

Shire of Roxbury Mill, Rev. 4

Approved by Financial Committee – 18 April 2021

Approved by Kingdom Exchequer – 27 March 2021

**Financial Policy of the
Shire of Roxbury Mill (Rev. 4)**

1. Composition of the Financial Committee.

- a. This is the Branch Financial Policy, Rev. 4 (“**Financial Policy**”) of The Shire of Roxbury Mill (“**Shire**”), a branch of the Kingdom of Atlantia (“**Kingdom**”), a regional incorporation of the Society for Creative Anachronism, Inc. (“**SCA**”) in the state of Maryland.
- b. All paid members of the SCA who reside within the geographical boundaries of the Shire and any officer of the Shire (“**Members**”) who are present at a given Business Meeting shall be considered members of the financial committee.
- c. The Emergency Financial Committee (“**Emergency Financial Committee**”) shall consist of a minimum of three (3) persons, who shall be paid Members, as defined in Section 1.b above. Mandatory members of Emergency Financial Committee are the Seneschal, Exchequer, and one (1) at-large member. The at-large member shall be elected from the Members who are not already holding an officer position. If the at-large member shall become an officer, the at-large member shall step down from the Emergency Financial Committee once a replacement is elected, who shall serve a whole term effective from the date of such election. The membership of the Emergency Financial Committee may also include all Deputy Seneschals and Deputy Exchequers, as such deputies are determined by the Bylaws of the Shire.
- d. A quorum of the Emergency Financial Committee is defined as half the current members of the committee plus one person, as detailed in the below table.

Emergency Financial Committee Members	Members Required for Quorum
3	3
4	3
5	4
6	4
7	5
8	5

2. Terms of Emergency Financial Committee members. Terms of Emergency Financial Committee shall match terms of their warrant for Seneschal and Exchequers and their respective deputies. The at-large member shall be elected for a two (2)-year term and

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may be elected for a second two (2)-year term at the end of the first term, in accordance with the Bylaws.

3. Timeframes and methods for meetings. A quorum of the Emergency Financial Committee may meet as needed. Any member of the Emergency Financial Committee may request a meeting. The Exchequer shall keep a record of any requests or actions to be reported on at the next Business Meeting. Meetings may be conducted telephonically, via email correspondence, video conference, or in person. Meetings may not be conducted by Facebook messenger or similar types of messaging software.
4. Timeframes and methods to request approval of proposed expenses under normal circumstances.
 - a. Requests for use of the Shire's finances (event proposals, supplies purchase, fundraiser proposals, etc.) shall be submitted in writing via email to both the Seneschal and Exchequer at least two (2) weeks prior to the next Shire Business Meeting.
 - b. The Seneschal shall forward the documents related to the request (event budget, receipts, etc.) to the Shire email-list at least one (1) week in advance of the Business Meeting to allow time for members to review and formulate questions.
 - c. The Emergency Financial Committee may choose to hold a meeting before the Business Meeting to discuss the merits of the request and make a recommendation to the Members. If the Emergency Financial Committee determines that the request requires substantial changes, the Emergency Financial Committee may push the request from the agenda of the Business Meeting in order to allow for such changes, or such changes may be discussed and voted on in that same Business Meeting, as determined by the Emergency Financial Committee in its discretion.
5. Timeframes and methods for meeting and request approval in emergencies. By holding a meeting in accordance with Section 3 above, the Emergency Financial Committee may approve or reject any expenditure up to Five Hundred Dollars (\$500.00) without seeking pre-authorization from the Members. Any such approvals or rejections shall be reported to the Members at the next Business Meeting following the decision.
6. Reporting schedule.
 - a. The Exchequer shall keep the Kingdom Exchequer informed of the status of all local accounts. The Shire shall follow all Kingdom of Atlantia reporting deadlines, which Kingdom timelines follow the Society Financial Policy.

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- b. Quarterly reports are due no later than the dates below:
 - i. April 30 (January 1- March 31) - First Quarter
 - ii. July 31(April 1- June 30) - Second Quarter
 - iii. October 31 (July 1-September 30) - Third Quarter
 - iv. January 31 (October 1-December 31) - Fourth Quarter
7. Reporting requirements. The Shire Quarterly Financial Report shall include the following documents and shall be signed by the Exchequer and Seneschal:
 - a. Financial activity such as a journal or ledger;
 - b. Excel form and a PDF copy of the same;
 - c. A current list of variances in effect;
 - d. Bank statements for all accounts for the quarter;
 - e. Receipts for any expenditures; and
 - f. Event reports, if any (inclusive of receipts).
8. Timeframes and methods for review and revision of the Financial Policy. This Financial Policy shall be reviewed for possible revision at a minimum every two (2) years. In addition, the Financial Policy shall be reviewed when a new Exchequer starts their term.
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, newsletter sales, and subscription income.
 - b. Cash receipts of any type shall be deposited in the appropriate account no later than fourteen (14) calendar days after the receipt by an officer of the Shire or Kingdom Exchequer. 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.
 - c. 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 business under any circumstances.
 - d. 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, defined as a paid member of the SCA at least eighteen (18) years old who shall be ultimately responsible for the accounting of the funds passing through the gate.
 - e. At least one, paid adult member of the SCA must be present and in charge anywhere SCA money is collected.
 - f. 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

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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. Kingdom Royals (defined below) and children five and under shall be offered free admittance at Shire events.
 - b. Kingdom Royals shall be offered feast, if any, without charge.
 - c. Requests for refund for pre-paid admission charges to a Shire-run event shall be sent to the Seneschal and/or Exchequer in writing via email within five (5) days of the end of the event.
 - d. The Exchequer and/or Seneschal may approve refund requests even if an event did not make a profit. Feast fees will not be refunded because food and supplies were already bought.

11. Policy regarding asset management and control of inventory including trailer policy
 - a. TRAILERS—N/A
 - b. The Exchequer is authorized to establish a deputy to maintain a catalogue of items owned by the Shire (“**Inventory**”), such deputy to be known as the Shire’s “**Quartermaster**”.
 - c. The Inventory shall identify the item, its physical location, and the contact information for the responsible holder of the item.
 - d. The Quartermaster shall record into the Inventory all permanent use goods purchased with Shire monies or donated to the Shire. The Quartermaster shall clearly mark all items as belonging to the Shire in the most appropriate fashion.
 - e. Any item owned by the Shire must be held by a Member or officer of the Shire. In the event that an item holder ceases to be a Member or officer or moves outside the geographic boundaries of the Shire, then the Quartermaster shall coordinate transfer possession of such item to another Member or officer.
 - f. Any loss or damage to an item owned by the Shire must be reported immediately to the Exchequer and the Quartermaster.
 - g. Once per year, the Quartermaster shall publish the items in the Inventory via the Shire email list, provided that in so doing the Quartermaster shall not publish any personal information concerning the Members.

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, and in accordance with applicable law. To request permission from the Board, the branch must request in writing approval through the Kingdom Seneschal and the Kingdom Exchequer who will contact their Society Superiors for instructions.

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13. Policy on sales tax. – N/A
14. Special Purpose and Dedicated Funds. – N/A
15. Definitions; Interpretation.
 - a. All reference to officer titles shall mean the respective officer of the Shire, unless expressly indicated otherwise.
 - b. “**Business Meeting**” means the approximately monthly meeting of the Shire. populace called, generally, on the third Sunday of each month.
 - c. “**Bylaws**” means the currently approved and operational form of the Bylaws of the Shire of Roxbury Mill.
 - d. “**Kingdom Royals**” shall mean the then-current Sovereign and their Consort and up to two (2) then-current Heirs.