

Tir-y-don

Approved by Financial Committee - (5/21/22)

Approved by Kingdom – 05/2/2022

Financial Policy for Barony of Tir-y-don

1. **Composition of the Financial Committee:**
The Financial Committee, known as the Baronial Council of the Exchequer shall consist of the Baronial Seneschal, Baronial Exchequer, and all paid members of the Barony who are in attendance at the business meeting and are age 18 or over on the date of the meeting.
2. **Terms of the Financial Committee members:**
The terms of the voting members of the Baronial Council of the Exchequer will be concurrent with their respective signed warrants or Society for Creative Anachronism (SCA) membership.
3. **Timeframes and methods for meeting:**
The Baronial Council of the Exchequer will meet at minimum once per quarter. A meeting may be called by any paid member of the Barony. Meetings may be held in person, by telephone, by virtual meetings, or by electronic means (ie by exchange of emails). The Baronial Exchequer will create and preserve a written record of all decisions by the Council. If the meeting is held over email then the Baronial Exchequer will retain copies of the relevant emails as the permanent record of the meeting. Voting will not take place over social media avenues (ie Facebook).
4. **Timeframes and methods for action approval under normal circumstances:**
Meetings will take place within two weeks of a funding request and decisions will be made by simple majority. In the event of a tie the decision is not approved.
5. **Timeframes and methods for meeting and approval in emergencies.**
In case of emergency a decision may be made by the Baronial Seneschal, Exchequer, and one other officer if they are in agreement. Meetings may be held in person, by telephone, by virtual meetings, or by electronic means (ie by exchange of emails). Voting will not take place over social media avenues (ie Facebook).
6. **Reporting Schedule for Branches**
The Barony of Tir-y-don will submit quarterly reports to the Kingdom Exchequer or designated representative.
Reports will be cumulative and are due as follows:
 - a. January 1- March 31 (First Quarter Cumulative), due April 30th
 - b. January 1- June 30 (Second Quarter Cumulative), due July 31st
 - c. January 1- September 30 (Third Quarter Cumulative), due October 31st
 - d. January 1- December 31 (Fourth Quarter Cumulative/ Doomsday), due January 31st

Non-Member Registration (NMR) Reports and monies are due to the office of the Chancellor of the Exchequer Deputy for the NMR no later than ten (10) business days after an event charging registration and attendance fees closes.

Event reports shall be submitted for every event held. These shall be completed with copies of the event receipts attached and sent with the corresponding quarterly report.

Reports will be considered late if they are not received within five (5) business days if the due date or if they are incomplete.

7. Reporting requirements for branch reports

Quarterly reports will include the following documents

- a. A record of financial activity in the form of journal or ledger
- b. A current list of variances in effect
- c. Bank statements for all accounts for the quarter signed by the Baronial Seneschal and Exchequer
- d. The completed Excel report form
- e. A pdf of the report signed by the Baronial Seneschal and Exchequer
- f. Copies of the receipts for monies spent if applicable
- g. Event reports if applicable
- h. Fundraising reports if applicable

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

The Financial Policy will be maintained by the Baronial Council of the Exchequer and will be reviewed annually by the Baronial Council of the Exchequer for compliance with Kingdom requirements.

Proposed changes to the Financial Policy will require approval by simple majority of the Baronial Council of the Exchequer and approved by the Kingdom Exchequer. If the proposal is disapproved by the Kingdom Exchequer, the Council may rework and resubmit the proposal. Upon approval by the Kingdom Exchequer the change will go into immediate effect.

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.

- a. Cash receipts of any type 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.
- 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 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.

- 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.

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

The following people, if they wish, may be exempted from paying any fee associated with a Baronial event: The Crown and Heirs, sitting Baronage of Tir-y-don, autocrat of the event, head cook of the event, and others at the discretion of Their Excellencies and the autocrat. If an event has co-autocrats only one is exempted from the site fee. Fees may not be waived for non-members.

Anyone who can present a valid reason for needing a refund, as determined by the Baronial Exchequer and Baronial Seneschal will be written a check from the Baronial General Fund. Refunds must be requested within 5 business days of the event they were unable to attend. No refunds will be issued from any cash box.

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

a. TRAILERS

- 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

- i. An inventory will be maintained of Baronial assets

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- ii. The inventory will be maintained by a designated deputy (chamberlain or quartermaster). If that position is not filled, then the inventory shall be maintained by the Baronial Exchequer.
- iii. The inventory will include the location of the property.
- iv. The Quartermaster or if that position is not filled, the Exchequer, will arrange for repairs or maintenance of inventory items.

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:

Not required in the Kingdom of Atlantia

14. Special Purpose and Dedicated Funds

General Funds are monies collected by the Barony to support the administrative and event related functions of the Barony.

Permanent Funds

In addition to the General Fund, the Equipment Repair Fund will be for the repair and maintenance of baronial property. For example, the following purchases may be made from this fund: replacement trailer tires, patching holes in tent canvas, replacement ropes for tents. All purchases under this fund must be approved by the Baronial Seneschal and one other Baronial Officer. This fund is set by an annual budget.

No other permanent funds are established at this time. Permanent funds may be established by a simple majority vote of the Baronial Council of the Exchequer.

Temporary 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. If a temporary fund is established and there is money remaining after meeting the obligation for which the fund was established, the remaining money will go to the general fund.

Donated Funds

Funds donated to the Barony by groups or individuals may be designated for a specific use or as general funds. If a donor does not specify a particular use or if the specific purpose of the fund no longer exists, the remaining money be placed in the general fund.

15. Additional Policies

a. Baronial Event Profits

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

b. Cash Controls

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 cash is removed from the site. Copies of the cash record will be provided to the Baronial Exchequer.

c. Disbursements

Disbursements are any monies released from a Society account for the purposes of funding events, activities, or administration of the Barony.

- i. Advance payments can only be made with the prior approval of the Baronial Council of the Exchequer. A signed Cash Advance Form that includes the legal name and society name of the individual requesting reimbursement, explanation of expenditures, and documentation of their approval, may be required from the recipient prior to disbursement. Receipts of repayment must be provided to cover the total amount disbursed within 30 days of the receipt of the advance or no more than fifteen (15) calendar days after the Baronial event for which the advance was made.

1. No advances will be given to any individual who has not yet cleared (returned receipts and excess monies) from a previous advance.
2. Disbursements for items not specified in the Cash Advance Form or budgeted may be requested by individuals. Such requests must be made to the Baronial Council of the Exchequer in advance of purchase.

- ii. A disbursement greater than \$500 that is not associated with an approved budget for an event (site fee, feast supplies) must be announced at a Baronial business meeting and voted on at the next.

1. In an emergency, a decision may be made by the Baronial Seneschal, Baronial Exchequer, and one other officer but they may not approve of an expenditure greater than \$250.00. The rest of the Baronial Council of the Exchequer should be informed of the decision as soon as possible.

- iii. An accounting of expenditures will be made at the monthly Baronial business meeting.

iv. Approved Disbursements

All disbursements will require the submission of a legible receipt.

The Baronial Exchequer is authorized to make the following regular disbursements from the General Fund:

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- a. Normal office expenditures of Baronial Officers shall be reimbursed per annual budget. All postage costs associated with the execution of an office or those incurred by Their Excellencies may be reimbursed. Postage does not count towards budgeted allowance.

- d. Autocrats must submit an Event Budget to the Baronial Council of the Exchequer and the budget must pass with a simple majority prior to publishing any event flyers