Cynagua Financial Policy
Approved by Financial Committee – 4/29/2026
Approved by West Kingdom Exchequer – 5/6/2026

Financial Policy for The Principality of Cynagua

1. COMPOSITION OF THE FINANCIAL COMMITTEE
    a. The Principality Financial Committee for Cynagua consists of the Principality Seneschal, the Principality Chancellor of the Exchequer, the Coronet, who shall together have one vote. If there are Heirs, they shall together have one vote.
2. TERMS OF FINANCIAL COMMITTEE MEMBERS
    a. Terms on the Financial Committee are through the term of members' warrants or the Coronet's reign.
3. TIMEFRAMES AND METHODS FOR MEETINGS
    a. The Financial Committee meets between each Coronet Tournament and the following Investiture.
4. NORMAL TIMEFRAMES AND METHODS FOR ACTION APPROVAL
    a. All spending should be approved in advance, either by approval of each transaction before it is made or by inclusion in a budget for the year as approved by the Financial Committee. If the former method is used, approval should be given within a reasonable time given the nature and urgency of the request (usually within two weeks). Decisions of the Financial Committee for matters brought forth must receive a majority vote to be approved. In the event that a matter is not approved by a majority vote, it may be brought forth at the next normal Financial Committee meeting for consideration.
5. CONTINGENCY TIMEFRAMES AND METHODS FOR ACTION APPROVAL
    a. Emergency Financial Committee meetings may be held outside of the normal timeframes noted above in order to approve expenditures and changes to the Principality Financial Policy. These meetings may be held at any time the need arises, and may utilize email correspondence, online messaging/video conference software, or telephone conference calling.
    b. Any method used will need the entirety of the Financial Committee to be able to participate and vote on any action items.
    c. Any emergency action items must be approved by a majority vote the Financial Committee, at the emergency meeting where they were brought forward. Any items not approved by majority vote may be brought forth at the next normal Financial Committee meeting for consideration, or another Emergency Meeting as needed.
6. REPORTING SCHEDULE FOR BRANCHES

a. 1st quarter reports (January – March) are due NO LATER than April 30th;
b. 2nd quarter reports (April – June) are due NO LATER than July 31st;
c. 3rd quarter reports (July – September) are due NO LATER than October 31st;
d. 4th quarter/Domesday (cumulative report for the year) reports are due NO LATER than January 31st.

7. REPORTING REQUIREMENTS FOR BRANCH REPORTS
   a. Reports should include the following documents:
      i. Financial activity such as a journal or ledger.
      ii. A current list of variances in effect.
      iii. Bank statements for all accounts for the quarter.
8. TIMEFRAMES AND METHODS FOR REVIEW AND REVISION OF THE FINANCIAL POLICY
   a. Any financial policy changes that are to be enacted at the Principality level, after having been discussed and voted on by the Principality Financial Committee, must be forwarded to the Kingdom Exchequer for review and approval, before being sent to the Crown for final approval.
9. METHODS FOR CONTROLLING CASH RECEIPTS
   a. 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.
      i. Cash receipts of any type must be deposited in the appropriate account no later than 48 hours after receipt by a group officer, account signatory, or designated paid member in good standing.
      ii. Undeposited funds may not be used for reimbursement, refunds, or expenditures.
      iii. 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.
      iv. 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. At least one paid adult member of the SCA must be present and in charge anywhere SCA money is collected.

v. 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.

vi. Non-Member Registration (NMR) Remittance

1. Non-Member Registration (NMR) must be collected with the site fee at gate at all events to which the NMR is applicable, as defined by SCA NMR Policy.
2. Branches must remit the total NMR collected for the event to the West Kingdom NMR Deputy's office OR to the West Kingdom Chancellor the Exchequer NO LATER than 10 business days after the event (postmark), with a form or statement that gives the total number of attendees for the event, the total number of non-members attending, and the total amount of NMR being remitted.

10. EVENT ADMISSION CHARGES, REFUNDS AND COMPLIMENTARY PASSES

a. Kingdom and Principality Royalty may be comped admission to events.
b. Principality Officers and lead event staff may be comped admission to Principality events if they are required to perform the duties of their office. Requests for comped admissions must be submitted to the Exchequer 14 days in advance of the event. The Exchequer will then provide a list of officers to be comped to the Constable in Charge of each event no later than seven days in advance of the event. Appendix A details which officers are required for each event type.
c. Non-member participants may not be comped admission.
d. Non-participants may not be comped admission unless contractually mandated per SCA financial policy.
e. Any cancellations for pre-paid registrations may be refunded, less any fees incurred for processing (i.e. PayPal), if the Principality Exchequer or the Kingdom PayPal deputy is notified prior to the start of the event.
f. Minors (persons aged 17 or less) are exempt from site fees.
g. Additional comps may be granted upon request to the Principality Exchequer, and approved by the Crown, given that they do not conflict with (c or d) above.
h. Site fees for each Principality-level event will be determined based upon the total costs of the site, the projected gate numbers and a modest profit.

   i. If Merchants are present at a Principality event, each Merchant must pay a Merchant Fee of $20.00 to the Principality. The Merchant Fee is separate from individual site fees.

11. TRAILERS AND ASSET MANAGEMENT
    a. All offices that have oversight of non-cash assets as their main purpose must be a deputy to the appropriate branch Exchequer.
    b. 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. The Teamster, and anyone towing a trailer owned by the SCA or one of its branches, shall be a member in good standing with a warrant as deputy of the exchequer 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.
    c. Asset Management
       i. Each officer is held accountable to the Coronet for the properties that they hold for their office, for the Coronet, or for the SCA. At the time a new officer is appointed, the outgoing officer shall prepare an accounting of all properties currently held for that office or for the

Coronet and perform an inventory. This shall include any change in these properties.

ii. In addition to the required yearly report, each officer shall submit, in writing, to the Principality Exchequer, a supplemental report detailing any major changes in the amounts of properties for which that officer is accountable.

iii. The Regalia Minister, a warranted deputy of the exchequer, shall maintain and store the royal regalia, and maintain an inventory of all Principality regalia, including the date it was obtained, and who has possession of it.

iv. The Exchequer, Regalia Minister, and Teamster shall conduct an inventory of all regalia, including its location and condition, immediately prior to its transfer to the incoming Coronets. The outgoing Coronets shall be financially responsible for lost regalia that was entrusted to Their care. In the event of damaged regalia, the Financial Committee shall determine if the outgoing Coronets shall be held financially responsible for the damage or if the damage is due to normal wear and tear. The incoming Coronet will accept custody of regalia to be placed in Their care by signature receipt of the completed inventory. The Regalia Minister shall make a written report to the Financial Committee for Regalia at the conclusion of the transfer process. This section shall not be amended without unanimous approval of the Financial Committee.

v. Any purchases over $7,500.00 must be approved by the Corporate Treasurer and the Society Exchequer. This applies to capital expenses, such as trailers, pavilions, regalia, thrones, etc.

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.

c. CRYPTOCURRENCY – The use of, purchase of, or investment in any cryptocurrency is strictly prohibited.

13. SALES TAX

   a. The Principality of Cynagua does not have any areas that are required to collect taxes for events, fundraisers, donations, or collect taxes from merchants.

14. SPECIAL PURPOSE AND DEDICATED FUNDS
    a. Special Purpose Funds must have a clearly defined primary purpose, as well as a secondary purpose if the first becomes impossible or funds remain after the primary purpose is fulfilled.
    b. Any funds designated for special purposes, if unused after two years of inactivity, are subject to review by the Financial Committee. The Financial Committee may elect to continue holding the funds for the designated purpose or have them revert to the Principality's general fund.
15. ADDITIONAL POLICIES
    a. Additional Duties of the Principality Exchequer
        i. The Chancellor of the Exchequer sits on the Royal Commission for Regalia.
        ii. The Principality Chancellor of the Exchequer reports to the West Kingdom Exchequer according to the schedule specified in the Society's Financial Policy.
    b. Limits on Spending
        i. All checks will be made to corporate entities or to individuals. Checks to "Cash" are not permitted to be written on any account within the West Kingdom.
        ii. The guidelines below must be observed in all spending. (All amounts given are in US dollars.)
            1. All reimbursements to individuals (whether individual approvals or for budgeted expenses) will require a written request along with original (preferred) or copied receipts. All payouts must be approved by the Principality Seneschal and Exchequer or by the Financial Committee prior to disbursement. All reimbursement requests and appropriate support must be submitted within 180 days of the incurred expense.
            2. Up to $100.00 may be reimbursed for any reasonable and appropriate purpose directly related to the Principality's activities, subject to approval by the Seneschal and Exchequer. Any requests over this amount must be approved by the full Principality Financial Committee.

3. Amounts above that limit may be disbursed for payment of venue fees, deposits, and other expenses directly related to a scheduled event. These expenses should be paid directly to the site owner or other vendors.
4. Local groups with low activity and small bank balances may elect to have funds held by the next higher-level group. Cantons roll up to their Barony; Shires, Provinces, Colleges, and any other groups roll up to their Principality; or directly to Kingdom if not within a Principality.
5. The Financial Committee for both the group rolling up funds and the higher-level group holding the funds must approve having the funds rolled up. These funds will then be held as dedicated funds tracked on the higher-level group's ledger. Expenditures of the rolled-up funds must be approved by the financial committee of the group the funds belong to, not the group holding the funds on their behalf.

iii. Travel reimbursement

1. The individual towing the Principality trailer may request reimbursement at the IRS Business Use mileage rate, as calculated based on the trailer's starting point to the event and back, for the following events: Investitures, Coronets, and Cyn/Mists War.
2. Coronets, if not towing the Principality trailer, may request reimbursement for one vehicle's travel at the IRS Charity Use mileage rate, as calculated based on the Coronet's starting point to the event and back, for their Coronet, Principality War, and Devestiture.
3. Heirs, if not towing the Principality trailer, may request reimbursement for one vehicle's travel at the IRS Charity Use mileage rate, as calculated based on the Heir's starting point to the event and back, for their Investiture.
4. All other travel reimbursements are subject to Financial Committee approval and must be approved prior to the trip occurring.

16. PAYPAL POLICY
    a. See West Kingdom Financial Policy, section 16
17. ONLINE BANKING (EFT)
    a. See West Kingdom Financial Policy, section 17

18. RECORDS
    a. Records may be stored electronically so long as there are 3 or more backups of these records.

Appendix A: Required Officers by Event by Type

Officer	Investitures	Coronets	Cyn/Mists War	Archery Championship
Seneschal[1]	Yes	Yes	Yes	Yes
Event Steward	Yes	Yes	Yes	Yes
Lead Feast Cook	Yes	No	No	No
Exchequer[1]	Yes	Yes	Yes	Yes
Constable in Charge	Yes	Yes	Yes	Yes
Herald in Charge	Yes	Yes	Yes	*IF Coronets are holding Court
Lists Minister[1]	No[2]	Yes	No	No
Heavy Marshal in Charge	No[2]	Yes	Yes	No
Rapier Marshal in Charge	No[2]	Yes	Yes	No
Archery Marshal in Charge	*If Archery is present	*If Archery is present	*If Archery is present	Yes
Equestrian Marshal in Charge	*If EQ is present	*If EQ is present	*If EQ is present	No
Arts & Sciences Minister[1]	Yes	Yes	No	No
Chatelaine[1]	Yes	Yes	Yes	Yes
DEIB Minister[1]	Yes	Yes	Yes	Yes

[1] Or a designated deputy of an above listed office who will be performing the responsibilities of that office in lieu of the officer.

[2] If the Coronets decide to select a Champion (or Champions) by combat at their Investiture, then the List Minister and relevant Marshal(s) in Charge would be considered “Required” officers.