply purchases for the making of Kingdom of Northshield scrolls.

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

#### **F) Regalia Dedicated Fund**

Primary purpose: The Kingdom Chancellor of the Exchequer shall maintain a separate fund for the care and repair of existing regalia items and for the purchase of new regalia for the Kingdom of Northshield. At the beginning of each Reign, the specified amount, per the Kingdom Budget, will be allocated for the Regalia Fund. Secondary purpose: Any additional unused funds over the original allocation amount will be donated to the following Reign. Tertiary purpose: All unused allocated funds and unused additional funds not specified revert to the general fund in the event the Kingdom Minister of Regalia position remains vacant for two years. Allocation amount \$100.00 per year (turnover at Coronation).

Reimbursements of expenses will be made when the receipts are submitted to and approved by the Kingdom Chancellor of the Exchequer.

The Crown and Royal Heirs shall obtain the use of the regalia owned by the Kingdom of Northshield 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 are in a serviceable state. 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.

#### **G) The Endowment Fund**

Primary purpose: The Kingdom Chancellor of the Exchequer shall maintain a separate account entitled "Society for Creative Anachronism, Inc., Kingdom of Northshield Endowment Fund." The Endowment Fund is an account in

which the interest generated from the untouchable principal amount is used to provide a consistent annual income sufficient for the operation costs of the Kingdom of Northshield.

Secondary purpose: In the event that a significant portion of the interest needed to substantially meet the operating expenses of the Kingdom can not be generated after the initial period of 20 years OR the targeted amount of \$60,000 has not been met over the initial period of 20 years since the inception of the Endowment Fund, the Endowment Fund must be re-evaluated for its intent. Alternative investment options may be broached at this time. Endowment Fund monies must continue, if possible, in investments intended to provide income to cover operating expenses for the Kingdom.

Tertiary purpose: In the event that the original intent for the Endowment Fund can not be met after the initial period of 20 years and an alternative better investment option can not be provided during the reevaluation period all funds in the Endowment Fund will revert back to the Kingdom of Northshield General Fund...but must still remain in an interest bearing account.

All funds collected on behalf of the "Endowment Fund" must be deposited immediately into an interest bearing account for the Endowment Fund. Funds donated on behalf of this account will not be used for any purpose other than the Endowment Fund.

The principal amount of this fund is untouchable for an initial period of 20 years, with a targeted goal of \$60,000.00. 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 substantially meet the needs of the operating budget for the Kingdom of Northshield.

All income generated may be used for the purpose of offsetting operating expenses set forth by Kingdom Law and the Kingdom Financial Committee. The management of this fund will be overseen by the Kingdom Financial Committee. Signatories on this account will be consistent with Society mandate. These include: Northshield Kingdom Chancellor of the Exchequer, Northshield Seneschal, Society Chancellor of the Exchequer, and at least two other signatories from the current Investment Committee.

The Investment Committee is a committee approved by the Stallari Council to operate, oversee and regulate the investments of the Kingdom of Northshield. Committee Members have a term of five years to serve as a base of signatories for the rotating Greater Officers during the longer terms usually involved with the investments.

Two signatories will always be required to withdraw funds from this account.

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 specifically for the Endowment Fund.

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

#### **H) Northshield Pennsic Dedicated Fund**

Primary purpose: The Kingdom Chancellor of the Exchequer shall maintain a dedicated fund to pay for expenses incurred in maintaining the Northshield Encampment at Pennsic War. The fund will provide reimbursement to the Pennsic Mayor of Northshield for expenses and materials used by the Northshield Encampment. Secondary purpose: Any remaining balance will be donated to the following year's Northshield Pennsic Fund. Tertiary purpose: Any unused funds will revert to the General Fund in the event there is no Northshield Encampment at Pennsic in the following year. No money from the general funds will be allocated to this fund.

Allowable expenses include, but are not limited to, costs of fuel, firewood, food, etc. Money from the Northshield Pennsic Fund must NEVER be used for the purchase of alcohol.

The Pennsic Mayor of Northshield is directed to assess and collect camp fees from each gentle in the Pennsic Northshield Encampment to offset expenses for that year. All money collected and expenses incurred at Pennsic War will be accounted for and reported by the Pennsic Mayor of Northshield or a Pennsic Chancellor of the Exchequer, deputy to the Kingdom Chancellor of the Exchequer, with a full event report given to the Kingdom Chancellor of the Exchequer within 30 days after the end of Pennsic War.

Reimbursement of Pennsic expenses not covered by monies collected for the Northshield Pennsic Fund must be approved by the Stallari Council. Reimbursements will be made when receipts are submitted to and approved by the Kingdom Chancellor of the Exchequer.

Donations may be made by the populace and need not be limited to cash.

#### **I) Northshield Pennsic Waterbearer's Dedicated Fund**

Primary purpose: The Northshield Chancellor of the Exchequer shall maintain a dedicated fund to pay for expenses incurred for waterbearing supplies during the Pennsic War. Secondary purpose: Any remaining balance will be donated to the following year's Northshield Pennsic Waterbearer's Fund. Tertiary purpose: Any unused funds will revert to the General Fund in the event there is no Northshield presence requiring waterbearing at Pennsic in the following year. No money from the general funds will be allocated to this fund.

Allowable expenses include appropriate food and general supplies for waterbearing.

The Pennsic Waterbearer is to report all money collected and expenses incurred to the Kingdom Chancellor of the Exchequer within 30 days after the end of Pennsic War.

Reimbursement of Pennsic Waterbearing expenses not covered by monies collected for the Northshield Pennsic Waterbearer's Fund must be approved by the Stallari Council. Reimbursements will be made when receipts are submitted to and approved by the Kingdom Chancellor of the Exchequer.

Donations may be made by the populace and need not be limited to cash.

#### **J) Northshield Pavilion Dedicated Fund**

Primary purpose: The Kingdom Chancellor of the Exchequer shall maintain a dedicated fund to pay for travel expenses incurred for transporting the Northshield Pavilion and for costs associated with the upkeep of the Northshield Pavilion. Secondary purpose: In the event the Northshield Pavilion is lost, damaged or simply is no longer usable, any remaining balance in this fund will revert toward the purchase of a new Northshield Pavilion. If the Stallari Council decides that a new Pavilion will not be purchased, any remaining funds will be used for Tent Rental at Kingdom Level Events. Tertiary purpose: Any unused funds will revert to the General Fund in the event there is no new Northshield Pavilion and no tent rentals are needed for one full year. No money from the general funds will be allocated to this fund.

The fund will reimburse gas costs associated with Pavilion travel for Kingdom Level Events. Travel costs for Branch Events will be covered by the Branch requesting the Pavilion (regardless of who actually transports the Pavilion, reimbursement will be paid to the individual who transports the Pavilion by the Branch). An additional \$100 rental fee charged for Branch Events will be deposited into this account. This rental fee helps to offset direct fundraising efforts for Kingdom Level Events and helps to cover upkeep costs.

#### **K) Northshield Website Dedicated Fund**

Primary purpose: The Kingdom Chancellor of the Exchequer shall maintain a dedicated fund to pay for expenses directly associated with the Northshield Website which may include, but are not limited to, web service hosting fees and domain names. Secondary purpose: any remaining funds may be used to purchase software to be used in conjunction with the Northshield website. Tertiary purpose: Any unused funds will revert to the General Fund in the event there is no Northshield website for one full year. No money from the general funds will be allocated to this fund.

#### **L) Northshield Youth Dedicated Fund**

Primary purpose: The Kingdom Chancellor of the Exchequer shall maintain a dedicated fund to pay for supplies and other expenses incurred in promoting Youth Activities in the Kingdom of Northshield. Secondary purpose: any remaining funds may be donated toward a single specific Youth Activity as approved by the Stallari Council. Tertiary purpose: Any unused funds will revert to the General Fund in the event there is no activity to the Northshield Youth Fund for three years. No money from the general funds will be allocated to this fund.

#### **M) Northshield Tabard Dedicated Fund**

Primary purpose: The Kingdom Chancellor of the Exchequer shall maintain a dedicated fund to pay for supplies and other expenses incurred in the making of and/or repairing of Kingdom of Northshield tabards for the army of Northshield. Secondary purpose: any remaining funds may be donated toward making and/or repairing of tabards for the Kingdom Champions and Officers of State. Tertiary purpose: Any unused funds will revert to the General Fund in the event there is no activity to the Northshield Tabard Fund for three years. No money from the general funds will be allocated to this fund.

#### **N) The Northwatch Account**

The Kingdom Chronicler shall maintain a separate account for the Kingdom newsletter (The Northwatch) that is subject to the guidelines determined by the Kingdom Chronicler and Kingdom Chancellor of the Exchequer.

Primary purpose: Printing, postage and associated costs for the Kingdom Newsletter (the Northwatch). Secondary purpose: Any remaining balance after all subscription liabilities have been met will be forwarded to the next Newsletter cycle. In the event the Northwatch must fold, all subscriptions must receive a full refund of their subscription balance and any unused funds remaining after this will be held for a new Kingdom Newsletter. Tertiary purpose: All unused funds revert to the general fund in the event the Northwatch publication is forced to fold and no new Newsletter is able to be created within one year. Money in this account shall come from stipends from the SCA Corporate Office collected as a part of membership dues, and from advertising revenue and donations. No money from the general funds will be allocated to this fund.

The Kingdom Chronicler account shall make a full financial accounting of the Kingdom newsletter to the Kingdom Chancellor of the Exchequer on a quarterly basis and a final annual Domesday report.

#### **O) Kingdom Heraldic Office Account**

The Polaris Herald, or designated Deputy, is responsible for the collection of heraldic submissions from the populace of Northshield. Fee payments for these submissions will be held in a separate account and maintained by the Heraldic Chancellor of the Exchequer. This account is subject to the guidelines determined by the Kingdom Chancellor of the Exchequer.

Primary purpose: Processing of heraldic submissions from the populace of Northshield. Secondary purpose: In the event that heraldic submissions are unable to be processed, a full refund must be granted to all submitters. Tertiary purpose: Any remaining funds after any heraldic refunds will revert to the general fund. No money from the general funds will be allocated to this fund.

The Heraldic Chancellor of the Exchequer is required to make a full financial accounting to the Kingdom Chancellor of the Exchequer on a quarterly basis and a final annual Domesday report.