

## Financial Policy for Barony of Black Diamond

1. Composition of the Financial Committee.
  - a. Group Financial Committee shall consist of all paid members aged 18 and older who are present at a regularly scheduled baronial business meeting. The Baronial Exchequer and Baronial Seneschal must both be in attendance for financial matters to be voted upon.
  - b. Financial expenditures shall be approved with a simple majority of the financial committee. A minimum of seven members present is required. Ties cause a measure to fail.
  - c. Visible proof of membership in any form generally acceptable within the Kingdom of Atlantia (Acorn, Membership Card, etc.) must be provided by the voting members during a business meeting. Votes will be taken by holding up proof of Membership.
  - d. Each paid member present will receive one vote, and recuse themselves from voting on any financial decisions in which there is a conflict of interest or appearance of impropriety.
  - e. No proxies are allowed
2. Terms of Financial Committee members.
  - a. As long as they are paid members
3. Timeframes and methods for meetings.
  - a. Financial committee votes shall occur only at regularly scheduled baronial business meetings
  - b. Emergency expenditures occurring between regularly scheduled meetings may be approved per section 5 below.
4. Timeframes and methods for action approval under normal circumstances
  - a. The financial committee will meet at regularly scheduled business meetings, whether in person or virtual. Social media, such as Facebook or Twitter, may not be used for financial votes.
  - b. Expenses of \$200.00 or less may be proposed and voted on at the same business meeting
  - c. Expenses between \$200.00 and \$500.00, may be proposed and voted on at the same business meeting, or the Seneschal may table the motion for further discussion and/or publication, and defer the vote to a future meeting.
  - d. Expenses more than \$500.00 to a single vendor may be proposed at a business meeting, and the opinions of the populace solicited. The motion must be published, in any form deemed by Kingdom to be "official", and in any other forms necessary to reach the majority of the populace. Following publication, the motion may be voted on at any subsequent business meeting.
5. Timeframes and methods for meeting and approval in emergencies.
  - a. An emergency expense is defined as any financial transaction which, if NOT entered into, would cause the group harm, and which must be concluded before the normal procedure for that type of expense can be enacted.

- b. The Emergency Financial Committee consists of: the Seneschal, Exchequer, and any two other Baronial Officers. The Baronage may be considered as the vote of one of the officers.
  - c. An emergency expense can be approved by the emergency financial committee at any time.
  - d. Approval of the expenditure must be unanimous, and the Exchequer must keep a record of the expense, the reason it could not wait for a normal business meeting, the voting officers and their vote. This information shall be announced at the next business meeting and published in the minutes and in the first available issue of the Baronial newsletter.
  - e. The person requesting an expense, or any person for whom it may constitute a conflict of interest, may not be one of the voting officers.
  - f. The emergency financial committee may not spend/ allot funds equal to or greater than 25% of the Barony's unallocated funds.
- 6. Reporting Schedule for Branches
  - a. All financial votes shall be recorded in the business meeting minutes with a tally of the yea's and nays, and published in the next available Baronial newsletter.
- 7. Reporting requirements for branch reports
  - a. Monthly Reports to the populace at the monthly business meeting shall include:
    - i. Bank Account Balance per most recent bank statement
    - ii. Funds Received since last business meeting report
    - iii. Checks Written since last business meeting report
    - iv. Any other data deemed pertinent by the Exchequer or Seneschal
  - b. Reports to Kingdom are per the schedule listed in the Kingdom Exchequer policy and should include the documents and items as outlined in the Kingdom of Atlantia Financial Policy
- 8. Timeframes and methods for review and revision of the financial policy.
  - a. This policy may be reviewed at any business meeting
  - b. As each Seneschal takes office, and each January thereafter, the populace will review and re-ratify the Financial Policy.
  - c. Proposed changes to this policy must first be published in any form deemed by Kingdom to be "official", and in any other forms necessary to reach the majority of the populace.
  - d. Changes to this policy must be enacted by a majority of the populace present at a regularly scheduled business meeting.
  - e. Approved changes made to this Financial Policy shall be announced in the next publication of the Baronial Newsletter
- 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 receipt, per kingdom policy. No incoming funds of any type are to be

kept out of the appropriate account longer than 14 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 circumstance
  - 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 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.
  - e. Since Reservationists and Gate Keepers are deputies of the Exchequer, the Exchequer reserves the right to reject or request modification of the proposed reservationist or Gate Keeper. This should not be construed as permission for the Exchequer to "handpick" all Reservationists or Gate Keepers, but rather a veto power to be used only rarely
  - f. It is the responsibility of the Exchequer to ensure that the Reservationist and Gate Keeper are familiar with and will comply with all relevant policies, and best practices for cash controls
  - g. All event deposits shall have a reconciliation sheet listing the date, check # and check amount, plus deposit totals for balancing to event sheets
  - h. For any expense where a cash advance form is used, the purchases should be made within 30 days and the receipts are due at the next business meeting. The financial committee may grant a one month extension to this requirement.
  - i. After check-in closes at an Event, at least one paid member of the populace, the Autocrat or their designated representative, and the Head Troll, or their designated representatives, shall verify the dollar amounts of the cash and checks received, and all witnesses sign and retain a copy of that information. All monies must be deposited to the Baronial checking account within the next 5 business days and all receipts for the event must be turned in no more than 5 days after the event per kingdom policy.
  - j. All gate fees are to be turned over to the Exchequer or their representative at the close of the Event
  - k. Reservation funds shall be held without deposit for no more than 14 days after they are received. All Event funds shall be deposited within the first 5 business days following the close of the Event.
10. Policies regarding event admission charges, refunds, or complimentary passes.

- a. An individual's canceled check shall serve as the receipt for all reservation or gate fees paid by that individual, including NMR fees. Receipts shall be issued at the gate if requested by the attendee
  - b. "Requests for refunds should be received in writing within 5 days after the event. They will be considered individually by the Financial Committee, and will be issued after the event books have been closed and all checks have been deposited and cleared by the bank." All such requests should be forwarded to the Exchequer, and will be paid from the Baronial account. The information in quotes, or its equivalent, must be included in the event flyer. In case of an event cancellation or inclement weather adversely affecting attendance, refunds will be considered based on available funds.
  - c. The following positions may be considered for admission without charge to a Black Diamond event, including feast:
    - i. the King and Queen of any Kingdom;
    - ii. the Crown Prince and Princess of any Kingdom;
    - iii. the Sovereign Prince and Princess of any Principality;
    - iv. the Baron and Baroness of Black Diamond;
    - v. the Autocrat and Head Cook of the event;
    - vi. site staff affiliated with or required by the site itself rather than the SCA
    - vii. children as designated by age.
  - d. Fees, including feast, may not be waived for non-members per kingdom policy.
11. Policy regarding asset management and control of inventory including trailer policy
- a. TRAILERS
    - i. The Barony of Black Diamond does not currently own a trailer. If the Barony acquires a trailer, the following will be in effect:
    - ii. 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.
    - iii. 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.
    - iv. 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.
    - v. 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.
    - vi. 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. A deputy position to the Exchequer (the Quartermaster) is established to oversee the control of all property owned by the Barony. If the barony has no Quartermaster, the Exchequer will be in charge of the property and the duties of managing it.
- c. Any damage to Baronial property during normal use shall be reported to the Exchequer within 7 days of the incident
- d. Durable goods and non-perishable supplies or expensed items purchased for use at Events are to be returned to the Quartermaster to be included in the Baronial Inventory.
- e. The Quartermaster may destroy or dispose of any expensed items that cannot be stored in the unit without spoilage, attracting vermin or causing damage to other items at his/her discretion.
- f. The Quartermaster will report to the Exchequer any items not returned within the allotted time, as well as any items discarded or damaged after use.
- g. The Quartermaster shall conduct a complete physical inventory of all property belonging to the Barony of Black Diamond annually and provide a copy to the Exchequer and the Seneschal. This inventory shall be made available in an electronic format for any member who requests it from the Exchequer or Seneschal.
- h. Baronial Property may only be borrowed for uses which are in line with the purposes of the SCA. The Seneschal and Exchequer must give their approval for any such request.
- i. Anyone wishing to borrow Baronial Property must contact the Quartermaster at least 10 days in advance so arrangements can be made for acquisition of the item.
- j. Any individual borrowing Baronial property must sign for all items borrowed and assumes the responsibility for the condition and safe return of those items to the Quartermaster.
- k. All Baronial property borrowed must be returned within 14 days after its intended use; extensions may be granted/ approved for situations requiring a longer time frame.
- l. Any borrowed Baronial property lost or damaged due to misuse will be replaced by the borrower at their cost, within a negotiated time frame set by the Committee
- m. At their discretion, the Seneschal, Exchequer or Quartermaster may specify conditions of use, such as having a trusted contact person in charge of set up and tear down of equipment.

#### 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. As of the approval of this document, this group has no specially dedicated funds. Funds may be created and funded when approved by the financial committee

- b. The Financial Committee may elect to allot funds for the use of various activities within the Barony. Any member of the populace may present a Budget Proposal at any business meeting, for consideration by the populace. The Proposal must then be published, in any form deemed by Kingdom to be "official", and in any other forms necessary to reach the majority of the populace. Following publication, the Proposal may be voted on at any subsequent business meeting.
- c. Funds need to be described in the following way:
  - i. Fund name/description
    - 1. Primary Purpose
    - 2. Secondary Purpose
    - 3. Inactivity Expiration
- d. The Budget Proposal shall specify what activities will be provided with funds, the dollar amount for each, and the time period for which funds will be available. The Budget Proposal must also include the name of one or two people to be in charge of the funds for each activity. The allotted funds will be considered expenditures pre-approved for the named persons, so long as all expenditures are allowable under all applicable SCA policies, and appropriate to the activity involved.
- e. What is an "allowable" expense is determined by the Exchequer, by consulting policy. If the appropriateness of the proposed expenditure is dubious, the decision whether to reimburse it will be made by the Financial Committee at a business meeting.
- f. Allotted funds are available for a maximum of 6 months, at the end of which time all unused funds will return to the Baronial General Fund. Shorter time periods may be specified in the Budget Proposal.
- g. No single allotment shall exceed the defined limit of \$500.00.
- h. No budget shall allocate funds reserved for other events as per Kingdom and Society policy and all other contractual and operating obligations.
- i. If at any time the Barony finds itself short of funds in the General Fund for necessary expenses, a motion may be made at any business meeting to reduce the budget currently in place in any way the Financial Committee may agree upon. Such a motion need NOT be published before being voted upon.

#### 15. Additional policies

- a. This policy is superseded by: Kingdom Exchequer Policy, Kingdom Financial Policy, Kingdom Law, Society Exchequer Policy, Corpora, State, and Federal Law. This policy replaces all previous financial policies
- b. The current Financial Policy will be published annually in the Baronial newsletter.
- c. The Exchequer shall maintain the signed and dated original copy of the policy. This signed copy will be considered the binding document in the case of a dispute. The Seneschal must also receive and retain a copy of the signed document.

#### 16. Events

- a. An Event is defined as any organized gathering where Baronial funds are used or at risk and the event is published in the Kingdom Newsletter
- b. All Event Autocrats must be paid members of the SCA.

- i. Because an autocrat is a deputy of the Seneschal, they must be trusted and acceptable to the Seneschal. This should not be construed as permission for the Seneschal to personally "handpick" all Autocrats, but rather a veto power to be used only rarely.
- c. An event bid shall consist of a general plan for the event including proposed dates, site, activities and staff described at a high level. It shall also include a line-item budget.
- d. Event bids shall list Event staff needed (include all that apply to the event): Marshall in Charge, Minister of the Lists, Head Cook, Reservationist, Gate Keeper, etc.
- e. Event budgets shall specify attendance, camping and feast fees and any discounts for minors or cost caps for families. It shall also specify the budgeted cost per seat for feast
- f. Event budgets shall enumerate gratis attendees who are expected to attend.
- g. Event bids shall be reviewed by a sub-group of the Seneschal, Exchequer, and Coronets. If these gentles unanimously approve the bid, it should be published and voted on at the next baronial business meeting to approve the expenditure
- h. No funds shall be dispersed for an event until the budget has been approved.
- i. Any expenditure in excess of the stated budget must be approved by the Financial Committee in advance. The Committee is not required to reimburse over-budget amounts that were not pre-approved, and may offer a receipt for donation instead.
- j. A Cash Advance Form should be presented to the Exchequer before the event to obtain funds for the cash box. Autocrats and Gate Keepers are reminded that:
  - i. Under no circumstances should personal funds be used to seed the cash box
  - ii. All money for expenditures MUST be obtained through the Baronial checking account (never the cash box)
  - iii. Only currently paid SCA members may handle SCA money
- k. All Baronial events must have a gate sign in sheet that is submitted to both the Baronial Exchequer and Seneschal in addition to the event report
- l. Fund raising efforts shall also have budgets and when done in conjunction with an event, must have a member in charge who is not the Autocrat, Reservationist or Gate Keeper and who is capable of handling funds, is familiar with current policy, and is a good standing member of the Society for Creative Anachronism, Inc.
- m. The Autocrat shall present an Event Financial Report to the populace at the first regular business meeting after the event books have been closed, and provide copies for the Seneschal, the Exchequer, and the Baronage. This report should include the original event budget, an accounting of attendance, and all income and expenses. All receipts from the event are to be attached with the event financial report. It will be forwarded to the Chronicler for publication. If this report is not available at that time, the Exchequer will report this to the Financial Committee and to the business meeting.