

Financial Policy for

Canton of Buckston on Eno

1. Composition of the Financial Committee

- 1.1. The regular Financial Committee consists of the Seneschal, Exchequer, and all other paid members of the Populace voting in a meeting
- 1.2. The Emergency Financial Committee consists of the Seneschal, Exchequer, at least one other group officer, and at least one other paid member of the Populace who is not a signatory on the checking account
- 1.3. Each member of the Financial Committee must be at least 18 years of age and a paid member of the Society for Creative Anachronism, Inc.

2. Terms of Financial Committee members

- 2.1. There is no set term for a Financial Committee member

3. Timeframes and methods for meetings

- 3.1. Regular Financial Committee votes will take place at a business meeting
- 3.2. For the purposes of this document a business meeting is a canton meeting where the time and the place of the meeting are published on an official SCA publication or announced at a prior scheduled business meeting at least one week in advance
- 3.3. A business meeting may be in person or, when meeting in person is impractical, by electronic means (e.g. conference call, online video meeting)

4. Timeframes and methods for action approval under normal circumstances

- 4.1. All regular Financial Committee votes as described in this document will be a simple majority vote of the committee at a regular business meeting. In the event of a tie, a majority has not been achieved and the matter has failed.
- 4.2. The members of the regular Financial Committee must vote on any non-emergency expense request.
- 4.3. Each member of the Financial Committee shall have one vote.
- 4.4. Each person should recuse themselves from voting on any financial decision in which there is a conflict of interest or appearance of impropriety. All expenses must be approved by the stated fraction of any voting members who have not recused themselves.
- 4.5. The following minimum attendance is required for a regular Financial Committee vote to be valid:
 - 4.5.1. Five members of the regular Financial Committee.

- 4.5.2. Two warranted group officers, who may count for the Populace minimum.
 - 4.6. A majority vote of the regular Financial Committee can authorize expenditures of any amount up to and including all of the unallocated funds.
 - 4.7. Any itemized expenditure in excess of the originally approved budgeted amount that has not been subsequently approved by the emergency financial committee or by vote of the regular financial committee shall be deemed to be the responsibility of the person who presented the budget request.
5. Timeframes and methods for meeting and approval in emergencies
 - 5.1. Any vote by the Emergency Financial Committee must pass by a 2/3 margin.
 - 5.2. The voting may be done by any communications medium except social media such as Facebook or Twitter, as long as each voting member of the Emergency Financial Committee voted or recuses themselves before the results are tallied. Some form of written documentation, such as email, is the preferred communication medium.
 - 5.3. The members of the Emergency Financial Committee must vote on any emergency expense request.
 - 5.4. Each member of a Financial Committee shall have one vote
 - 5.5. Each person should recuse themselves from voting on any financial decision in which there is a conflict of interest or appearance of impropriety. All expenses must be approved by the stated fraction of any voting members who have not recused themselves.
 - 5.6. The Emergency Financial Committee shall report the results of any votes to the Populace at the next regularly scheduled business meeting.
 - 5.7. The Emergency Financial Committee can authorize up to a maximum total of \$250.00 or 5% of the groups unallocated funds, whichever is greater, until such a time that they next report back to the Populace.
 6. Reporting Schedule for Branches
 - 6.1. The Branch will comply with the reporting schedule set by the Kingdom, which is currently quarterly with reports due on the last day of the month following the quarter: April 30, July 31, October 31, and January 31.
 7. Reporting requirements for branch reports
 - 7.1. The Branch will comply with the report requirements set by the Kingdom. Currently, reports should include the following documents:
 - 7.1.1. The entire report in pdf format, signed by the Branch Exchequer and the Seneschal
 - 7.1.2. Financial activity such as a journal or ledger
 - 7.1.3. A current list of variances in effect
 - 7.1.4. Bank statements for all accounts for the quarter, signed by the Exchequer and the Seneschal
 - 7.1.5. Copies of event reports and receipts from the quarter

7.1.6. The Excel report workbook

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

- 8.1. This document shall be accepted by a majority vote of the Populace of the group according to the procedures and definitions stated in section 4.
- 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 Document shall be reviewed yearly at a regular business meeting to verify that it meets the current needs of the group.

9. Methods for controlling cash receipts.

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.

- 9.1. Cash receipts of any amount must be deposited in the appropriate account no later than 14 calendar days after the receipt by an officer of the SCA. 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.
- 9.2. 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.
- 9.3. 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. 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.
- 9.4. 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.

- 10.1. The event Autocrat is required to present an itemized budget for an SCA event to the regular Financial Committee for review and approval as stated in section 4. The Autocrat has the ability to allow for reservation and feast fees for special attendees (such as Royalty, Baronage, and visiting dignitaries, etc.) in their event budget.
- 10.2. Event reservations and check in:

- 10.2.1. All checks shall be deposited in a timely manner, within 14 days of receipt.
- 10.2.2. No funds shall be removed from the cash box except as change for funds received.
- 10.3. Event refunds shall be provided as follows
 - 10.3.1. No refunds shall be provided if the event does not make profit. This requirement may be waived for any single event if so approved by a simple majority vote of the regular Financial Committee according to the procedures and definitions stated in section 4.
 - 10.3.2. The Exchequer must receive refund requests in writing no later than 5 days after the event.
 - 10.3.3. All refunds shall be paid by check from the group's checking account.
 - 10.3.4. No refund shall be issued until the event books have been closed and all reservation checks have been cleared or returned for insufficient funds.

- 11. Policy regarding asset management and control of inventory including trailer policy
 - 11.1. TRAILERS: N/A

 - 11.2. Other Property – We currently have no other property

- 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. Policy on sales tax: Not applicable in the Kingdom of Atlantia

- 14. Special Purpose and Dedicated Funds
 - 14.1. We do not currently have any special purpose or dedicated funds