

Kingdom of Trimaris

Approved by Financial Committee - (02.15.22)

Approved by SCA Board - (Enter Date)

Financial Policy

1. Composition of the Financial Committee.

- a. The Financial Committee of the Kingdom of Trimaris as established by Kingdom law is composed of the Crown voting as one, and all the Greater Kingdom officers. These currently consist of the Seneschal, Triskele Herald, Earl Marshal, the Minister of Arts and Sciences, Chancellor of the Exchequer, Chronicler, Chatelaine, and Web Minister. If the Financial Committee as designated above contains an even number of votes, an additional member shall be added to the Committee, this member being a warranted Lesser Kingdom Officer, as chosen by a three-fourths ($\frac{3}{4}$) majority vote of the balance of the Financial Committee, consisting of the Crowns voting as one (1), and all the Greater Kingdom Officers.

2. Terms of the Financial Committee members.

- a. The terms of the Greater Kingdom officers will run concurrently with the terms of their office. The term of the Crown shall run concurrently for the duration of their reign. If a Lesser Kingdom Officer is added to the Financial Committee as described above, that member shall serve a term of one year.

3. Timeframes and methods for meetings.

- a. The Financial Committee will meet quarterly at any of the following events, Trimarian Crown Lysts, Trimarian Coronations and Trimarian Meeting Events. In place of holding a Financial Meeting at any of the above listed events, the Financial Committee meetings may be held virtually utilizing the following electronic means via Email, Zoom, Teams Meetings, Skype or similar platforms.

4. Timeframes and methods for action approval under normal circumstances

- b. The Financial Committee will meet quarterly at any of the following events, Trimarian Crown Lysts, Trimarian Coronations and Trimarian Meeting Events. In place of holding a Financial Meeting at the above listed events, the Financial Committee has the option to meet quarterly utilizing the following electronic means via Email, Zoom, Teams Meetings, Skype or another virtual platform. Voting may not be completed on Social Media.

5. Timeframes and methods for meeting and approval in emergencies.

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- a. The Financial Committee may meet on an emergency basis in person, by phone, email, or other electronic communications. If a meeting of the Financial Committee is required, the Financial Committee will meet at the next scheduled meeting. This meeting may be held virtually utilizing the following electronic means via Email, Zoom, Team Meetings, Skype, or similar platforms.
- b. Requests for expenditures designated as emergencies must be approved or rejected by the Financial Committee within forty-eight (48) hours of receiving the request.
- c. This meeting requires no prior notice to the public, except to all members of the Financial Committee.
- d. Within 72 hours after the meeting the Seneschal and/or the Chancellor of the Exchequer shall report on these emergency expenditures to the rest of the Kingdom.

6. Reporting Schedule for Branches

The Kingdom Chancellor of the Exchequer will provide to the Kingdom Seneschal, on a quarterly basis, copies of documents that would allow for reconstruction of the Kingdom books.

- a. All Kingdom and local branch financial records must be completed using the standard SCA reporting form, using the most current version, and a check register or a journal to record the checks and deposits. These reports can be found on the SCA website in the Exchequer section. SCA, Inc. Financial Reports (US, non-subsiary).

Branch Reports:

- Small Report - Branches with only one bank account, no reported equipment and no newsletter income.
 - Medium Report - Standard for most branches.
 - Large Report - An extended version for Kingdom and **large branch accounts**.
- b. A variance may be granted by the Kingdom Chancellor of the Exchequer allowing a local branch to use other accounting methods that have been deemed acceptable. These alternate methods must be reviewed each year and approval may be revoked at any time
 - c. All local branches will report quarterly to the Kingdom Chancellor of the Exchequer or their appointed deputy (Deputy Exchequer for Local Reports). Failure to file required reports within thirty (30) days after the report deadline may be grounds for suspension of the branch or entity and/or replacement of the Branch Chancellor of the Exchequer.

The reporting schedule is as follows:

January 1st through March 30th is due by April 30th.

January 1st through June 30th is due by July 31st.

January 1st through September 30th is due by October 31st.

January 1st through December 31st is due by January 31st.

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If necessary, due dates for the first two quarters may be extended for up to one month by the Kingdom Chancellor of the Exchequer.

- d. Branch Chancellor of the Exchequer must provide a copy of the quarterly report to the branch Seneschal.
- e. Financial statements consisting of a Comparative Balance Sheet and Income and Expense Statement must be made available to the public at least annually, whether published in a newsletter or distributed to the membership in some other form. A copy of this printed statement must be sent to the Kingdom Chancellor of the Exchequer.
- f. The Chancellor of the Exchequer will maintain all records of all financial activities and store such records in paper and/or electronic files. Detailed records must be maintained, receipts, disbursements, and contributions specifically itemized. Such records may be stored electronically. There must be at least one backup file/copy maintained off-site in an industry-accepted format. All records must be updated quarterly.

7. Reporting requirements for branch reports

Reports should include the following documents:

- a. **Financial activity such as a journal or ledger,**
- b. **A current list of variances in effect,**
- c. **Bank statements for all accounts for the quarter.**

8. Timeframes and methods for review and revision of the financial policy.

- a. Kingdom Financial Policy will be reviewed every two (2) years, it is recommended to begin this review when the Kingdom Exchequer changes.
- b. Any member of the Financial Committee may submit proposed changes to the Financial Policy. Suggestions from the populace are always welcome.
- c. The Kingdom Financial Committee will review, make recommend additional changes, and approve.
- d. The Society Exchequer and Corporate Treasurer will review, make recommend additional changes, and approve.
- e. The Board of Directors (BOD) will review, approve or disapprove the policy.
- f. Financial Policy will be interpreted by the Crown, the Kingdom Seneschal, and the Kingdom Chancellor of the Exchequer.

9. Methods for controlling cash receipts.

Cash receipts shall include but are not limited to:

Event income of all types, money collected from advertised fund raising endeavors, donations, money from the sale of goods purchased with group funds, and newsletter sales and subscription income.

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- a. **Cash receipts of any type totaling more than \$50 must be deposited in the appropriate account no later than 14 calendar days after the receipt by an officer of the SCA. Cash receipts of any type less than this limit must be deposited in the appropriate account no later than 30 calendar days after the receipt by an officer of the SCA. No incoming funds of any type are to be kept out of the appropriate account longer than these timeframes. Undeposited income of any type is not to be used for refunds, reimbursements or expenses.**
- b. **Use of online credit card acceptance services by SCA branches is restricted to approval by the Society Chancellor of the Exchequer. SCA branches are not to use the personal credit card acceptance account of an individual or other business under any circumstances.**
- c. **Minors may not serve as Head Gatekeeper/Troll/Reservationist/etc. for an event. Minors may assist at the gate collecting funds, making change, etc., under the oversight of an individual permitted by the SCA's Corporate Policies to serve as an officer, who will be ultimately responsible for the accounting of the funds passing through the gate. Individual Kingdoms may be more restrictive should they choose. At least one paid adult member of the SCA must be present and in charge anywhere SCA money is collected.**
- d. **A paid adult member of the SCA must be in charge of the gate functions at any event where money is collected in the name of the SCA. Site owners may additionally oversee the gate operations, but the final responsibility for the funds collected in the name of the SCA must remain with an authorized paid SCA member who does not have a financial or material interest in the ownership of the site itself.**
- e. Cash control procedures for Kingdom events will be established by the Kingdom Chancellor of the Exchequer and placed in the Trimarian Kingdom Event Handbook.
- f. The Kingdom Seneschal will be notified as to all cash received at the end of any Kingdom event.
- g. The Kingdom Chancellor of the Exchequer will provide a detailed report of receipts and expenses after the closing of the books for any Kingdom event to the Kingdom Seneschal.
- h. Any order, chartered guild, recognized group or any person or persons using the Kingdom of Trimaris and/or SCA, Inc name must deposit any funds raised into an SCA, Inc bank account and follow established SCA, Inc cash control procedures as described in Society Financial Policy. The Kingdom Chancellor of the Exchequer will establish procedures to ensure this.
- i. The Kingdom Chancellor of the Exchequer's signature must be on all check request forms. This signature will indicate that the check is being issued for a purpose approved by both Society Financial Policy and Kingdom Financial Policy. In case of an emergency, as established by the Kingdom Chancellor of the Exchequer or Kingdom Seneschal, a designated deputy may assume these duties.
- j. Personal checks written for amounts exceeding a prudent dollar amount limit set by the Kingdom Financial committee will not be accepted by any branch in the Kingdom.

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Payments for amounts in excess of the limit must be made by money order or cashier's check or their equivalent.

Required controls on electronic transactions for accounts are as follows:

- a. Required two signatures on all withdrawals whether electronic or hard copy.
- b. Electronic Funds Transfers are allowed with written documentation signed by 2 account signatories. Seneschal and/or Exchequer must be one of the signatories. Permission must be granted by the Kingdom Exchequer or Society Exchequer as applicable.
- c. Acceptance of Credit Card transactions shall be allowed upon approval by the SCA Board of Directors and shall follow the rules and procedures set forth in the Kingdom of Trimaris PayPal Policy.

10. Policies regarding event admission charges, refunds, or complimentary passes.

- a. Kingdom Events consist of the following: Coronation, Crown Lysts, Kingdom Arts & Sciences Faire and Scots Welsh War (together or separately). Tournament of Champions (TOC), and the Trimarian Royal University (TRU) Summer Collegium. Additional Events can be added by vote of the Financial Committee.
 - a. These events are controlled by the Kingdom through its designation of the event's location, specification of the event's charges, and the event's administration, as previously approved by the Kingdom Financial Committee.
- b. Sitting Crowns and Heirs of Trimaris will not be charged feast, site or bed fees for any Kingdom or Branch event.
- c. Visiting Crowns and Heirs of other Kingdoms will not be charged feast, site or bed fees for any Kingdom event. (Bed and Feast are subject to availability.)
- d. Greater Kingdom Officers will not be charged site fees at any Kingdom Event where they are performing the duties of their office.
 - a. The Deputy Exchequer for Event Financials will not be charged site fees for any Kingdom event at which the duties of that office are performed. Only one (1) deputy per Kingdom event maybe so designated.
 - b. The Kingdom Constable will not be charged a site fee for any Coronation or Crown Lysts where they are performing the duties of their office. Only one (1) Constable per event may receive this benefit.
 - c. The Chart Signet will not be charged a site fee for any Kingdom event where they are performing the duties of their office. Only one (1) Chart Signet per event may receive this benefit.
- e. At Kingdom events the Event Steward, the Feast Steward, The Fast Pass Reservation Stewart, and the Reservation Steward will not be charged site fees. Two (2) each of the above positions will be exempt from paying site fees at Kingdom events held for any period longer than a standard 3-day weekend running from Friday through Sunday.
 - a. Unless otherwise specified by a branch's financial policy, this shall be the default policy regarding staff site fees at all local branch events.

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- b. At Kingdom events, the Event Steward(s) may designate up to two (2) additional staff members who will not be charged site fees.
- f. Families and children are welcome at Kingdom events and shall be charged site fees as follows:
 - a. Children Seventeen (17) and under shall not be charged site or non-member fees. If they attend and eat feast, they must pay the full feast fee.

11. Policy regarding asset management and control of inventory including trailer policy

a. TRAILERS

- i. **All trailers owned by the SCA are to be used for storing and transporting SCA property to and from SCA functions. Trailers owned by the SCA may not be used for strictly personal purposes by the members of the branch.**
- ii. **Anyone towing a trailer owned by the SCA or one of its branches shall be a member in good standing and tows the trailer at their own risk.**
- iii. **Agreements to store and tow the trailer must be made in writing in advance between the member storing or towing the trailer for each trip and the branch owning the trailer. Each agreement should include specifications of timeframes and calculation for any expense reimbursement. Each trip should be considered round-trip, and the member towing the trailer is responsible for its return at the end of the trip, unless otherwise specified in the agreement.**
- iv. **Trailers must always be loaded in compliance with the trailer's maximum gross trailer weight rating, maximum tongue weight rating, and load balancing instructions. Trailers must be attached to a towing vehicle rated for that type of trailer. Trailers must be attached using all legally required attachments and restraints and working electrical connections.**
- v. **If there is available capacity in the trailer after the branch property is loaded, and there is a desire to transport additional personal property in the trailer, it is allowable that additional personal property owned by branch members is placed in the trailer. Any personal property is loaded into the trailer at the property owner's risk.**

12. Prohibited Activities

- a. **RAFFLES AND ONLINE AUCTIONS are prohibited.**
- b. **FIREWORKS - The purchase, ownership or sale of fireworks is prohibited. The purchase of professional fireworks services is permitted, with approval by the Board of Directors. To request permission from the Board, the branch must request approval through the Kingdom Seneschal and the Kingdom Exchequer who will contact their Society Superiors for instructions.**

13. Policy on sales tax if any area in the Kingdom is required to collect state/local sales tax for event admissions, fundraisers, silent auctions, etc. Also, if there needs to be a policy of collecting sales

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tax from vendors. (Any addition to this area must be done with consultation with the Society tax specialist.)

14. Special Purpose and Dedicated Funds

a. Fund name/description

- i. Primary Purpose**
- ii. Secondary Purpose**
- iii. Inactivity Expiration**

A Royal Travel Fund for the Crowns will be established for travel.

- a. Covered expense allowed within the Kingdom shall be for mileage, based either on the currently allowed IRS rate for non-profit groups or based on actual expenses incurred as shown by receipt tendered.
- b. Travel outside the geographic borders of Trimaris shall include the following covered expenses: mileage, economy class airfare, admission costs of the event and one (1) night's lodging each way for road trips exceeding five hundred (500) miles one way. Mileage may be based either on the currently allowed IRS rate for non-profit groups or on actual expenses incurred as shown by receipt tendered.
- c. Expenses incurred above the amount in the Fund will not be reimbursed unless approved by Kingdom Financial Committee. The Chancellor of the Exchequer shall inform the Crown of the Fund's balance at least once per month.
- d. A set stipend shall be paid into to the Fund for each reign, the amount to be determined by the Financial Committee during the prior reign. If the Crown does not use the entire stipend during their reign, any unused funds will roll over to the next reign. A maximum of twice the current amount of the stipend will be allowed to accumulate in this manner. Once the maximum amount is reached, any additional funds shall be transferred to the War Chest.
- e. The Crown may supplement the established stipend with monies raised for that purpose.
- f. The Crown Prince and/or Princess may also be reimbursed for travel from the Royal Travel Fund. These reimbursements will be drawn against the funds budgeted for the period of their future reign, regardless of whether they actually step up or complete said reign. Reimbursements must be in accordance with Society and Kingdom Financial Policy.
- g. Should the Royal Travel Fund be discontinued for any reason, the funds shall revert to the Kingdom General Fund.

The Contingency Fund is an established fund for the Kingdom of Trimaris.

- a. The purpose of this fund is to hold funds for unforeseen emergencies or other special situations that may threaten the health of operation of the Kingdom.
- b. Due to the emergency nature of this fund, expenditure approval is required from a minimum of two (2) of the following: The Crown (acting as one (1)), the Kingdom

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Seneschal, the Kingdom Chancellor of the Exchequer and/or one (1) Greater Kingdom Officer.

- c. A maximum of twenty-five thousand (\$25,000.00) dollars shall be allowed to accumulate in this manner. Once the maximum amount is reached, any additional funds shall be transferred to the Kingdom General Fund.
- d. Secondary purpose of this fund will be the Kingdom General Fund upon approval of the Kingdom Financial Committee.

The War Chest Fund is an established fund held within the Kingdom General Fund.

- a. The purpose of this fund is to administer profit-split designations or donations by the populace of the Kingdom with the intent to further defray the Crown's costs. Expenditures from this fund shall be war-related and limited to the categories allowed by standard financial policy.
- b. "War-related" expenditures include, but are not limited to: travel to and from wars by the Crown and Heirs, within the limitations established by the Royal Travel Funds, transport of Kingdom regalia to and from the wars, expenses for social events hosted at the war by the Kingdom that are open to all SCA members, excluding expenses prohibited by Society Financial Policy (such as alcohol for consumption), maintenance expenses for the Kingdom encampment, war specific encampment displays, and tokens for the general populace.
- c. "Wars" are defined as interkingdom events sponsored by two (2) or more kingdoms.

All other funds/sub-officer funds must be used for their intended purpose.

- a. All special funds must have a designated secondary purpose.
- b. Upon completion of the purpose, or termination of a fund, all remaining monies shall be transferred to the Kingdom General Fund unless otherwise specified in Kingdom Financial Policy.
- c. The final purpose of all special funds will be the general fund of the branch sponsoring the special fund after being dormant for five (5) years.

15. Any additional policies desired by the Kingdom Financial Committee.

The Kingdom Seneschal shall be an alternate signatory on all Kingdom-controlled accounts and shall approve all reimbursement payments made from Kingdom moneys. The Seneschal's signature, or an individual approved by the Seneschal and also designated as an alternate signatory on the Kingdom's bank account, must be on all checks issued by the Kingdom of Trimaris.

The Kingdom Chancellor of the Exchequer will be the only person to manage the Kingdom checkbook. The Chancellor of the Exchequer's signature, or that of their appointed deputy, must be on all checks issued by the Kingdom of Trimaris

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An annual budget shall be prepared by the Kingdom Chancellor of the Exchequer and the Kingdom Seneschal. Approval of the majority of the Kingdom Financial Committee will be required for the passage and implementation of the budget. The budget shall be prepared and approved before the end of the prior Calendar year.

Unbudgeted items must be approved by a majority of the Kingdom Financial Committee on a case-by-case basis.

- a. Items may be approved, rejected, or sent back for revision and resubmission at a later date.
- b. These proposed items must be acted upon by the Kingdom Financial Committee within one (1) month of the date that they are brought before it.

Emergency expenditures are to be covered from the Contingency Fund with approvals as described below under "Special Purpose Funds of the Kingdom".

- a. Requests for expenditures designated as emergencies must be approved or rejected by the Seneschal, the Chancellor of the Exchequer, and the Crown (if required) within forty-eight (48) hours of receiving the request.
- b. At their earliest convenience the Seneschal and the Chancellor of the Exchequer shall report on these emergency expenditures to the rest of the Kingdom Financial Committee.
- c. At their next regular meeting the Kingdom Financial Committee will vote on replenishment of the Contingency Fund from the General Fund for the amount of these emergency expenditures.

Expenditures for Kingdom Officers shall be for the normal costs of running the office within the budgetary guidelines approved by the Financial Committee.

Covered expenses include but are not limited to: postage, communications, office supplies, printing, copies, equipment for office or event use, reference material that remains Kingdom property, travel and meals for corporate sponsored symposiums and mileage based on the currently allowed IRS rate for non-profit groups or payment by receipt tendered. Mileage at the rates stated above, as well as other related expenses may also be reimbursed for the transporting of Kingdom Regalia. Any questions concerning additional legitimate expenses should be forwarded to the Kingdom Chancellor of the Exchequer.

Examples of uncovered expenses: any expenses prohibited by SCA Financial Policy, including alcohol for consumption and personal gifts, administrative food expense, and administrative travel within the Kingdom with the exception of travel reimbursements as defined elsewhere in this policy.

The Kingdom Seneschal will approve all check request and the Kingdom Exchequer shall maintain the signed check request or the document approving the check request.

Any unbudgeted reimbursement greater than one hundred and one (\$101.00) dollars must be approved by at least two (2) different people, the Crown, Kingdom Seneschal, or Kingdom Exchequer, except those expenses directly pertaining to event operation and administration,

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and to corporate non-member surcharge payments, unless voted on by the financial committee.

Any unbudgeted reimbursement or expense greater than five hundred and one (\$501.00) dollars, other than those pertaining to Kingdom event operation and administration, and to Corporate non-member surcharge payments, must be approved by the Crown, Kingdom Seneschal and at least three (3) other Greater Kingdom Officers.

Any approved reimbursements must be made within one (1) month following receipt of the written request for funds.

No reimbursement requests received six (6) months or more after the occurrence of the expense shall be approved. This provision may be waived under extraordinary circumstances by approval of the Financial Committee on a case-by-case basis.

If requested, Crown administrative funds budgeted for the current Crown's reign may be transferred to the Royal Travel Fund upon the approval of the Kingdom Seneschal and the Kingdom Chancellor of the Exchequer.

At the end of each reign, any unused Crown administrative budget funds will roll over into the Royal Travel Fund.

At the end of each Calendar year, any unused Kingdom Minister of Arts and Sciences budget funds will roll over into the Regalia account.

At the end of each Calendar year, half of all unused Kingdom officer budget will roll over into the Contingency Fund. The Crown's administrative budget and the Kingdom Minister of Arts and Sciences budget are exempt from this requirement.

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Branch Financial Policies

Effective date of this policy

Branch financial committees will be composed at minimum of the following: The Baronial Coronets voting as one (1) (where appropriate), the Seneschal, the Exchequer and at least one (1) other local officer.

- a. If not otherwise specified in the branch's financial policy, the branch financial committee shall consist of all paid members present at a regularly scheduled business meeting of that branch.
- b. If not otherwise specified in the branch's financial policy, the branch financial committee shall meet at all regularly scheduled business meetings of that branch.
- c. If not otherwise specified in the branch's financial policy, children seventeen (17) and under shall not be charged site or non-member fees. If they attend and eat feast, they must pay the full feast fee.

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Each branch must have a copy of their branch financial policy on file with the Kingdom Chancellor of the Exchequer. Any changes to branch financial policy should be forwarded to the Kingdom Chancellor of the Exchequer within thirty (30) days of approval by the branch financial policy.

The branch financial committee must approve branch financial policy. Financial committee meetings at which branch financial policies are approved must be open to all branch members.

The Kingdom Chancellor of the Exchequer must ensure the Kingdom Financial Policy is made available to all branches.

The Branch Exchequer must retain a copy of the Kingdom Financial Policy.

Expenditures by the branches must follow Corporate and Kingdom Financial Policy. At least the Branch Seneschal and the Branch Chancellor of the Exchequer or the branch financial committee must approve branch expenditures.

Branch financial committees must review and either re-approve or revise the branch's financial policy whenever the branch appoints a new Seneschal, or every two (2) years. Notice of the Financial Policy's re-approval, signed by both the branch's Seneschal and Exchequer, and a copy of the branch's revised Financial Policy must be forwarded to the Kingdom Chancellor of the Exchequer within thirty (30) days of approval.

The Groups Financial Policy will be reviewed by the Kingdom Chancellor of the Exchequer and approved by the Kingdom Financial Committee.

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PAYPAL POLICY

Effective date of this policy

SCA Inc. Kingdom of Trimaris has created a specific PayPal email alias: epay@trimaris.org.

The alias will be used as the email address of the PayPal account owner. This alias must be accessible to the Kingdom Seneschal, Kingdom Exchequer and PayPal Deputy. These individuals must reside in separate modern households.

SCA Inc. Kingdom of Trimaris has created a PayPal business account using the email alias, and a secure, robust password which is known to the Kingdom Seneschal, Kingdom Exchequer and PayPal Deputy. The password must be changed every time any of these officers' change

The Kingdom of Trimaris must have a warranted PayPal Deputy. The same PayPal Deputy will handle electronic event registrations as well as electronic Heraldic Submissions and/or electronic Donations to the Kingdom and local groups of Trimaris.

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The following are acceptable PayPal Payment methods:

1. Pre-registration:
 - a. Credit Cards (Visa, MasterCard, Amex, Discover)
 - b. PayPal Account
2. At the door of the event:
 - a. Credit Cards (Visa, MasterCard, Amex, Discover)
3. Heraldic Submissions by electronic submissions:
 - a. Credit Cards (Visa, MasterCard, Amex, Discover)
 - b. PayPal Account
4. Donations to the Kingdom of Trimaris or local branches by electronic submissions:
 - a. Credit Cards (Visa, MasterCard, Amex, Discover)
 - b. PayPal Account

Note regarding "Donations". If the donor wishes for the donation be made to a particular local group instead of the Kingdom, they should make that known when completing the PayPal donation form, or if the donation is taken at the door via PayPal, the donor should express his/her desires to the person taking the information. The donation money will still come to the Kingdom Exchequer, who will issue a paper check with all appropriate paperwork to the group's Exchequer.

The Kingdom's PayPal account is linked to the SCA Inc. Kingdom of Trimaris PayPal bank account. Money collected will be transferred from the Kingdom's PayPal account to the Kingdom of Trimaris PayPal bank account. This same checking account will be used for Heraldic Submissions and/or Donations to the Kingdom or the local groups.

The Kingdom's PayPal Account is set up to transfer proceeds from Heraldic Submissions and/or Donations to the Kingdom or for local groups to the Kingdom PayPal checking account. Once a month, the PayPal Deputy will audit, reconcile, and submit a request to transfer funds for Heraldic Submission or Donation activity. Within (14) days after the request to transfer has been approved by the Kingdom Seneschal and Kingdom Exchequer, funds collected via PayPal will be transferred from the Kingdom's PayPal account to the Kingdom of Trimaris PayPal checking account. Amounts transferred will be less the PayPal Processing fee. Within (14) days after the transfer has been completed, the Kingdom Exchequer will issue a paper check with all appropriate paperwork to the

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group's Exchequer. Heraldic Submissions will be held in the Kingdom checking account designated fund to allow the Kingdom to send payments for heraldic submissions to the SCA's College of Arms as needed.

Within fourteen (14) days after the close of the event, the Hosting Group must provide the PayPal Deputy the documents to balance the event. The PayPal Deputy will have fourteen (14) days to the reconcile and submit a request to transfer funds. Within (14) days after the request to transfer has been approved by the Kingdom Seneschal and Kingdom Exchequer, funds collected via PayPal will be transferred from the Kingdom's PayPal account to the Kingdom of Trimaris PayPal checking account. Amounts transferred will be less the PayPal Processing fee. Within (14) days after the transfer has been completed, the Kingdom Exchequer will issue a paper check to the Hosting Group's Exchequer.

If an attendee disputes a transaction, PayPal can withdraw money from a linked account to credit back to that attendee pending resolution of the dispute. In order to remediate the threat, the balance of the PayPal account should be maintained at the lowest balance allowed by the bank.

A Group wishing to utilize PayPal for an event must submit the completed Authorization form to the PayPal Deputy and approved by the Kingdom Exchequer. Groups should include information regarding PayPal Acceptance on both the event flyer and Website. Event Staff should have the location of the nearest ATM to provide attendees in case of technical difficulties.

Groups not up to date with financial reporting will not be considered eligible for using PayPal. The final decision regarding a group not being allowed to use PayPal will rest with the Kingdom Exchequer and Kingdom Seneschal in consultation with the Crown.

A subsidiary user account and password will be created so that individuals can process payments without having access to the administrative account settings. This password will be provided to the individuals on the authorization form. These individuals must be at least eighteen (18) years of age, complete SCA PayPal Training, and be paid members of the SCA. Under no circumstances, will an individual share their PayPal Login and Password to another individual to use at any time. If additional users are needed, a request to the PayPal Deputy will be required.

Refunds for event fees will be given by paper checks from the Hosting Group's main bank account. Request for refund of pre-event credit card payment must be made via email or US Mail and should be requested or postmarked seven (7) days prior to the start of the event. A valid mailing address must be included with the request. Refunds will be given for at-event payments at the discretion of the Kingdom Exchequer. Refunds will be minus the PayPal fees. Refunds may be provided waiving the PayPal fees when the event is cancelled.

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Refunds for Heraldic Submissions and or Donations will be given by paper check from the Trimaris “admin” bank account. Requests for refund of credit card payments for Heraldic Submissions and or Donations must be made via email or US mail and a valid mailing address must be included with the request. Refunds will be minus the PayPal fees.

- a. The PayPal handling fee will be the current per invoice and per transaction fees charged by PayPal at the time the processing of the PayPal transaction occurred. 2.2% + 0.30 per invoice and 2.7% per transaction.
- b. If a group miscalculates an attendee’s fee(s) – there will be no penalty on their refund.

If an event is cancelled through no fault of the group or the participants {ex. Inclement weather, such as a hurricane, a pandemic, or other issue that will adversely affect event safety, the PayPal fees will be refunded to the participant as well. If the participant requested a refund, he/she receives the full amount paid. If a Non-Member Registration (NMR) is paid, that will also be included in the participant’s refund and the Exchequer will report to the NMR Deputy that the event was cancelled, so no NMR was due.

Requirements for the SCA Reservation System – SCARs.:

Groups must be up to date with all financial reporting to be considered eligible for using SCARs The final decision regarding a group not being allowed to use SCARs will rest with the Kingdom Exchequer and Kingdom Seneschal in consultation with the Crown. Each group wanting to use SCARs for accepting reservations must submit a request form that has to be approved by both the Kingdom Exchequer and the PayPal Deputy in charge of SCARs. This request must also include a flyer for the event.

The Kingdom of Trimaris must have a warranted Deputy for SCARs before SCARs can be used. That Deputy can be the PayPal Deputy or the SCARs Deputy. It will be the responsibility of the Deputy for SCARs to set up the event module for a given event so that participants can reserve for a given event through the SCA.org website. SCARs can only be used for reservations. If a hosting group wishes to accept credit cards at-the-door, the hosting group must use PayPal and follow the procedures in the PayPal Policy.

SCA Corporate will issue and mail a paper check to the hosting group prior to the event, minus the processing fees.

Cancellation and refunds will follow the same framework and timelines that are used for PayPal reservations.

Kingdom of Trimaris

Approved by Financial Committee - (02.15.22)

Approved by SCA Board - (Enter Date)

Society PayPal policy supersedes Kingdom PayPal policy. In the case of conflict, Society PayPal policy will prevail.