

## Financial Policy for

### Canton of Sudentorre

#### 1. Composition of the Financial Committee.

The Canton of Sudentorre (the Canton) Emergency Financial committee shall be composed of the Canton Exchequer, the Canton Deputy Exchequer, the Canton Seneschal, the Canton Deputy Seneschal, one at-large member, and one alternate at-large member.

The Canton Financial Committee shall be composed of the members of the Emergency Financial Committee as well as paid members of the populace present at the monthly business meeting

- a. The Canton Exchequer shall be the chairman of the Canton Financial Committee.
- b. No members of the Canton Emergency Financial Committee may share the same residence.
- c. Upon the appointment, each new member of the Canton Emergency Financial Committee shall review and agree to abide by the Canton financial policy.
- d. At-Large members
  - a. All at-large members of the Canton Emergency Financial Committee must be current residents of the Canton and current paid members of the SCA.
  - b. At-large members of the Canton Emergency Financial Committee shall be chosen by a majority vote of the populace present at the regularly scheduled Canton business meeting where the decision to select a new at-large member has been previously published on the Canton website.

#### 2. Suspensions/Removals

- a. If a member of the Canton Emergency Financial Committee has a lapse in membership status, they will be immediately suspended from serving on the Financial Committee until their membership is restored
- b. At-large members of the Canton Emergency Financial Committee may only be removed by a majority vote of the populace during a regularly scheduled Canton business meeting. This vote may only be called at the joint request of the Canton Exchequer and the Canton Seneschal.
- c. Any suspensions/removals from the Canton Emergency Financial Committee shall be announced to the populace as soon as possible via email and at the next regularly scheduled Canton business meeting.
- d. When necessary, replacements for suspending/removed members of the Canton Emergency Financial Committee shall be voted on during the next regularly scheduled Canton business meeting following the announcement of the suspension/removal.

- e. Until replacements for any suspended/removed Canton Emergency Financial Committee members are found, a majority populace vote shall take the place of the suspended/removed member(s) until such time as the position can be filled.

3. Responsibilities

- a. The Canton Financial Committee shall review all proposed expenditures of SCA funds by the Canton. Such expenditures must be approved by the Canton Financial Committee prior to being disbursed
  - i. Any expenditure over \$100 shall be discussed at a regularly scheduled Canton business meeting. Expenditures up to \$100 are not subject to this requirement, and may be discussed and decided on by Canton Emergency Financial Committee as needed. In all cases, a simple majority vote in favor of the expenditure is required for approval.
  - ii. If non-payment of a Canton expense would be grounds for loss of use of a site, fines, or legal action against the Canton, expenditures over \$100 may be approved outside a regularly scheduled Canton business meeting by the Canton Emergency Financial Committee, as required.
  - iii. In the event that a vote of a simple majority cannot be reached in the discussion over payment of a Canton expense, non-payment of which would result in grounds for legal action against the Canton, the Canton Emergency Financial Committee may act in concurrence to approve payment without full financial committee approval. Such overriding approval must be made at a regularly scheduled Canton business meeting.
- b. The Canton Financial Committee shall prepare an annual Canton budget.
  - i. The annual Canton budget shall encompass 12 months, commencing the month following the Spring Event or in the month of May if there is no Spring Event.
  - ii. The annual Canton budget shall be presented to the populace, being paid members within the Canton, at the first regularly scheduled Canton business meeting following the Spring Event, or in the month of May if there is no Spring Event.
  - iii. A majority vote of the populace is required for approval of the budget.

4. Terms of the Emergency Financial Committee members.

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

The Terms of the At-large members of the Canton Emergency Financial Committee shall serve a term not to exceed two years.

5. Timeframes and methods for meetings.

The Canton Emergency Financial Committee shall meet as needed. Such meetings may be held in person, over the telephone, or electronically (e.g., via email, online/video chat, etc.).

The Canton Exchequer shall keep a record of all meetings, discussions, and decisions of the Canton emergency financial committee. Copies of this record shall be provided to the Canton Seneschal, and if the office is filled, to the Canton Chronicler to be published in the Canton newsletter.

The Canton Emergency Financial Committee discussions held outside of regularly scheduled Canton business meetings shall be presented by the Canton Exchequer as a report during the next regularly scheduled Canton business meeting.

Members of the Populace are welcome to attend meetings of the Canton Financial Committee; however they shall not have a vote on any decisions made.

6. Timeframes and methods for action approval under normal circumstances  
Meetings will be conducted within two weeks of a funding request. Decisions will be made by a simple majority.
7. Timeframes and methods for meeting and approval in emergencies.  
In the case of an emergency funding need, at least two members of the Canton Emergency Financial Committee must be contacted and in agreement. 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.
8. Reporting Schedule for Branches

Reporting schedule shall be in accordance with Kingdom Policy.

9. 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, signed by the seneschal.
  - d. The Excel report form
  - e. A PDF of the report, signed by the branch Exchequer and the Seneschal
  - f. Copies of receipts for monies spent, if applicable
  - g. Event reports, if applicable
10. Timeframes and methods for review and revision of the financial policy.  
The Financial Policy will be maintained by the Financial Committee and will be reviewed annually by the Committee for compliance with Society requirements and appropriateness for the Kingdom.

Proposed changes to the Canton Financial Policy will require approval by a simple majority of the Financial Committee to be forwarded to the Kingdom Exchequer.

Changes will become effective immediately following the approval of the Canton Financial Policy by the Kingdom Exchequer.

11. 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 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. At least one paid adult member of the SCA must be present and in charge anywhere SCA money is collected.
- d. A paid 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.

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

The following individuals shall not be charged any fees for attending Canton events:

- a. The current Monarchy and Heirs of any Kingdom.
- b. The current Baron and Baroness of Stierbach.
- c. If the event is held in another barony's lands, the current Baron and Baroness of the hosting group.

If the feast at an event includes high table, the ranking attending individual(s) may invite 2 guests to eat at high table at their discretion (with the exception for children of the ranking individual being allowed in excess of those 2 people). Invited persons shall not be charged for feast if they have not already paid for a feast spot.

All events hosted by the Canton must have an itemized budget, prepared by the Autocrat, detailing each planned activity which may have a financial impact.

Event budgets shall be presented by the Autocrat to the populace at a regularly scheduled Canton business meeting. Following discussion, the Canton Financial Committee shall then vote on the budget.

A preliminary budget may be passed by the Canton Emergency Financial Committee if the budget is required to meet an event bid deadline, or to obtain a site reservation. The final budget shall still be presented to the populace at the next business meeting.

Event reports will be completed by the Exchequer and the Autocrat.

Expenditures listed in an approved event budget are approved for payment without requiring a separate vote from the Canton Financial Committee, upon submission of receipts for the expenditure.

- a. The Autocrat is responsible for ensuring the event stays on budget. Unforeseen expenses shall be presented to the Canton Emergency Financial Committee for approval prior to payment/reimbursement. Approval of such overages is not guaranteed.
- b. Requests for reimbursement for expenditures listed in an approved event budget must be submitted with receipts within seven (7) business days of the final day of the event. Such requests must be paid out within 14 business days of the final day of the event.

The Autocrat is responsible for arranging for all mandatory principal event staff, to include the Reservationist and Head Troll/Gatekeeper; principal event staff may select their subordinates at the discretion of the Autocrat.

### 13. Refunds

- a. Refunds are Defined as the return of monies previously paid to the Canton associated with attendance, feast, or other activities during an event.
- b. Refund requests must be made in person at a regularly scheduled Canton business meeting, or via email or in writing to the Autocrat or Reservationist.
  - i. Refund requests must be received/postmarked via mail, email, electronic format (not verbal) prior to the end of the event in question.
  - ii. Honored refunds shall be posted within seven (7) business days of the end of the event in question
- c. Feast (or any other payment for food separate from the site fee) refunds are only available if the feast space is oversold (i.e., there are only 100 feast seats, and more than 100 spaces are sold).
- d. All other refunds are made at the discretion of the Canton Emergency Financial Committee.

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

Trailer and other asset management shall comply with kingdom policy.

#### 15. 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.

#### 16. Policy on sales tax: Not applicable in the Kingdom of Atlantia.

#### 17. Special Purpose and Dedicated Funds

Special funds may be established by a vote of the populace at a regularly scheduled Canton business meeting.

Funding for special funds shall be determined at the time they are established. Monies within a special fund are approved for the use for which the fund was established without a separate vote of the Canton Financial Committee. Spending decisions involving special funds shall be made by the Canton officer responsible for the activity those funds address (e.g., decisions regarding the armor fund are made by the Knight Marshal, etc.). If there is no obvious responsible Canton officer for a particular special fund, the responsibility for spending decisions for that special fund revert to the Canton Financial Committee.

Any special funds shall be accounted for independently of the Canton general fund and all other special funds

- a. Armor fund
  - i. To be used towards the purchase, manufacture and maintenance of fighting equipment for the Canton.
- b. Projectile fund
  - i. To be used towards the purchase, manufacture and maintenance of archery equipment for the Canton.
  - ii. To be used towards the purchase, manufacture and maintenance of throwing knives, axes, spears, and targets for the Canton.
- c. Scribal fund
  - i. To be used towards the purchase, manufacture, and maintenance of calligraphy and illumination equipment for the Canton.

#### 18. Additional policies

- d. Acquisition and Advancement of Funds
  - i. Recipients of fund advancements must be a current paid member of the SCA.
  - ii. Advancement of funds shall be limited to 80% per unreconciled allotment.