

Financial Policy for Barony of Ponte Alto (Kingdom of Atlantia)

1.C Composition of the Financial Committee.

The group Financial Committee shall consist of the Exchequer, the Seneschal, the Knight's Marshall, the Minister of Arts and Sciences, and the Chronicler. Each member of the Financial Committee must be a paid member of the Society for Creative Anachronism, Inc, be at least 18 years of age, and possess a valid warrant for their office. Members of the Financial Committee shall have one vote and recuse themselves from voting on any financial decisions in which there is a conflict of interest or appearance of impropriety.

2.T Terms of Financial Committee members.

The terms of the voting members of the Financial Committee will be concurrent with their respective signed warrants.

3.T Timeframes and methods for meetings.

Meetings of the Financial Committee may be held in person, by telephone, or by electronic means, and will be held in conjunction with the monthly Baronial Meeting. If such meetings are held in person, online, or by telephone, it is the responsibility of the Chronicler to create and preserve a written record of all decisions of the committee. If the meeting is held by email, then the Chronicler will retain copies of all relevant emails as the permanent record of the meeting.

4.T Timeframes and methods for action approval under normal circumstances.

Meetings will be conducted within one month of a funding request. Decisions will be made by a simple majority of those in attendance. Written proxy may be in the form of an e-mail.

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

In the case of an emergency funding need, at least three members of the Financial Committee must be contacted and in agreement. Two of these members must be the Seneschal and the Exchequer. Meetings may be held in person, by telephone, by virtual meetings, or by electronic means, and will be conducted as soon as two members know of the emergency funding need. Voting will not take place on Facebook or any other social media avenues.

6.R Reporting Schedule for Branches is established by The Atlantian Book of Policy Section 5.4.

Branches must submit quarterly reports to the Kingdom Exchequer or a designated representative.

Reports will be cumulative, and are due as follows:

- a. January 1 – March 31 (First Quarter), due April 30th
- b. April 1 – June 30 (Second Quarter), due July 31st
- c. July 1 – September 30 (Third Quarter), due October 31st

- d. October 1 – December 31 (Fourth Quarter/Domesday), due January 31st.

Non-Member Registration reports and monies from an event must be submitted within 10 business days after close of the event.

Event reports must be submitted within 14 calendar days of the close of the event, to be submitted to the Kingdom with the corresponding quarterly reports.

7. Reporting requirements for branch reports

Quarterly reports should include the following documents:

- a. Financial activity such as a journal or ledger,
- b. A current list of variances in effect,
- c. Bank statements for all accounts for the quarter,
- d. The Excel report workbook,
- e. A PDF of the report, signed by the branch Exchequer and Seneschal,
- f. Copies of receipts for expenditures, if applicable,
- g. Event reports, if applicable.

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

The Financial Policy will be reviewed and revised as needed at least every two years. Review and revisions will initially be performed by the Baronial Exchequer and Seneschal, followed by review and approval by the Financial Committee, and then submitted to the Kingdom Exchequer for final approval before the revised policy is posted on the Baronial website and in other official outlets.

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.

Cash receipts of any type and in any amount must be deposited in the Baronial bank account within 14 calendar days after the receipt by an Officer of the Barony. Undeposited income of any type is not to be used for refunds, reimbursements, or expenses. 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.

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.

A paid adult member of the SCA must oversee 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.

Admission Charges:

- a. Event attendees who are 18 years of age or older shall pay the full site fee. Children under the age of five shall be admitted without charge.
- b. If the event allows for a reduced fee for children, then children between the ages of 5 and 17 may be charged at a reduced site fee at the discretion of the Autocrat.
- c. A family cap of two adults and two children within the same mundane household may be put into place at the discretion of the Autocrat, and must appear on the event bid. This family cap does not exempt NMS fees.
- d. Feast fees will typically be the same for adults and children, but may be changed at the discretion of the Autocrat. Feast fees must appear on the event bid.

Refunds:

- a. A written request must be submitted to the Exchequer within 5 calendar days after the event.
- b. Site fee refunds will be processed once all checks received for event have been cleared.
- c. Feast fee refunds will only happen after all checks received for event have been cleared and all feast seats were filled at the event.

Complimentary Passes:

- a. The Barony may waive fees for the following event attendees per Kingdom Financial Policy: King, Queen, Prince, Princess, and local Landed Baronage.
- b. To waive the fees of additional attendees, a list of those approved for waived fees must be in the budget or be approved by the Financial Committee with justification/documentation for the additional names added to the Event Report. Additional attendees include but are not limited to Autocrat, Head Cook, specific volunteers, etc.
- c. Per Society policy, non-members may not receive complimentary passes. However, contractual obligations may be exempted on a case-by-case basis, and will be tracked in expenses as Fees and Honoraria.

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

- a. Trailers – N/A
- b. Other Property – Baronial items are to be housed at Barony's rented storage space. Inventory will be taken every two years or with a change of location and/or Baronage. Borrowing of equipment must be approved by the Financial Committee.
- c. Disposing of inventory: Items to be disposed of, auctioned, or directly sold by the Barony must first be approved by the Financial Committee. Items which are to be

disposed of, auctioned, or directly sold by the Barony must first have all official Baronage heraldry removed.

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

Funds will be established to raise money for significant, one-time expenditures on a case-by-case basis. No fund will be used for an ongoing expense.

Additional Funds may be created by a vote of the populace at a Barony meeting. All Funds will have an estimated expiration date at the time of creation. If that date is reached and the purpose of the Fund is not complete, the Barony must vote to continue the project and establish a new expiration date or return the funds to the General Fund.

All fundraising for a specific Fund must be used for that Fund as long as it is in existence. The following language must be prominently displayed at all fundraising activities dedicated to a specific Baronial Fund: "This fundraiser will be used to (purpose of fundraiser). Any remaining proceeds above the required amount will be returned to the general fund to cover the costs of baronial activities."

All money from disbanded Funds will revert to the General Fund.