

## Financial Policy for

### Canton of Crois Brigitte

1. Composition of the Financial Committee.
  - a. The Financial Committee shall consist of the Seneschal, Exchequer, and all paid members of the Canton present at the meeting when financial matters are discussed.
2. Terms of Financial Committee members.
  - a. The Seneschal and Exchequer shall be active members of the Financial Committee for the terms of their warrants.
  - b. The term of Financial Committee members: As long as they are paid SCA members and reside in the Canton.
3. Timeframes and methods for meetings.
  - a. The financial committee shall meet every month.
  - b. If no financial decisions are required, a recap from the Exchequer will satisfy the monthly meeting requirement.
4. Timeframes and methods for action approval under normal circumstances
  - a. Financial decisions are discussed at canton or financial committee meetings, and votes are scheduled for subsequent meetings if possible. We reserve the right to present and vote in the same meeting if necessary to reach a decision. Meetings are done via “live participation”, defined as members present at a Zoom, physical or other private digital medium including conference calls.
  - b. A decision is defined as the majority of voting members present at the meeting.
5. Timeframes and methods for meeting and approval in emergencies.
  - a. Must include Seneschal, Exchequer and at least 3 other financial committee members.
  - b. Decision reached by simple majority of those present at the meeting.
6. Reporting Schedule for Branches
  - a. See Kingdom Policy
7. Reporting requirements for branch reports
  - a. See Kingdom Policy
8. Timeframes and methods for review and revision of the financial policy.
  - a. See Kingdom Policy – I.E. Annually
  - b. Canton reserves the right to amend policy at any time if necessary for growth or change.
9. Methods for controlling cash receipts.
  - a. All cash receipts must be reviewed with at least one other member of the financial committee when cash is exchanged or, in the event of an unplanned receipt of funds, at an emergency financial meeting as soon as possible after receipt.
  - b. 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.

- c. Receipts for purchases must be provided to Exchequer within 5 days of said purchase.
- 10. Policies regarding event admission charges, refunds, or complimentary passes.
  - a. The canton will follow Kingdom Policy. Exceptions will be made per the guidelines provided by Kingdom policy.
- 11. Policy regarding asset management and control of inventory including trailer policy
  - a. TRAILERS – Not Applicable
  - b. Other Property – Canton will follow Kingdom Policy with the exception cited in these guidelines.
    - i. Exception: Regalia paragraph, iv., since Regalia is now considered to be depreciable assets (if the value is greater than \$2000) or gets reported as General Supplies when purchased if less than \$2000.
    - ii. Canton currently owns a Canton banner and a piece of the Sacred Stone rock, both totaling \$0 value.
- 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 applicable in the Kingdom of Atlantia
- 14. Special Purpose and Dedicated Funds
  - a. No special purpose or dedicated funds
- 15. Additional policies
  - a. No additional policies