

Financial Policy for Canton of Falcon Cree

1. Composition of the Financial Committee.

The Financial Committee consists of the Seneschal, Exchequer, and all voting members of the business meeting for the Canton of Falcon Cree (A minimum of 5 voting members with a current SCA membership is required).

2. Terms of Financial Committee members.

The Terms of the Seneschal and Exchequer will be concurrent with their respective signed warrants. For the voting members of the canton it will be as long as they are members of good standing in the society.

3. Timeframes and methods for meetings.

The finance committee will meet during scheduled canton business meetings. Meetings may be held in person, by telephone, by virtual meetings, or by electronic means (e.g., by exchange of email). If such meetings are held in person, by telephone, or virtually, it is the responsibility of the Canton Exchequer to create and preserve a written record of all decisions of the Committee. If the meeting is held by email, then the Canton Exchequer will retain copies of all relevant emails as the permanent record of the meeting. Voting will not take place on Facebook or any other social media avenues.

4. Timeframes and methods for action approval under normal circumstances

Meetings will be conducted at the next Canton Business Meeting scheduled. For events, the budget must be approved 3 months before the start of the event. Decisions will be made by a simple majority where at least 5 voting members are present

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

In the case of an emergency funding need, the Canton Emergency Finance Committee (consisting of the Seneschal, Exchequer and a Canton representative) must be contacted and in agreement. The limit for approval is expenditures up to \$100, all other requests must go to the regular Canton Finance Committee.

Meetings may be held in person, by telephone, by virtual meetings, or by electronic means, and will be conducted as soon as the Emergency Finance Committee knows of the emergency funding need. Voting will not take place on Facebook or any other social

media Avenues. The Canton representative is voted on in the January Business Meeting.

6. Reporting Schedule for the Branches

We are a branch - See Kingdom Policy

7. Reporting requirements for branch reports

We are a branch - See Kingdom Policy

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

The Financial Policy will be maintained by the Canton Exchequer and will be reviewed annually for compliance with Society requirements and appropriateness for the Kingdom.

Proposed changes to Canton Financial Policy will require approval by a simple majority of the Canton Financial Committee to be forwarded to the Kingdom Exchequer for approval. If the proposal is disapproved by the Kingdom Exchequer, the Canton Exchequer must rework the policy and resubmit to the Kingdom Exchequer. Once the policy is approved then the changes must be presented to the Canton Finance Committee during the next meeting time.

Once the policy is approved it will be presented to the Canton at the next business meeting and posted to the Canton's Website.

9. Methods for controlling cash receipts.

Cash receipts shall include but are not limited to:

Event income of all types, money collected from advertised fundraising endeavors, donations, money from the sale of goods purchased with group funds, and newsletter sales and subscription income.

a. Cash receipts of any type and in any amount must be deposited in the appropriate account no later than 14 calendar days after receipt by an officer of the SCA. 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.

b. 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.

c. 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 groups 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.

d. 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.

e. All cash received at an event shall be counted and recorded by two people (not of the same family or address and not in a personal relationship) before the cash is removed from the site. Copies of the cash record will be provided to the Branch Seneschal and the Exchequer.

10. Policies regarding event admission charges, refunds, or complimentary passes.

Event profits are those monies remaining from event receipts after all expenses have been paid. Cost of the site, food, prizes, supplies for decoration, advertising, or administrative purposes are acceptable expenses to be charged to an event. Acquisition of items which will be retained by the hosting group (such as serving gear or cooking gear) are not considered expenses of the event.

If the branch sponsors a Kingdom Level event, See Kingdom policy as to the distribution of profits for that event.

Finances for Events

a. Autocrats Responsibility

i. To provide an itemized budget to the Finance Committee no less than 3 months in advance of the scheduled event. This 3 month schedule may be reduced or waived for small events or co-sponsored events under

extraordinary circumstances with Finance Committee approval. If this is a Kingdom level event please follow the Kingdom Policy for event bid submissions and reporting once it is reviewed and approved by the Canton Financial Committee.

ii. To prepare the event report for approval and submission by the Exchequer and the Seneschal within 21 days from the date of the event. If the event is a Kingdom level event, the branch Exchequer and Seneschal will review and approve the event finances before they are due to the Kingdom.

iii. To report the final event results to the canton at the business meeting following the Kingdom's event report deadline.

iv. The branch may vote to donate the Canton profits from a Kingdom level event that it sponsors after the final results are reported to the Canton at the business meeting.

b. The Exchequer must receive event-related receipts and requests for reimbursement no later than five business days after the event.

c. For events sponsored by the Canton of Falcon Cree, event refunds shall be provided as follows:

i. The Canton shall honor all requests for refunds made in writing (email is acceptable) and received at least 3 days prior to the event. Requests for refunds must include the modern name and SCA name for which refunds are requested, a mailing address to which the refund check should be sent, and a dollar amount.

ii. Refunds requested less than 3 days prior to the event shall be honored as long as doing so does not cause the event to lose more than \$50.00. Exceptions may be approved by the Finance Committee.

iii. Requests for refunds for feast or camping fees shall be honored so long as the reservation can be resold or does not impose an additional expense on the event or Canton.

iv. All refunds will be paid by check from the Canton Checking Account.

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

- d. Complimentary Attendance
- i. The Canton of Falcon Cree will waive site and feast fees for the following individuals at all canton-sponsored events:
 - 1. King & Queen of Atlantia
 - 2. Prince & Princess of Atlantia
 - 3. Baron and Baroness of Nottingham Hill Coill
- ii. The Canton may opt, with approval of the Finance Committee, to waive site and/or feast fees for additional persons, to be designated in the event proposal.
- iii. Non-members may not receive complimentary passes.
- iv. The Canton can have events that are free to all attendees.

11. Policy regarding asset management and control of inventory including trailer policy

- a. TRAILERS (the branch does not currently own any trailers, but should this change, the policies outlined below apply).
 - 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. Other property

See Kingdom Policy

Note: This branch does not own / nor should own Regalia

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.

c. Purchase of alcohol other than small amounts used for cooking.

13. Policy on sales tax

Not required in the Kingdom of Atlantia

14. Special Purpose and Dedicated Funds

Unless otherwise specified all money collected will be considered to be General Funds.

Temporary funds will be established for use as short-term obligations occur. These funds will not exceed one calendar year or the designated period of use, whichever is longer. Funding for temporary funds will be determined by the purpose of the fund.

All funds must have a secondary fund purpose in the event that the primary purpose ceases to exist.

15. Additional policies

a. Budgets

- i. A budget for officers (i.e., for mailing, copies, handbooks, website, etc.) shall be established each year at the February business meeting based on needs and proposed projects.
 - ii. Ongoing projects, such as publication of a newsletter, should always be budgeted to be self-supporting.
 - iii. Falcon Cree must maintain \$2000 in reserve. The reserve level must be reviewed periodically to ensure that the canton can recover from a disaster. It is recommended that the review occur each February.
- b. Disbursements
- i. The Exchequer is authorized to make disbursements from General Funds based upon the Budget as approved by the Canton Financial committee.
 - ii. All receipts must be submitted to the Exchequer within 14 days of incurring the expense (a scanned image or picture of the receipt is acceptable).
 - iii. All refunds will be paid by check from the Canton Checking Account.