

ATLANTIA - CANTON OF ST GEORGES

Signed: Denise Gillam, Exchequer, 10/30/23

Approved by Financial Committee – 8/16/23

*Scott Bargelt*

Approved by Kingdom –

Financial Policy for Canton of St Georges

10-30-2023

1. Composition of the Financial Committee.
  - a. The purpose of the Financial Committee is to review and make recommendations on all matters concerning the finances of the Canton to its members. The Financial Committee may authorize expenditures per specifics as stated throughout this document.
  - b. The Financial Committee shall consist of all members of the Canton voting at a meeting.
2. Terms of Financial Committee members.
  - a. Each member of the financial committee must be a paid member of the Society for Creative Anachronism, Inc., be at least 18 years old, and possess a valid warrant for their office (if an officer).
  - b. Verification of the Financial Committee's membership status shall be determined through request of member numbers and expiration dates for the Exchequer's quarterly reports.
3. Timeframes and methods for meetings.
  - a. The Financial Committee will meet during the monthly Canton business meeting, if necessary.
  - b. Contact to discuss financial issues can be done in person, through phone calls, email, or virtual meetings. Votes may not be cast on social media such as FaceBook or Discord.
4. Timeframes and methods for action approval under normal circumstances.
  - a. Members of the Financial Committee shall have one vote.
  - b. Members of the Financial Committee shall excuse themselves from voting on any financial decisions in which there is a conflict of interest or appearance of impropriety.
5. Timeframes and methods for meeting and approval in emergencies.
  - a. The Emergency Financial Committee shall consist of the Exchequer, the Seneschal, and one other person chosen by the Canton.
  - b. Should emergency circumstances arise, a member of the Financial Committee can call an emergency meeting to address time-sensitive issues.
  - c. Contact to discuss financial issues can be done in person, through phone calls, email, or virtual meetings. Votes may not be cast on social media such as FaceBook or Discord.
  - d. The Emergency Committee shall copy all emails, or other documentation of conversation, and make copies available to the Canton at the next regularly scheduled business meeting for any expenditure.
  - e. The Emergency Committee shall be limited to approval of expenditures of up to \$250.00.
6. Reporting Schedule for Branches

The Exchequer will complete all required financial reports for the Canton as outlined by Society and Kingdom policy. This schedule is currently as follows:

Quarterly Exchequer Reports

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Report Deadlines

Report	Period	Due Date
1st Quarter	January 1 - March 31	April 30
2nd Quarter	January 1 - June 30	July 31
3rd Quarter	January 1 - September 30	October 31
4th Quarter/Doomsday	January 1 - December 31	January 31

7. Reporting requirements for branch reports  
Reports shall be sent to the regional deputies via electronic copy uploaded to the Canton’s Dropbox, per Kingdom Exchequer policy.  
Reports should include at least the following documents to be complete:
  - 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 Exchequer and Seneschal
  - d. A PDF of the quarterly report, signed by the branch Exchequer and the Seneschal
  - e. Copies of any event reports and receipts from the quarter
  - f. The Excel report
8. Timeframes and methods for review and revision of the financial policy.
  - a. This Financial Policy shall be reviewed annually by the Financial Committee, or as deemed necessary by the Regional or Kingdom Exchequer, whichever time span is shortest.
  - b. Approval of the Financial Policy, and any amendments, shall be accepted by a majority vote of the Canton and submitted to the Regional or Kingdom Exchequer for required corporate approvals.
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 the receipt by an officer of the SCA. No incoming funds of any type are to be kept out of the appropriate account longer than these timeframes. 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

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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 Kingdoms may be more restrictive should they choose. 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.

10. Policies regarding event admission charges, refunds, or complimentary passes.
  - a. No funds shall be removed from the Event Gate cash box except as change for funds received.
  - b. Event budget approval, reporting, and expense reimbursement:
    - i. The Event Steward shall present an itemized budget for an event to the Financial Committee for review and approval no later than six months in advance of the event date for overnight events and no later than four months in advance of the event date for day events.
    - ii. All budgets or modifications thereof over the original budget must be approved by the Financial Committee.
    - iii. Event expenditures in excess of approved budgets must be approved by the Financial Committee and are not guaranteed reimbursement.
    - iv. The event reservationist and Gate Steward shall be approved by the Financial Committee.
    - v. All event related expense receipts shall be turned over to the Exchequer no later than seven business days from the close of the event in order to receive reimbursement.
    - vi. The Exchequer will be responsible for the event report with assistance of the Event Steward, Reservationist, and Gate Steward as needed.
    - vii. The completed event report shall be presented at the next scheduled Canton meeting.
  - c. Event refunds shall be provided as follows:
    - i. No refunds shall be provided if the event does not make a profit.
    - ii. If the event is cancelled, all reservations will be refunded.
    - iii. No refunds shall be issued until the event books have been closed and all reservation checks have been processed.
    - iv. If someone is unable to attend the event, they may request a refund from the Exchequer within 5 business days after the event.
    - v. All refunds shall be paid by check from the Canton's checking account.
    - vi. All approved refund requests will be mailed to recipients no later than 30 days from the close of the event.

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d. Complimentary passes – the following individuals shall be offered free admittance and feast (if applicable) to an event sponsored by the Canton:

- i. King and Queen of Atlantia
- ii. Baronage of Nottinghamhill Coill
- iii. Prince and Princess of Atlantia
- iv. Event Steward
- v. Head Cook
- vi. Children under 4 years old
- vii. Any other guest approved by the Financial Committee (i.e. visiting royalty, etc.) as specified in the approved event budget

11. NOT APPLICABLE: Policy regarding asset management and control of inventory including trailer policy

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. NOT APPLICABLE: Policy on sales tax if any area in the Kingdom is required to collect state/local sales tax for event admissions, fundraisers, silent auctions, etc. Also if there needs to be a policy of collecting sales tax from vendors. (Any addition to this must be done with consultation with the Society tax specialist.)

14. NOT APPLICABLE: Special Purpose and Dedicated Funds

- a. Fund name/description
  - i. Primary Purpose
  - ii. Secondary Purpose
  - iii. Inactivity Expiration

15. Not Applicable: Any additional policies desired by the Kingdom Financial Committee.