

# **Tear-sea's Shore Financial Policy**

Revised 7/2012

## **1. Maintenance of Policy**

- 1.1. Tear-Sea's Shore Financial Policy shall be superseded by: Kingdom of Atlantia Exchequer Policy, Kingdom of Atlantia Financial Policy, Kingdom of Atlantia Law, Society Exchequer Policy, Corpora, State Law, and Federal Law.
- 1.2. Tear-Sea's Shore Financial Policy shall be reviewed at least annually.
  - 1.2.1. Any changes or additions to the financial policy must be approved at a canton meeting by a majority vote of paid members of the canton who are present at the time of the vote or who submit a written proxy to any member of the Tear-Sea's Shore Financial Committee.
  - 1.2.2. If no additions or amendments, the continuation of the current policy shall be approved by a majority vote of paid members of the canton who are present at the time of the vote or who submit a written proxy to the seneschal.
- 1.3. Approved policy shall replace all previous policies.

## **2. Financial Committee**

- 2.1. The Tear-Sea's Shore Financial Committee shall serve as advisors to the canton and its officers on all financial matters.
- 2.2. The Tear-Sea's Shore Financial Committee shall also constitute the canton's Emergency Financial Committee as noted below.
- 2.3. The Tear-Sea's Shore Financial Committee shall be comprised of at least five members.
  - 2.3.1. The Tear-Sea's Shore Seneschal
  - 2.3.2. The Tear-Sea's Shore Exchequer
  - 2.3.3. At least three other members selected as needed by a vote of paid members of the canton who are present at the time of the vote or who submit a written proxy to the seneschal.
- 2.4. No member of the Tear-Sea's Shore Financial Committee may be a family member of or reside with any other member of the Committee.
- 2.5. All members of the Tear-Sea's Shore Financial Committee must physically reside within the zip codes that define the boundaries of the Canton of Tear-Sea's Shore.
- 2.6. All members of the Tear-Sea's Shore Financial Committee must maintain paid membership throughout their tenure. Failure to do so shall be considered tantamount to resignation from the Tear-Sea's Shore Financial Committee.
- 2.7. Votes of the Tear-Sea's Shore Financial Committee:
  - 2.7.1. For the convenience of the members of the Tear-Sea's Shore Financial Committee voting on expenditures and other financial issues may be performed by a polling via electronic mail with the results of that polling to be printed out and retained by the canton exchequer to document the actions of the Tear-Sea's Shore Financial Committee.
  - 2.7.2. Upon the request of any canton Officer or member of the Tear-Sea's Shore Financial Committee, votes may also be held in person upon three days notice via email to all members of the Tear-Sea's Shore Financial Committee and a notice of the time and place of the meeting to the Tear-Sea's Shore email list.
    - 2.7.2.1. In the case of such in person votes, any member of the Tear-Sea's Shore Financial Committee who cannot attend the meeting may participate via telephone in any discussion or vote.
    - 2.7.2.2. For any in person vote of the Tear-Sea's Shore Financial Committee the canton exchequer shall be responsible for recording a detailed tally of the votes and filing it in the exchequer's records to support any expenditures authorized by such a vote.

- 2.7.3. Votes of the Tear-Sea's Shore Financial Committee shall be by a simple majority of the members participating.
  - 2.7.3.1. In the case of votes by electronic mail at least three members of the Tear-Sea's Shore Financial Committee must vote affirmatively for a motion to carry.
  - 2.7.3.2. In the case of a tied vote the issue may be repolled or withdrawn for modification. Once an issue has been polled three times without modification without breaking the tie, the issue will be deemed to have failed.
- 2.7.4. Any member of the Tear-Sea's Shore Financial Committee may recuse himself or herself from any vote for any reason.
- 2.7.5. The Tear-Sea's Shore Financial Committee at the next scheduled canton meeting shall report all votes of the Committee for review and approval by a majority vote of paid members of the Barony who are present at the time of the vote or who submit a written proxy to any member of the Tear-Sea's Shore Financial Committee.
- 2.7.6. The ability of the Tear-Sea's Shore Financial Committee to authorize non-emergency expenditures from canton accounts shall be subject to the limits noted below under Disbursements.

### **3. Emergency Committee**

- 3.1. The Tear-Sea's Shore Financial Committee shall constitute ex officio the Tear-Sea's Shore Emergency Committee to authorize expenditures on an emergency basis between scheduled canton meetings.
- 3.2. When functioning as the Emergency Committee for the canton, the Tear-Sea's Shore Financial Committee shall adhere to all requirements for meetings and votes outlined above for the Financial Committee.
- 3.3. The ability of the Tear-Sea's Shore Financial Committee to authorize emergency expenditures from baronial accounts shall be subject to the limits noted below under Disbursements.

### **4. Accounting Structure**

- 4.1. General Fund (unallocated funds) comprised of monies designated to support the general functions of the canton.
  - 4.1.1. Unless otherwise specified, all monies received by the canton shall be included in the General Fund.
- 4.2. Temporary Allocated Funds may be established for use as short term obligations occur.
  - 4.2.1. The purpose, anticipated source of funding and expiration date shall be specified at the time any Temporary Allocated Fund is established.
  - 4.2.2. No Temporary Allocated Fund shall remain active longer than the specified expiration date or one calendar year, whichever period is greater.
  - 4.2.3. Any extension of a Temporary Allocated Fund beyond the expiration date established at the time of its creation must be approved by a vote of paid members of the canton who are present at the time of the vote or who submit a written proxy to any member of the Tear-Sea's Shore Financial Committee.
  - 4.2.4. Any funds remaining in a Temporary Allocated Fund after its expiration shall automatically revert to the General Fund.

### **5. Handling of Monies**

- 5.1. All monies shall be handled in accordance of Atlantian Financial Policy, whether or not they are associated with canton events or with other Society activities and irregardless of the form in which they are received (cash, check, money order or other financial instrument).

5.2. In particular, any cash received by the canton must be deposited in a timely manner to the canton checking account.

## **6. Disbursements**

- 6.1. All disbursements must be made by a check drawn on the canton account and naming a specific individual (i.e., no check may be made out to cash).
- 6.2. Two signatures are required on any check.
- 6.3. No individual who is a signatory on the canton account may draft a check to himself/herself.
- 6.4. All disbursements not explicitly authorized by the Tear-Sea's Shore Financial Policy must have prior approval of a majority of the Tear-Sea's Shore Financial Committee and/or a majority vote of paid members present at the time of a vote at a canton meeting scheduled and publicized as required by the Tear-Sea's Shore Book of Policy or who have submitted a written proxy to any member of the Tear-Sea's Shore Financial Committee for such a vote.
  - 6.4.1. (For information) As of February, 2012, the Tear-Sea's Shore Book of Policy specifies that canton meetings shall normally be held every month with the time and location for each meeting being decided in advance at a previous meeting and published on the canton's electronic list as well as, where feasible and allowed by Society policy, on the canton web page, on any unofficial canton list (e.g., Facebook), and in the Mountain Mayhe, the newsletter of the Barony of Hidden Mountain.
- 6.5. No payment due to the Kingdom of Atlantia for mandatory Non-Member Surcharges requires authorization from the Tear-Sea's Shore Financial Committee. Any such payment shall be made in a timely manner by the canton exchequer according to current policies of the Kingdom of Atlantia and reported as part of the event report at the next canton meeting.
- 6.6. Approval of Expenditures
  - 6.6.1. In order to participate in any vote pertaining to financial matters put before the populace at a canton meeting, proof of membership must be provided to the canton exchequer and/or seneschal.
  - 6.6.2. Expenditures of \$250 or less may be approved by a majority vote of the Tear-Sea's Shore Financial Committee following the procedures outlined above with a full accounting to be given at the next canton meeting.
  - 6.6.3. Normal expenditures greater than \$250 must be approved by a majority vote of paid members of the canton who are present at the time of the vote at a scheduled canton meeting or who submit a written proxy to any member of the Tear-Sea's Shore Financial Committee.
  - 6.6.4. Emergency expenditures greater than \$250, which require immediate attention (i.e., before a canton meeting can be scheduled or held) must be approved by a majority vote of the Tear-Sea's Shore Financial Committee functioning as the Tear-Sea's Shore Emergency Committee following the procedures outlined above with a full accounting to be given at the next canton meeting.

## **7. Event Finances**

- 7.1. Event Budgets
  - 7.1.1. For each event a budget which includes all projected income and expenses associated with the event shall be submitted by the autocrat to the canton seneschal and exchequer at least three months prior to the date of the event.
  - 7.1.2. Every event budget must be approved by a majority of the Tear-Sea's Shore Financial Committee or a vote of the majority of the paid members present at canton meeting.

- 7.1.3. Any increase in anticipated expenses from an approved budget must be approved by a majority of the Tear-Sea's Shore Financial Committee or a vote of the majority of the paid members present at canton meeting.
- 7.2. Event Reports
  - 7.2.1. The autocrat or a designated deputy must provide a complete event report to the canton seneschal and exchequer within fourteen days of the end of the event.
  - 7.2.2. This event report must include all information required for completion of the standard Atlantian event report as well as originals of all receipts for event expenditures, copies of any Cash Logs, Non-Member Surcharge Report, deposit logs and any other materials required to document the income and expenditures associated with the event.
  - 7.2.3. The autocrat and/or the canton exchequer shall provide a summary financial report on the event to the first canton meeting after the due date for the report for the event.
- 7.3. Reservations and Gate Responsibilities
  - 7.3.1. The autocrat in conjunction with the canton exchequer shall designate an individual to receive advance reservations for the event (reservationist) and an individual responsible for event check-in and on site fee payment (head troll).
  - 7.3.2. The members of the Tear-Sea's Shore Financial Committee apart from the canton exchequer shall play no ex officio role in selection of event staff.
  - 7.3.3. Both reservationist and head troll serve as temporary deputies to the canton exchequer. As such they must be over 18 and paid members of the Society.
  - 7.3.4. The same individual may serve as both reservationist and head troll.
  - 7.3.5. If the reservationist is not also the head troll, he or she must provide an accurate reservation and payment report to the head troll before gate opens at the event.
  - 7.3.6. The head troll is specifically responsible for ensuring the safety of all moneys and records pertaining to on site payments, of reconciling those records with the canton exchequer and for maintaining custody of any funds until such time as they can be transferred to the canton exchequer for deposit.
- 7.4. Event Fees
  - 7.4.1. All those attending any canton event shall be required to pay all appropriate fees including, where appropriate, Non Member Surcharge fees, as specified in the approved budget for the event except for those explicitly designated as Complimentary Attendees.
  - 7.4.2. Complimentary Attendees shall be exempt from any site or feast fee for canton events.
  - 7.4.3. Complimentary Attendees for canton events shall include the following:
    - 7.4.3.1. The King/Queen of Atlantia.
    - 7.4.3.2. The Crown Prince/Crown Princess of Atlantia.
    - 7.4.3.3. The Baron/Baroness of Hidden Mountain.
    - 7.4.3.4. The autocrat.
    - 7.4.3.5. Visiting notables (e.g., royalty from another kingdom, the Baron/Baroness of a neighboring barony) at the discretion of the autocrat.
    - 7.4.3.6. Staff members (e.g., feast cook or marshal) at the discretion of the autocrat.
  - 7.4.4. Whenever possible, the autocrat should provide the reservationist/gate staff with a list of anticipated Complimentary Attendees prior to opening of the event site.
  - 7.4.5. The autocrat's privilege of naming Complimentary Attendees should be used with great discretion. Excessive use of this privilege is subject to review by the Tear-Sea's Shore Financial Committee.
- 7.5. Refunds
  - 7.5.1. All requests for refunds shall be made in writing prior to the end of the event.

- 7.5.2. Refund requests from those not in attendance at the event should be made via email to the autocrat and/or canton exchequer at their published email addresses. Such requests must be dated no later than midnight of the day of the event.
- 7.5.3. All refunds will be at the discretion of the Tear-Sea's Shore Financial Committee. While the canton makes every effort to honor refund requests, it reserves the right to refuse requests received after completion of the event, requests associated with unprofitable events or for feast seats cancelled less than 24 hours before feast which cannot be resold.
- 7.5.4. All refunds will be made by check drawn on the canton account to be mailed no later than 15 days after the end of the event.

## **8. Canton Property**

- 8.1. The canton exchequer shall maintain a list of property owned by the canton and its current location.
- 8.2. Any individual removing canton property from its normal location shall sign for such property and notify the canton exchequer of its new location.
- 8.3. Any individual with custody of canton property, whether temporarily or permanently, shall be responsible for its care and maintenance.
- 8.4. A permanent custodian and/or storage location shall be determined for any new property purchased by or donated to the canton prior to its acquisition.