

Financial Policy for

Barony of Bright Hills

The Barony of Bright Hills (the Barony) is a branch of the Kingdom of Atlantia (the Kingdom), which is a branch of the Society for Creative Anachronism, Inc. (the Society). This Policy is superseded by: Kingdom Exchequer Policy, Kingdom Financial Policy, Kingdom Law, Society Exchequer Policy, Corpora, State, and Federal Law.

This Policy shall be accepted by a majority vote of the financial committee and replace all previous financial policies and may be amended or replaced by a majority vote of the financial committee. It may be reviewed at any Baronial business meeting

1. Composition of the Financial Committee.
 - a. This Committee shall consist of the voting members of the Board of the Barony of Bright Hills (the Board). Each baronial officer has one vote on matters of business.
 - b. Voting officers are the following: Baron, Baroness, Seneschal, Chatelaine, Exchequer, Chronicler, Web Minister, Baronial Herald, Minister of Arts and Sciences, Knights Marshal, Minister of the Lists, (or in their absence their deputy provided written proxy is given).
 - i. Subsidiary officers may be added, including their right to vote, as positions develop (Example: Youth Minister, if the position is filled).
 - c. Officers allowed by kingdom law to hold more than one office maintain only one vote.
 - d. In the event of a tie, the Seneschal shall be considered to have two votes for the purpose of breaking the tie only.
2. Terms of Financial Committee members.
 - a. Maintaining a valid warrant for position and for the terms and limitations of the warrant or office.
3. Timeframes and methods for meetings.
 - a. Meetings of the Committee may be held in person, by telephone or by electronic means (e.g., by exchange of email), but will typically be held in conjunction with the monthly Baronial Meeting. If such meetings are held in person, online, or by telephone, it is the responsibility of Chronicler to create and preserve a written record of all decisions of the committee. If the meeting is held by email, then Chronicler retain copies of all relevant emails as the permanent record of the meeting.
4. Timeframes and methods for action approval under normal circumstances
 - a. Meetings will be conducted within one month of a funding request.
 - b. Decisions by the Committee will be made by a simple majority (51%) of those in attendance, provided a minimum of 5 voting officers (or their written proxy) as defined in Section 1.a are present (a Quorum). If a quorum of Committee members is not present, the decision will be deferred until the next meeting.
 - c. Written proxy may be in the form of an e-mail or text message

5. Timeframes and methods for meeting and approval in emergencies.
 - a. Unexpected needs to an event (i.e. more attendees show up than expected and additional port-a-pots-as needed).
 - b. Amount requested must not exceed \$500.00.
 - c. At least three members of the Committee must be contacted, two of members must be the Seneschal and the Exchequer, and all three (3) members must be in agreement
 - d. Approval must be made in person or via telephone at time of emergency.
 - e. Notification is done by sending an email to the group about the decision .
6. Reporting Schedule for Branches is established by The Atlantian Book of Policy Section 5.4.
7. Reporting requirements for branch reports:

Reports should include the following documents:

 - a. Financial activity such as a journal or ledger,
 - b. A current list of variances in effect,
 - c. Bank statements for all accounts for the quarter signed by the Seneschal.
 - d. The Excel report workbook.
 - e. A PDF of the complete report signed by the Exchequer and Seneschal.
 - f. Receipts for all expenditures in quarter, if any.
 - g. Event report, if any.
8. Timeframes and methods for review and revision of the financial policy.
 - a. At least every two years.
 - b. Review and revisions will initially be performed by the Baronial Exchequer and Seneschal, followed by review and approval by the Financial Committee, and then submitted to the Kingdom Exchequer for final approval before the revised policy is posted on the Baronial website and in other official outlets.
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 appropriate account within fourteen (14) calendar days after the receipt by an Officer of the Barony. .
 - c. Undeposited income of any type is not to be used for refunds, reimbursements, or expenses.
 - d. 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.
 - e. 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.
 - f. A paid adult member of the SCA must oversee 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. Admission charges
 - i. Event attendees who are 18 years of age or older shall pay the full site fee.
 - ii. If the event allows for a reduced fee for children, then the children between the ages of 5 and 17 may be charged at a reduced site fee at the discretion of the Autocrat.
 - iii. Family cap of 2 Adults and 2 children (within the same mundane household) may be put into place at the discretion of the Autocrat which must appear on the event bid. This family cap does not exempt NMS fees.
 - iv. Feast fee is usually the same for adult and child but may be changed at the discretion of the Autocrat but must appear on the event bid.
- b. Refunds
 - i. A written request must be submitted to Exchequer within 5 days after event.
 - 1. Site fee refunds will be processed once all checks received for event have been cleared.
 - 2. Feast fee refunds will only happen after all checks received for event .have been cleared and all feast seats were filled at the event.
- c. Complimentary passes include site fee and feast
 - i. Children under 5 years of age.
 - ii. The King, Queen, Prince, Princess and Landed Baronage of Bright Hills
 - iii. Additional passes may be included but must conform to Section 7-II-D of Chancellor of the Exchequer Handbook (January 2020).
 - iv. All complimentary passes must be listed in Pre-event bid prior to financial committee approval.

11. Policy regarding asset management and control of inventory:

- a. Tents, and Baronial items are to be housed with the reigning Baron and Baroness.
- b. Inventory will be taken every two (2) years or with change of location and/or Baronage.
- c. Borrowing of equipment must be approved by the Financial Committee.
- d. Disposing of inventory:
 - i. Items to be disposed of, auctioned, or directly sold by the Barony must first be approved by the Financial Committee.
 - ii. Items which are to be disposed of, auctioned, or directly sold by the barony must first have all official Baronage heraldry removed.
 - iii. Funds from these items will go to the Special Fund.
- e. Trailers – N/A

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 – N/A.

14. Special Purpose and Dedicated Funds

- a. General Purpose Fund – default fund
 - i. General funds are defined as monies collected by the Barony to support the administrative and event related functions of the Barony. Unless otherwise specified all money collected will be considered to be General Funds.
- b. Youth Activities Fund - provides funds for supplies or equipment for youth activities.
Example – assisting Atlantia in rental equipment for Pennsic Children's Fete.
- c. Special Fund (example: Coronet Fund) -
 - i. This fund may be used for the purchase of new Baronial regalia.
 - ii. This fund designation may be changed upon approval by the Financial Committee. For example, changing the fund from a Coronet Fund to a Baronial Regalia Repair and Replacement.
- d. The Youth Activities and Special Fund have no expiration date at this time.