

Principality of Tir Righ Financial Policy

I. INTRODUCTION

1. The following Principality of Tir Righ Financial Policy (Financial Policy) serves as an addendum and is subject to the requirements set forth by the Society for Creative Anachronism, Inc. (SCA) Financial Policy, Kingdom of An Tir Financial Policy, SCA Corpora and By Laws, the Laws of the Kingdom of An Tir and the Laws of the Principality of Tir Righ.
2. This Financial Policy should be revised whenever changes in Modern Law, the SCA governing documents and Policies, the Laws of the Kingdom of An Tir and Kingdom of An Tir Financial Policy, 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 (Society Exchequer) so require.
3. In the event of a conflict between this Financial Policy and modern law, SCA governing documents and Policies, the Laws of the Kingdom of An Tir or the Kingdom of An Tir Financial Policy, the modern, SCA or Kingdom document shall take precedence.

II. FINANCIAL POLICY

1. The Financial Policy shall be published in its entirety each year by May 1, in conjunction with the Laws of the Principality of Tir Righ.
2. The Financial Policy may be amended by the Council of the Exchequer.

III. FINANCIAL COMMITTEE

The Council of the Exchequer (Council) is the Principality level Financial Committee 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). All members of the Council bear jointly the fiduciary responsibility of managing the Principality's assets.

1. All decisions and approvals of the Council must be made by consensus. If consensus cannot be reached, the decision will be tabled and revisited at a later date. If consensus still cannot be reached at a later date, then the decision will be referred to the Chancellor of the Exchequer for the Kingdom of An Tir (Kingdom Exchequer). Consensus is achieved when all the members of the Council agree that consensus has been achieved regardless of the outcome of the decision being made.

2. If a member of the Council is not able to attend a Coronet Event, a representative (preferably their contingency deputy) acceptable to the other members of the Council can be given the authority to make decisions in the member's absence.
3. The Council will meet at all Coronet Events.
4. Annual budgets established for the Principality including, but not limited to, the Coronets and Principality Officers, special purpose funds, additional policies as needed, and any changes to these budgets, funds or policies must be approved by the Council. Copies of these shall be provided to the Kingdom Exchequer.
5. All expenditures exceeding the limits of the Principality budgets must be approved by the Council. Any funds remaining at the end of the year will be directed back to the General Fund unless specifically stated otherwise in the budget, or by action of the Council.

IV. 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 bank accounts.

V. REPORTS

1. Financial reports will consist of a signed, hardcopy "Comparative Balance Sheet" and "Income Statement" and the supporting worksheets and documentation contained and required by the most recent edition of the SCA, Inc.'s "SCA Financial Report" as available on the Society Exchequer's website. At the discretion of the Principality Exchequer, electronic versions of the report may be emailed, with follow-up mail of only the signed pages and required documentation.
2. Branch and Ithra campus quarterly reports must be submitted so they are received by the Principality Exchequer by the following report due dates:

Reporting Period	Due Date	Report Covers
1QTR	May 1	1QTR - January through March
2QTR	August 1	2QTR - April through June
3QTR	November 1	3QTR - July through September
Domesday	February 1	Domesday - January through December

3. Branch and Ithra campus Domesday reports must be submitted to the Kingdom Exchequer, to arrive on or before the February 1st deadline, with a copy to the Principality Exchequer. Branches may choose to also send their 1QTR, 2QTR and 3QTR reports to Kingdom in addition to Principality but are not required to do so.

4. The Principality Exchequer will submit quarterly reports due May 15, August 15, November 15 and February 15 with original to the Kingdom Exchequer and copies to the Principality Seneschal, the Coronets and the Heirs (if any). These quarterly reports are to consist of the financial report package for the Principality, and a status summary of each branch, Ithra campus or Guild within the Principality.

VI. COMPLIANCE WITH CORPORATE REQUIREMENTS

At the time of writing, the Non-Member Surcharge (NMS) was in effect. All events within the Principality which collect NMS must remit same, along with event attendance information as required, to the Kingdom Exchequer or their designated deputy within thirty (30) days after the close of the event.

VII. EXPENSE AUTHORIZATION

1. The Council will approve in advance annual, Coronet Event and Principality Event budgets.
2. The Council must approve unbudgeted expenditures.
3. Fully documented receipts must be provided to support all expenses. This rule applies to anyone expecting reimbursement.

VIII. REIMBURSEMENT OF EXPENSES

1. The Coronets and all Principality Officers will be reimbursed for reasonable office, postage, copying and electronic mail access expenses incurred in conjunction with their office. The Coronets and Principality Greater Officers will also be reimbursed for reasonable telephone and travel expenses incurred in conjunction with their offices. Expenses are subject to the limits of the Officers' budgets and approval of the Council. Expenses will only be reimbursed within 120 days of the expenditure, with the exception of Royalty Travel which can be reimbursed as noted in VIII, 2.
2. The outgoing Royalty must reconcile all financial matters regarding travel expenses with the Principality Exchequer within forty-five (45) days of their step-down event in order to be reimbursed for expenses. No travel expenses will be reimbursed after this date.
3. The Heirs of Tir Righ may be reimbursed for travel expenses incurred in conjunction with their office. Heir travel expenses are subject to the limits of the Heirs' budget and approval of the Council. Expenses will only be reimbursed within forty-five (45) days of the travel dates. Heirs' travel expenses are reimbursed from general funds.

IX. REGALIA

1. Regalia are loaned to the Coronet, their Heirs, and the Champions for the duration of their term of office.
2. Coronet and Heirs Regalia
 - a. The Coronet and their Heirs are responsible for reasonable maintenance of Their regalia for Their office and must pass the regalia on to Their successors.
 - b. 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. The inventory list is then 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. If there are any discrepancies or missing items the Principality Chamberlain or designate works with the retinue to find the property or determine if replacement is needed. 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.
3. Champions Regalia
 - a. Champions are responsible for reasonable maintenance of their regalia for their office and must pass the regalia on to their successors.
 - b. Regalia must be inventoried and a Tir Righ Regalia Acceptance form completed during the Coronet or Principality Event at which the Championship was held. The form will be kept on file with the Exchequer and the Chamberlain. The inventory and checkout process assures that there is a record of the possession and condition of the Regalia since the users may be required to replace Regalia lost or damaged during their term of office.

X. CORONET AND PRINCIPALITY EVENTS

1. Report Deadlines
 - a. 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. The accompanying receipts are copies of the gate sign-in sheets and copies of all expense receipts, including site fee refunds.
 - b. The Principality Exchequer may waive reporting deadlines for Coronet and Principality Events if extenuating circumstances (e.g., late invoices for event expenses) warrant.

2. Sharing of Event Net Profit
 - a. If all final reports, accompanying receipts and seventy-five (75) percent of any profit made on a Coronet or Principality Event are received by the Principality Exchequer within thirty (30) days, then the remaining twenty-five (25) percent of the profit may be kept by the host branch. Branches may have all the profits from a Coronet or Principality Event if the net profit is less than \$100 and reporting as required is completed within thirty (30) days.
 - b. 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.
 - c. 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.

3. Sharing of Event Net Loss
 - a. If all final reports and accompanying receipts are received by the Principality Exchequer within thirty (30) days, then seventy-five (75) 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.
 - b. If all final reports and accompanying receipts are received by the Principality Exchequer after thirty (30) days and before sixty (60) days, then only fifty (50) 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.
 - c. If all final reports and accompanying receipts are not received by the Principality Exchequer within sixty (60) days, then no portion of the net loss may be covered by the Principality.

4. Event Report Review
 - a. The Council shall review the financial report for each Coronet and Principality Event which results in a net loss.
 - b. The review shall determine whether the Principality shall cover a portion of the net loss, up to the maximums as detailed above.
 - c. Payment of a net loss may be denied by the Council.

5. Site Fees for Coronet and Principality Events
 - a. Fee Structure should be adults – persons 19 years and older, youth – persons 13 to 18, children – persons 12 and under. Family caps would apply to modern related families, with a maximum of two adults.
 - b. Event fees should be a minimum of \$15 per adult member. Fees for minors may be dictated by site costs; however, suggested fees for minors are: youths either at cost or one-half to two-thirds of adult site fee; children free. Family caps may be set at two adult site fees plus two youth site fees. The Non-Member Surcharge

- (NMS) would be applied to adult non-members and to the family cap, with a maximum of two (2) applied to the family cap.
- c. 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.
 - d. No day fees may be set for Coronet and Principality Events.
6. Distribution of Principality Share from Avacal Tir Righ War
- a. The Principality Exchequer will transfer to the Principality 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.

XI. UNIVERSITY OF TIR RIGH

1. Finances for University of Tir Righ (UTR) sessions will be handled through the hosting branch.
 - a. UTR session income (e.g., student class fees, registration fees) must be given to the branch exchequer by the UTR session registrar or dean in a timely fashion, in keeping with Section XII, Controlling Cash, below.
 - b. UTR session expenses (e.g., site rental, instructor reimbursement for materials or travel if arranged in advance, student class fee reimbursements) must be made in keeping with Section XII, Controlling Cash, below.
 - c. A UTR session registrar or dean may request an advance for expenses from the hosting branch. This advance may be used to reimburse instructors for material and travel expenses, and to refund class fees to students *provided* that receipts are signed by the instructor or student acknowledging receipt of the funds, and that these receipts are provided to the branch exchequer in reconciliation of the advance.
2. Report Deadlines
 - a. A financial report for each UTR session must be received by the Principality Exchequer within thirty (30) days of the close of the session. The current report package as available on Tir Righ's website must be used.
 - b. The Principality Exchequer may waive financial reporting deadlines for UTR Sessions if extenuating circumstances (e.g., late invoices for event expenses) warrant.
3. Sharing of UTR Session Net Profit
 - a. If the financial report and ten (10) percent of any profit made on a UTR Session is sent to the Principality Exchequer within thirty (30) days, then the remaining ninety (90) percent of the profit may be kept by the host branch. Branches may have all the profits from a UTR Session if the net profit is less than \$100 and reporting as required is completed within thirty (30) days.

- b. If the financial report is received by the Principality Exchequer after thirty (30) days and before sixty (60) days, then only seventy-five (75) percent of the session profit may be retained by the host branch with the remaining twenty-five (25) percent to be sent to the Principality Exchequer.
- c. If the financial report is not sent to the Principality Exchequer within sixty (60) days, then no portion of the session profit may be retained by the host branch and one hundred (100) percent must be sent to the Principality Exchequer.
- d. Where UTR sessions are held as part of a Crown, Kingdom, Coronet or Principality Event, a financial report of the UTR session is still required however any profits realized should be included in the Event Report to Kingdom or Principality and submitted accordingly.

XII. CONTROLLING CASH

1. 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.
2. Funds less than \$1,000 but more than \$50 from events, fundraisers, etc., must be deposited in the bank account within fourteen (14) calendar days from receipt by an officer of the SCA. Funds less than this limit must be deposited no later than thirty (30) calendar days after receipt.
3. Branches may not maintain “petty cash” funds. All funds may only be disbursed with branch cheques following standard procedure.

XIII. PRINCIPALITY OF TIR RIGH TRAVEL FUNDS

1. The administration of Tir Righ's Travel Funds shall be handled through the Principality Exchequer.
2. Allowable travel expenses include vehicle fuel, ferry travel, road/bridge tolls, and air travel. Hotel rooms may be reimbursed when the Coronet travels to an event where it is not feasible to camp.
3. Travel Advances
 - a. The Coronets may be given an advance to assist with the travel costs, such advances to be made from either the Tir Righ Travel Fund or the Storm Travel Fund as appropriate.
 - b. All receipts to cover expenses must be handed in to the Principality Exchequer.
 - c. If expenses are less than the advance, any balance must be returned to the appropriate Travel Fund. If expenses are more than the advance, then the Coronets may be reimbursed for any outstanding balance.

4. No expense reimbursement may exceed the Funds available in the appropriate Travel Fund. Expense reimbursement requests must be accompanied by receipts.
5. Fundraising
 - a. It is the responsibility of the Coronets to maintain, and attempt to increase, the Travel Funds, through fund-raisers and/or the solicitation of donations.
 - b. An attempt should be made to leave the Travel Funds with more money than they had when the Coronet ascended Their thrones.
6. Tir Righ Travel Fund
 - a. The Tir Righ Travel Fund is designated to reimburse expenses for travel by the Coronet within the Principality, to the required Crown Events (Twelfth Night, May Crown, July Coronation and September Crown), to Kingdom Events (A&S, Bardic) and to Avacal Tir Righ War.
 - b. Funds that are not specifically raised for the Tir Righ Travel Fund shall not be diverted from any other funds for any reason. The Travel Fund monies shall not be diverted to any other fund for any reason.
 - c. Fund Availability: the Coronet may draw on Funds from the Tir Righ Travel Fund during Their reign. However, only to the extent that the balance in the Fund has decreased no more than 50% from the start of Their reign or to the point that the Fund is left with only \$175, whichever is greater. For example, if the Fund has \$1,400 at the start of a reign, it must not drop below \$700 during the reign and the Coronet must leave a balance of at least \$700 at the end of Their reign.
 - d. Fund Modification: this Fund may only be modified as required to
 - i. Add or remove Tir Righ Crown or Principality Events or An Tir Crown or Kingdom Events to reflect the Principality Laws and Kingdom Laws.
 - ii. Allow for wording adjustments should Tir Righ attain Kingdom status.
 - e. Fund Dissolution: this Fund may only be dissolved on the dissolution of the Principality of Tir Righ. Any residual funds would revert to General Funds at that time.
7. Storm Travel Fund
 - a. The primary intention of the Storm Travel Fund is to facilitate travel by the Coronet not covered by the Tir Righ Travel Fund; specifically, to fund travel outside of the Principality of Tir Righ, travel within An Tir outside of the Crown and Kingdom Events, and travel outside of An Tir.
 - b. Funds that are not specifically raised for the Storm Travel Fund shall not be diverted from any other funds for any reason. The Storm Travel Fund monies shall not be diverted to any other fund for any reason.
 - c. Fund Availability: the Coronet may draw on Funds from the Travel Fund during Their reign. However, only to the extent that the balance in the Fund has decreased no more than 50% from the start of Their reign or to the point that the Fund is left with only \$175, whichever is greater.

- d. Fund Modification: this Fund may only be modified
 - i. To restrict the allowable events. It may not be modified to lessen the restrictions noted in item 7a.
 - ii. Allow for wording adjustments should Tir Righ attain Kingdom status.

- 8. Fund Dissolution: this Fund may only be dissolved on the dissolution of the Principality of Tir Righ. Any residual funds would revert to General Funds at that time.

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