

01/13/2025

Financial Policy for
Canton of Charlesbury Crossing

1. Composition of the Financial Committee.

1.1. The Financial Committee consists of all the paid adult (over the age of 18) members present at an official Canton meeting.

1.1.1. Members of the Financial Committee shall have one vote and may excuse themselves from voting on any financial decisions in which voting would be a conflict of interest or convey any appearance of impropriety.

1.1.2. The Exchequer will record all financial decisions made by a Canton at business meetings and publish those decisions on the Canton's Facebook Group, store a copy in the Facebook group files, and on the Google drive with the office records.

2. Terms of Financial Committee members.

2.1. Any paid adult member (over the age of 18) is a member of the Financial Committee. There is no expiration date associated with membership in this committee.

3. Timeframes and methods for meetings.

3.1. The Canton meets monthly. Any open financial business is discussed at this meeting.

4. Timeframes and methods for action approval under normal circumstances

4.1. Financial decisions must be discussed and made during the monthly Canton meeting. Approval of the financial decision is made by the paid members attending the meeting.

4.2. Expenses must be approved before the money is spent. If not pre-approved, there is no guarantee the funds will be reimbursed.

4.3. All receipts for pre-approved expenses must be turned in to the Canton Exchequer within 60 days of the monies being spent to be eligible for reimbursement.

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

5.1. The Canton has an Emergency Financial Committee consisting of the Exchequer, the Seneschal, And The Minister of Arts and Sciences.

5.2. The Emergency Financial Committee shall:

5.2.1. Meet at any time any member of the Committee deems it necessary in person, over the telephone, or by email to conduct business.

5.2.2. Review all proposed expenditures and may authorize any expenditure (excluding approved events bids) by majority vote up to \$250.

5.2.3. Shall refer to vote by the populace at a regular business meeting for any requested expenditure in excess of its permitted maximum.

5.2.4. May refer to vote by the populace for any requested expenditure below their permitted maximum.

5.2.5. Record by e-mails from each participating member showing agreement or a document signed by each participating member in either case, the record should be maintained in the Exchequer files.

5.2.6. Must report all activities to the populace via the Exchequer at the next regularly scheduled meeting.

6. Reporting Schedule for Branches

6.1. The Canton exchequer reports monthly to the Canton at the business meeting. The Canton submits quarterly reports as required by the Kingdom and Society Exchequer policies.

7. Reporting requirements for branch reports

7.1. The Canton submits reports electronically both via email as well as by posting them to the share drive designated by the Kingdom or Society Exchequer.

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

8.1. The canton financial policy will be reviewed during the first quarter of every year by by the

Canton membership and sent for approval by the Kingdom Exchequer

9. Methods for controlling cash receipts.:

9.1. Cash receipts shall include but are not limited to:

- 9.1.1.Event Income (all types)
- 9.1.2.Money Collected from Advertised Fund Raising Endeavors
- 9.1.3.Donations
- 9.1.4.Money from Sale of Goods Purchased with Group Funds
- 9.1.5.Newsletter Sales and Subscriptions

9.2. Cash receipts shall be handled by the exchequer. In the absence of the exchequer, Cash receipts shall be handled by the Canton seneschal.

9.2.1.Cash receipts must be deposited within 14 days of receipt.

10. Policies regarding event admission charges, refunds, or complimentary passes:

10.1. Kingdom Royalty of any Kingdom or Principality and the Baron and/or Baroness of Sacred Stone are provided with complimentary entrance to events sponsored by the Canton.

10.2. Requests for refunds of event admissions charges or other expenses must be requested via email to the Canton exchequer within 5 days of an event.

10.3 Attendees of events will have _____ days (no more then 120 days) to request a refund. After _____ days the uncashed refunds will be returned to the group fund.

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

11.1. The Canton has no property against which depreciation can be taken.

11.2. Other Property owned by the Canton that does not meet the definition of depreciable property is monitored by the Seneschal and the Chatelain.

11.2.1. The location of Canton property is tracked via a workbook that contains a sheet for each item the Canton owns. Each sheet tracks check out and check in, as well as the repair status when the item is checked in.

11.2.2. The Canton takes responsibility for any repairs needed to Canton property.

11.2.2.1. In the case where an item is returned damaged due to gross neglect by the person who checked it out, that person may be requested to fix the item or pay part of the cost of repairs.

12. Prohibited Activities

12.1. RAFFLES AND ONLINE AUCTIONS are prohibited.

12.2. 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

14.1. The Canton has no special purpose or dedicated funds.

15. Additional policies - None