

# Financial Policy for Shire of Border Vale Keep / Kingdom of Atlantia

## 1. Financial Committee

1.1 The group Financial Committee shall consist of the Exchequer, the Seneschal, and all adult (18 years or older) paid members of the group populace in attendance of any committee meeting.

## 2. Terms of appointment to the Financial Committee:

2.1 Exchequer – Until expiration of warrant

2.2 Seneschal – Until expiration of warrant

2.3 Group Populace – Adult (18 years or older) members residing within the borders of the Shire of Border Vale Keep until the end of their membership.

## 3. Timeframes and methods for meetings.

3.1. Normal business of the Financial Committee will be conducted at:

3.1.1 The published group monthly business meeting.

3.1.2 Any published special event planning meeting.

3.2 Committee meetings may be conducted in person, by phone, by e-mail, or by other video/audio conferencing media. Votes may not be conducted through social media sites.

## 4. Timeframes and methods for action approval under normal circumstances

4.1 Members of the Financial Committee shall have one vote each and excuse themselves from voting on any financial decisions in which there is a conflict of interest or appearance of impropriety.

4.1.1 In the event of a tie, the matter is considered not approved.

4.2 The Financial Committee shall review all proposed expenditures for approval.

4.3 The Financial Committee shall review all proposed event budgets for approval.

4.3.1 Event budget approval shall grant permission for all expenditures within the submitted budget.

Drafted by Anton D. Berg – Exchequer Shire of Border Vale Keep

Approved by Financial Committee: \_\_\_11 /\_01/\_/2021\_\_\_\_\_

Approved by Populace: 12 / 12 / 2021

Approved by Kingdom: \_12/\_/15/\_/2021\_

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

5.1 Time sensitive necessary business may be conducted by a Emergency Financial Committee.

5.1.1 The Emergency Financial Committee will consist of the Exchequer, the Seneschal, and any warranted group officer in good standing.

5.1.2 The Emergency Financial Committee may authorize any time sensitive necessary expenditure up to \$250.00. Any expenditure over \$250.00 must be referred to as normal business at a Financial Committee meeting.

5.2 Emergency Financial Committee meetings may be conducted in person, by telephone, by e-mail, or by other video/audio conferencing media. Votes may not be conducted through social media sites.

5.3 The Exchequer shall record the purpose and results of any time sensitive necessary Emergency Financial Committee meeting and report this to the populace at the next group monthly business meeting.

## 6. Reporting Schedule

6.1 Non-Member Registration must be submitted within 10 working days of the close of the event.

6.2 Event Reports must be submitted within 14 days of the close of the event.

6.3 Quarterly Reports – The Quarterly Report is done cumulative through the year.

6.3.1 First Quarter (1/1 – 3/31) Due 4/30

6.3.2 Second Quarter (1/1 – 6/30) Due 7/31

6.3.3 Third Quarter (1/1 – 9/30) Due 10/31

6.3.4 Fourth Quarter/Doomsday (1/1 – 12/31) Due 1/31

## 7. Reporting Requirements for Reports

7.1 The Exchequer shall comply with reporting guidelines established Society and Kingdom Financial Laws and Policies. This shall include but is not limited to Event Financial Reports, Quarterly Financial Reports.

7.1.1 Event Reports must include but is not limited to:

7.1.1.1 Event Financial Report Form

7.1.1.2 Receipts for all expenses

7.1.1.3 Records of all deposits

7.1.1.4 Records for reconciled advances

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7.1.1.5 Gate check in roster

7.1.1.6 Non-Member Registration Submission (Required only if a site fee is charged)

7.2.1 Quarterly Reports must include but is not limited to:

7.2.1.1 Current Excel version of Financial Report completed and pdf of the entire report with appropriate pages signed by the Exchequer and Seneschal.

7.2.1.2 The entire quarters' bank statements must be reviewed, and reconciliation completed with all pages signed by the Exchequer and Seneschal.

7.2.1.3 Account Ledgers for the quarter.

7.2.1.4 Property and Item inventory for the quarter (if applicable).

\*Inventories must be submitted at minimum annually\*

7.2.1.5 Any event reports that have occurred in the reporting quarter.

7.2.1.6 Any expense receipts for the quarter that have not already been reported.

7.2.1.7 Any deposit records for the quarter that have not already been reported.

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

8.1 This document shall be reviewed by the Financial Committee and then submitted to the populace for comment and approval or disapproval by populace vote at the next published group monthly business meeting.

8.2 This document is superseded by: Kingdom Exchequer Policy, Kingdom Financial Policy, Kingdom Law, Society Exchequer Policy, Corpora, State and Federal Law.

8.3 This policy will be reviewed annually during the 1<sup>st</sup> quarter of the year. It also may be reviewed and/or revisions allowed to be submitted at any group monthly business meeting.

8.4 This policy will be submitted to the Kingdom Exchequer for final review and will become effective upon final approval of Kingdom Exchequer.

9. Methods for controlling cash receipts

9.1 Cash receipts is income in any form of cash currency, check, or money order received for but not limited to:

9.1.1 Event income of all types

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9.1.2 Money collected from advertised fund-raising endeavors

9.1.3 Donations

9.1.4 Money from the sale of goods purchased with group funds

9.1.5 Newsletter sales and subscription income

9.2 Cash receipts of any type must be deposited into the group bank account no later than 14 calendar days after the receipt by an officer of the SCA. Undeposited income of any type is prohibited from being used for refunds, reimbursements, or expenses.

9.3 Use of online credit card or electronic payment services is restricted to approval by the Society Chancellor of the Exchequer. As an SCA branch the group is not to use the personal credit card or electronic payment acceptance account of an individual or other business under any circumstances.

9.4 Event Gatekeeper / Troll / Reservationist

9.4.1 The Head Gatekeeper / Troll / Reservationist shall be an adult warranted group officer and will be ultimately responsible for accounting for all funds that pass through the gate.

9.4.1.1 Adult paid members of the SCA may assist or function as the Gatekeeper / Troll at an event. And an adult paid member of the SCA must always be present and in charge of Gate / Troll where SCA money is collected.

9.4.1.2 Minors may assist at the Gate / Troll but are not allowed to handle any monies at anytime.

9.4.1.3 Site owners may observe the Gate / Troll 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. Event Admission Charges and Refunds

10.1 Normal admission charges shall apply to all event attendees with the following exceptions:

10.1.1 All current Royalty (Crown, Coronet, and Crown Heirs) regardless of Kingdom shall have all event fees waived.

10.1.2 All current landed Baronage regardless of Kingdom shall have event site fees waived.

10.1.3 All minors (under 18 years of age) attending may have a reduced event site fee.

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10.1.4 All children under the age of 2 may have all event fees waived.

10.1.5 Event staff that are not a local group member and necessary to conduct the event may have event site fees waived. Requires approval by populace vote prior to the event.

## 10.2 Event Refunds

10.2.1 Refund requests must be received in writing (email is acceptable) within 5 business days after the event closes.

10.2.1.1 Refund requests that are received 2 business days or more before the opening of the event will be granted.

10.2.2 Feast fee refunds will be granted if the feast space was resold to another attendee. Other fees may be refunded based on approval by group financial committee. No event site fee refunds shall be granted if a profit is not made from the event.

10.2.3 All refunds shall be paid by check from the group checking account.

10.2.4 No refunds shall be issued until the event books have been closed and all reservation checks have cleared.

## 11. Asset Management and Inventory Controls

11.1 Items belonging to the group, shall be stored, and maintained by an officer in the group. Preferably with the Exchequer or the Seneschal apart from Gold Key (Loaner Garb) which should be with the Chatelain.

11.2 All items apart from Gold Key shall be inventoried by the Exchequer or a warranted deputy to the Exchequer (Chamberlain, or Quartermaster) at a minimum annually. This includes consumable items such as paper goods and cleaning supplies which will be listed as consumable and will zero out and be removed from inventory when depleted.

## 12. Prohibited Activities

12.1 Raffles and Online Auctions are prohibited.

12.2 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. Collection of Sales Tax

- Not Applicable -

## 14. General, Special Purpose, and Dedicated Funds

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## 14.1 General Funds

14.1.1 General Funds is comprised of monies collected by the group to support the administrative and event related functions of the group. Unless otherwise specified, all monies collected shall be included in the General Funds.

## 14.2 Special Purpose Funds

14.2.1 Special Purpose Funds may be established for use as short term obligations are accepted by populace vote. Any such obligation must be compliant Society and Kingdom Policies and Laws. These funds will not exceed one calendar year of the designated period of use, whichever is longer. Funding for Special Purpose Funds shall be specified upon establishment of the fund. Any money remaining after the expiration date of a Special Purpose Fund will revert to the General Fund.

14.2.2 Any Special Purpose Fund that is created will be reported in accordance with Society and Kingdom Guidelines.

## 14.3 Dedicated Funds

14.3.1 Any Dedicated Fund that may be established will be compliant with Society and Kingdom Policies and Laws.

14.3.2 Any Dedicated Fund that is created will be reported in accordance with Society and Kingdom Guidelines.