

SCA, Inc., Canton of Brockore Abbey Financial Policy

Approved by Financial Committee: 12/30/2021

Approved by Kingdom Exchequer: 12/31/2021

1. Composition of the Financial Committee

a. The Canton of Brockore Abbey shall have a Financial Committee consisting of, at a minimum, three voting members: the Canton Seneschal, the Canton Exchequer, and a Member at Large of the Canton who is a paid member of the Society for Creative Anachronism (SCA). Financial Committee members should come prepared to produce membership information if they plan to vote. Those who are not paid members of the SCA Inc. may not vote in the Financial Committee, but should feel free to express their opinions on any subject.

2. Terms of the Financial Committee Members

a. There are no term limits on Financial Committee Members. Any paid SCA member over the age of majority residing in the territories assigned to the Canton of Brockore Abbey by the SCA and Kingdom may be part of the Financial Committee.

3. Timeframes and Methods for Meetings

a. Meetings will be held bimonthly, in person or electronically. A financial report will be provided during the bimonthly membership meeting and ongoing projects will be discussed and voted on during this meeting.

4. Timeframes and Methods for Action Approval Under Normal Circumstances

- a. The Canton of Brockore Abbey Financial Committee shall review and vote on all proposed Canton expenditures. If a simple majority is reached, the amount shall be allocated and disbursed given there are unallocated funds in the account and the Canton Exchequer has no objections based on law or policy.
- b. For funds to be disbursed, a plan should be brought to the Canton of Brockore Abbey by the member who wishes to use the funds.
- c. For event bids, this plan should include an itemized list of expenditures as well as the total amount to be allocated to the project.
- d. For any total sum, the Seneschal may motion a vote on the subject by the Canton of Brockore Abbey Financial Committee.
- e. In the event of a tie vote, a second period of discussion will commence. After said discussion, the Canton of Brockore Abbey can move to revote, or delay the vote until the next meeting. In the event of a second vote tie, the Seneschal shall cast the deciding vote based on what he/she believes is best for the group.
- f. Current recurring expenses will be approved by the Financial Committee as an annual budget.
- g. New recurring expenses should be approved via the method discussed in section 4.

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5. Timeframe and Methods for Meeting and Approval in Emergencies

a. In the event of an emergency, two members of the Canton Financial Committee may vote as the Emergency Financial Board. The Emergency Board will have the power to make immediate allocations of Canton of Brockore Abbey funds up to \$50. They must confer before the allocation is spent. This conference may take place in person, over the telephone, or using other electronic methods. The actions of the Emergency Financial Board must be reported to the Canton of Brockore Abbey at its next regular meeting.

6. Reporting Schedule for Branches

a. Quarterly reports are due at the end of the month following the end of the current quarter.

7. Reporting Requirements for Branch Reports

a. Quarterly Reports should include the following documents:

- i. Financial activity such as a journal or ledger
- ii. Bank statements for each month in the quarter, signed by the Canton Exchequer and Seneschal
- iii. The Excel report form
- iv. A PDF of the report, signed by the Canton Exchequer and Seneschal
- v. Copies of Receipts for expenditures, if applicable
- vi. Event reports, if any

8. Timeframes and Methods for Review and revision of the Financial Policy

- a. The Canton of Brockore Abbey Financial Policy is superseded by: Kingdom of Atlantia Exchequer Policy, Kingdom of Atlantia Financial Policy, Kingdom of Atlantia Law, Society Exchequer Policy, Corpora, State, and Federal Law.
- b. The Canton of Brockore Abbey Financial Policy shall be reviewed at least annually during the fourth quarter at a regularly scheduled Canton meeting.
- c. 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 and the Financial Committee.
- d. If no additions or amendments, the continuation of the current Policy shall be approved by a majority vote of paid members of the Canton and the Financial Committee.
- e. The reviewed/revised policy will be submitted to the Kingdom/Regional Exchequer for approval and shall replace all previous policies upon 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.
- b. Cash receipts of any type and in any amount must be deposited in the Canton checking account no later than 14 calendar days after receipt by a Canton officer. No incoming funds of any type are to be kept out of the appropriate account longer than 14 calendar days. Undeposited income of any type is not to be used for refunds, reimbursements or expenses.
- c. Use of online credit card acceptance services by SCA branches is restricted to approval by the Society of the 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.
- d. Minors may not serve as Head Gatekeeper/Troll/Reservationists/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.
- e. 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.

10. Policies Regarding Event Admission Charges, Refunds, or Complimentary Passes

- a. All those attending any Canton event shall be required to pay all appropriate fees including, where appropriate, Non-Member associated fees, as specified in the approved budget for the event except for those members explicitly designated as Complimentary Attendees.
- b. Complimentary Attendees shall be exempt from any site or feast fee for Canton events.
- c. Complimentary Attendees for Canton events shall include the following:
 - i. The King/Queen of Atlantia
 - ii. The Crown Prince/Crown Princess of Atlantia
 - iii. The Baron/Baroness of Nottinghill Coill
 - iv. The autocrat
 - v. Visiting notables (e.g. royalty from another kingdom, the Baron/Baroness

- of a neighboring barony) at the discretion of the autocrat.
- vi. Staff members (e.g. feast cook or marshal) at the discretion of the autocrat.
- d. The autocrat will provide the reservationist/gate staff with a list of anticipated Complimentary Attendees prior to opening of the event site.
- e. 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 Canton of Brockore Abbey Financial Committee.
- f. Refunds will not be issued until the books for the Event are balanced for all other costs and income.
- g. Refunds will be made by request only, as long as the request reaches the Exchequer in writing or electronically no later than 5 days after the event.
- h. Refunds will be issued from the Canton of Brockore Abbey checking account.
- i. Refunds will only be issued by the Exchequer or a delegate signatory on the Canton of Brockore Abbey checking account, not by any other official.
- j. Request for refund event fees will be honored if the requester did not attend the event and the Canton of Brockore Abbey made a profit on the event. A request to refund a feast fee will be honored if the request or makes their request in writing and it is received by the Exchequer no later than one week before the event.
- k. Feast spaces will not be resold by Troll or any other event official unless the owner of said space specifically instructs said event official to do so, or if the Exchequer receives a request for a refund of that feast no later than one week before the event.
- l. If the original payment was made in cash, it will be refunded as soon as possible. If payment was made by check, it will not be refunded until the check clears the bank.
- m. Refunds will not be made by returning an un-cashed check to the payee, or out of the cash box at an event, under any circumstances.
- n. If a check which was sent in for the Event is found to have insufficient funds, the Exchequer will instigate the collections process as outlined in the Exchequer manual. The fee charged by the bank will be passed along to the originator of the check.
- o. The Seneschal and the Exchequer shall review all refund requests.
- p. This refund policy shall be posted at the troll-gate, available online and on any event website.

11. Policy Regarding Asset Management and Control of Inventory Including Trailer Policy

- a. TRAILERS (Currently not applicable, the below is if a trailer is purchased in the future)
 - 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.
- b. The Canton Exchequer or their designated deputy shall maintain a list of property owned by the Canton and its current location.
 - c. Any individual removing Canton property from its normal location shall sign for such property and notify the Canton Exchequer of its new location.
 - d. Any individual with custody of Canton property, whether temporarily or permanently, shall be responsible for its care and maintenance.
 - e. A Custodian and/or storage location shall be determined for any new property purchased by or donated to the Canton prior to its acquisition.

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 (Currently not applicable, the below is if sales tax are collected in the future)

- a. The collection of sales tax on taxable goods sold at any Canton event shall be in accordance with the Kingdom of Atlantia Financial Policy as well as state and federal laws.

14. Special Purpose and Dedicated Funds

- a. General Fund - monies collected to support the general functions of the Canton. Unless otherwise specified, all funds collected will be included in the General Fund.
- b. Temporary Allocated Funds - shall be established for use as short-term obligations occur. These funds should not exceed one calendar year or the designated period of time, whichever is longer. Funding for temporary funds shall be specified upon establishment of the fund. Any funds remaining after the expiration of the time limit will revert to the General Fund
- c. Fundraising Funds - Fundraisers must have 2 stated purposes. If the primary purpose cannot be fulfilled, the funds raised will revert to the secondary purpose. Unless otherwise specified, the Canton's General Fund will be considered the secondary purpose for fundraisers. All fundraising funds will be kept separate from other Canton funds. Should the fundraiser generate more money than is required to pay for the original purpose, all excess funds will revert to the Canton's General Fund