

## Financial Policy for the Barony of Hawkwood

1. Composition of the Financial Committee
  - a. The financial committee consists of the Exchequer, Seneschal, and paid members in attendance at a Baronial meeting.
  - b. All populace votes to approve or disallow expenditures shall be at a scheduled Baronial business meeting and will be by simple majority.
  - c. Populace must have a current, paid, membership to be eligible to vote.
  - d. For purposes of determining eligibility for voting in financial matters, members must present proof of current membership upon request.
  - e. Each member must recuse themselves from voting on any financial decisions in which there is a conflict of interest or appearance of impropriety.
2. Terms of Financial Committee members
  - a. The Exchequer's and Seneschal's terms on the Finance Committee shall be concurrent with their terms in office. Office term limits are not implied or addressed by this policy.
  - b. Paid Members will be considered within their term if present at the meeting in question with current membership.
3. Time frames and methods for meetings
  - a. Financial Committee meetings are typically held during and reported with Baronial meetings. The Financial Committee will meet in person or virtually. Ideally meetings will be monthly, but no less than quarterly.
4. Time frames and methods for action approval under normal circumstances
  - a. All populace votes to approve or disallow expenditures shall be at a scheduled Baronial business meeting and be by simple majority.
  - b. Events
    - i. Deadlines for any event bid will be announced at a Baronial Business meeting and in the Baronial newsletter at least 30 days prior to that deadline.
    - ii. All bids received for an event will be published, along with their budget, two (2) weeks before the deadline for review by the populace. The populace is responsible for reviewing the bids and budgets and providing commentary to the Coronet(s) and Seneschal.
    - iii. The Coronet(s) and the Seneschal will choose a bid after reviewing the provided commentary and the accepted bid will be announced in the Baronial newsletter as soon as possible but no more than two months following the deadline. In case of a tie, the Exchequer will cast the deciding vote.
    - iv. The Event budget will be presented at the next Baronial business meeting for approval by a majority vote of the Finance Committee.
    - v. Either the Financial Committee or the Emergency Financial Committee must vote to authorize any itemized expenditure in excess of the approved amount. Approval is not guaranteed.

5. Timeframes and methods for meeting and approval in emergencies: Emergency Financial Committee
  - a. The Emergency Financial Committee shall consist of the Coronet(s) (counting as a single vote), the Exchequer, and the Seneschal.
  - b. Members of the Emergency Financial Committee shall have one vote and must recuse themselves from voting on any financial decisions in which there is a conflict of interest or appearance of impropriety. In the case of conflict of interest or appearance of impropriety, another Baronial Officer as determined by the Emergency Financial Committee shall be chosen to provide the additional vote.
  - c. The Emergency Financial Committee may meet at any time any member of the Committee deems it necessary. Meetings may take place in person, over the telephone, or by electronic means to conduct business. Any actions taken will be reported to the populace no later than the next business meeting.
  - d. Decisions of the Emergency Financial Committee must be recorded by written electronic means from each participating member showing agreement or a document signed by each participating member. In either case, the record shall be maintained in the Exchequer files.
  - e. The Emergency Financial Committee may review time-sensitive proposed expenditures between Baronial Meetings, and may authorize those expenditures by majority vote up to \$500.
6. Reporting schedule for branches
  - a. Reporting requirements for branch reports shall be in accordance with current guidelines from SCA, Inc. and the Kingdom of Atlantia.
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8. Time frames and methods for review and revision of the financial policy
  - a. The Financial Policy shall be reviewed each year by the Emergency Financial Committee.
  - b. The policy shall be approved by a majority vote of the Finance Committee and published prior to Baronial Birthday.
  - c. The Baronial Financial Policy is superseded in order by: Kingdom Exchequer Policy, Kingdom Financial Policy, Kingdom Law, Society Exchequer Policy, Society Branch Financial Policy, Corpora, State, and Federal Law.
9. Methods for controlling cash receipts
  - a. Cash receipts shall include but are not limited to:
    - i. Event income of all types
    - ii. Money collected from advertised fund raising endeavors
    - iii. Donations
    - iv. Money from the sale of goods purchased with group funds
    - v. Newsletter sales and subscription income
  - b. Cash Advance Requests should be made with a Cash Advance Request Form and resolved within thirty days of the expenditure for which the advance was approved.
  - c. 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.

- 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. Individual groups may be more restrictive if they so choose. At least one paid adult member of the SCA must be present and in charge anywhere SCA money is collected.
  - f. 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.
  - g. 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
- a. Events
    - i. No Baronial event held in the Barony of Hawkwood shall be sponsored without the prior approval of the Coronet(s) and the Baronial Seneschal.
    - ii. Branches or persons wishing to autocrat a Baronial event shall submit a bid and a budget to the Coronet(s) and Seneschal, using the Baronial event bid form.
    - iii. The Barony will not enter into contractual obligations pertaining to an event until its itemized budget has been approved by the Financial Committee except as stated in 4.b.iv.
    - iv. The Barony may choose to sign a site contract for a future event without a fully itemized budget by a majority vote of the full Financial Committee.
  - b. Complimentary Event Fees
    - i. Atlantian Royalty, Atlantian Heirs, and Hawkwood Coronet(s) shall automatically receive complimentary admission to events, including feast spots, sponsored by the Barony. Other persons may be given complimentary admission and/or feast if authorized as part of the Event budget.
    - ii. The number of guests at high table should be determined and set in advance. Seats at High Table shall only be complimentary if they are identified as such by the Event budget.
    - iii. At Baronial Birthday, all prior landed Hawkwood Coronets shall receive complimentary admission to the event, excluding feast, provided they officially notify the autocrat or reservationist they will attend Baronial Birthday during pre-registration period.

- c. Event Refunds shall be provided as follows:
  - i. No refund(s) will be given to those who have checked in at gate.
  - ii. The Exchequer, the Autocrat, or Event Reservationist must receive refund requests, in writing either by email or hard copy, no later than five days after the event ends. Exceptions may be made by the approval of the Emergency Financial Committee.
  - iii. No refund shall be issued until the event books have been closed
  - iv. No refund(s) will be issued until all financial obligations of the event have been fulfilled and only if it is ensured that the requested refund(s) will not hinder the event's ability to fulfill those financial obligations. Approved refunds will be issued minus any processing fees assessed.
  - v. Baronial Event Refund Policy shall be posted on Baronial Event websites.
  - vi. When a non-Baronial entity which is SCA Inc. approved sponsors a Baronial event, profits are split 50-50. The Baronial share of the profits will be used for the Baronial General Fund unless the Event bid specifies another fund such as the Travel Fund.
  - vii. Autocrats of Baronial events are responsible for filing financial reports per Kingdom Policy and within reporting deadlines.
  - viii. A summary of the Event Financial Report shall be presented to the populace at the first regular Baronial business meeting after the event books have been closed.
  - ix. The event staff must turn in event-related receipts and requests for reimbursement no later than five (5) days after the event closes.

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

- a. TRAILERS – Not applicable
- b. Other Property
  - i. Individuals holding Baronial Events, Activities, or Offices are responsible for requesting the use of the Baronial equipment from the Baronial Exchequer or designee (e.g., Quartermaster), arranging for the pickup and return of the equipment to the appropriate Baronial storage location in an orderly fashion, any necessary cleaning of the equipment after use, and notifying the office of the Baronial Exchequer of any damage or loss to the Equipment.
  - ii. Individuals who would like to use Baronial Equipment for SCA official events or activities may request the equipment from the Baronial Exchequer or designee (e.g., Quartermaster) at least thirty (30) days prior to the activity.
  - iii. Items must be returned in the same condition (or better), or the responsible party will be liable for those 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 applicable in the Kingdom of Atlantia

14. Special Purpose and Dedicated Funds

- a. General Fund (Unallocated funds): The general fund is composed of monies collected by the Barony to support the functions of the Barony. Unless otherwise specified, all monies collected shall be included in the general (unallocated) funds.
- b. Allocated Funds
  - i. Permanent Allocated Funds shall be established for long-term obligations and include, but are not limited to, Travel Fund and funds held for Baronial Guilds.
  - ii. Temporary Allocated Funds shall be established for use as short-term obligations occur. These funds shall not exceed one calendar year or the designated period of use, whichever is longer. Funding for temporary funds shall be specified upon establishment of the fund. Any funds remaining after the expiration of the time limit will revert to the general (unallocated) fund. Temporary funds include but are not limited to the Hospitality fund and officer allocations.
  - iii. Renewal of temporary allocated funds may be voted upon at a Baronial meeting after the publication of the prior year's Annual report.
- c. Baronial Budgets
  - i. The Barony will allocate funds for each Baronial office and the Coronets on a yearly basis. The amount to be allocated will be presented to the Baronial populace for approval.
  - ii. Expenditures for allocated funds are reimbursed upon submission of receipts.

15. Additional policies

- a. Hawkwood Financial Policy Procedures
  - i. Signatories on the checking account will comply with policies of SCA, Inc. and Kingdom Policy and Law. Additional signatories may be added with the approval of the Seneschal and Exchequer.
- b. The Chancellor of the Exchequer
  - i. The Exchequer shall:
    - 1. Maintain a checking account with appropriate signature cards for the Barony, entitled 'SCA Inc., Barony of Hawkwood'.
    - 2. File all financial reports pursuant to Society and Kingdom policy.
    - 3. Maintain copies of event reports for events sponsored by the Barony as required by Society and Kingdom Policy and Law.
    - 4. Enforce and maintain the Baronial Financial Policy.
    - 5. Publish to the Barony the final annual balance sheet by May 1st.
    - 6. Upon request, provide access to the Baronial financial reports and books to any member of the Barony.
      - a. The Exchequer shall provide access in person to above documents at their earliest convenience within thirty (30) days of the request being received.
- c. Non-Sufficient Funds (NSF) checks
  - i. The Exchequer shall pursue any nonsufficient funds (NSF) checks received by the Barony according to the policy outlined in the Society Exchequer's Handbook and in the Barony of Hawkwood's check return policies.

- ii. The Exchequer will provide a list of parties who have NSF checks to the Baronial Seneschal. The Baronial Seneschal may bar these individuals from Baronial level events and/or allocation of Baronial funds for other events or activities. This list is private information, which is not posted in any public area.

Individuals whose checks have been uncollectable will owe not only the face value of that check, but any associated bank or postage fees. Any exceptions should be approved by the Emergency Financial Committee on a case-by-case basis.

- d. Waiving Baronial Financial Policy

- i. Any part of this policy may be waived under special or extreme circumstances by approval of the Emergency Financial Committee with a full accounting to be given at the next regularly scheduled Baronial meeting.
- ii. Any part of this policy may be waived by approval of the Barony by 2/3 of the voting members present at a Baronial meeting by the voting populace.