

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

1. Composition of the Financial Committee.
  - a. The group Financial Committee shall consist of the Exchequer (and deputy), the Seneschal (and deputy), the Knight's Marshal, 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. Terms of Financial Committee members.
  - a. The terms of the voting members of the Financial Committee will be concurrent with their respective signed warrants.
3. Timeframes and methods for meetings.
  - a. 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. Timeframes and methods for action approval under normal circumstances.
  - a. 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. **Voting will not take place on Facebook or any other social media avenues.**
5. Timeframes and methods for meeting and approval in emergencies.
  - a. 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 (or their deputies). 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. 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.
  - a. Reports will be cumulative, and are due as follows:
    - i. January 1 – March 31 (First Quarter), due April 30th

- ii. April 1 – June 30 (Second Quarter), due July 31st
    - iii. July 1 – September 30 (Third Quarter), due October 31st
    - iv. October 1 – December 31 (Fourth Quarter/Domesday), due January 31st.
  - b. Event Non-Member Registration (NMR) reports are due via email to the office of the Kingdom Chancellor of the Exchequer no later than 5 days after the event closes by the Head Gatekeeper, copied to the group Exchequer; monies are to be mailed no later than 10 business days after the event closes.
  - c. Event reports must be submitted to the Seneschal and Exchequer for every event within 21 days of event close. These shall be completed with copies of the event receipts and deposits; all deposits must include copies of all checks deposited and the bank receipt for the total cash plus checks. Checks may have their account numbers and addresses masked after all checks are cleared, before being posted to online storage.
- 7. Reporting requirements for branch reports
  - a. Quarterly reports should include the following documents:
    - i. Financial activity such as a journal or ledger,
    - ii. A current list of variances in effect,
    - iii. Bank statements for all accounts for the quarter,
    - iv. The Excel report workbook,
    - v. A PDF of the report, signed by the branch Exchequer and Seneschal,
    - vi. Copies of receipts for expenditures, if applicable,
  - b. Event reports, if applicable.
- 8. Timeframes and methods for review and revision of the financial policy.
  - a. The Branch Financial Policies will be maintained by the branch Financial Committee and will be reviewed annually by the Financial Committee for compliance with Society and Kingdom requirements, and appropriateness for the branch.
  - b. 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.
  - c. Proposed changes will require approval by a simple majority of the branch Financial Committee.
  - d. Financial Policies will be forwarded to the Kingdom Exchequer for approval annually, regardless of whether changes are made or not.
  - e. Changes will become effective upon approval by the Kingdom Exchequer.
- 9. Methods for controlling cash receipts.
  - a. 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.
  - b. Cash receipts of any type and in any amount must be deposited in the Baronial bank account within 7 calendar days after the receipt by an Officer of the Barony.

- c. Undeposited income of any type is not to be used for refunds, reimbursements, or expenses.
  - d. 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**.
  - e. Minors may not serve as Head Gatekeeper/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.
  - f. 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.
  - g. All cash and checks 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. All deposits must include copies of all checks deposited and the bank receipt for the total cash plus checks as well as the cash count sheets. Checks shall have their account numbers and addresses masked after all checks are cleared, before being posted to baronial online storage.
  - h. Copies of the gate count, cash record, and deposits will be part of the Event report provided to the Exchequer and Seneschal.
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 six shall be admitted without charge.
  - b. If the event allows for a reduced fee for children, then children between the ages of 6 and 17 may be charged at a reduced site fee at the discretion of the Event Steward.
  - 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 Event Steward, 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 Event Steward. Feast fees must appear on the event bid.
  - e. Refunds:
    - i. A written request must be submitted to the Exchequer within 5 calendar days

- after the event.
  - ii. Site fee refunds will be processed once all checks received for event have been cleared.
  - iii. Feast fee refunds will only happen after all checks received for event have been cleared and all feast seats were filled at the event.
- f. Complimentary Passes:
- i. The Barony may waive fees for the following event attendees per Kingdom Financial Policy: King, Queen, Prince, Princess, and local Landed Baronage.
  - ii. 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 Event Steward, Head Cook, specific volunteers, etc.
  - iii. 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 – **(the Barony does not currently own any trailers, but should this change, the policies outlined below apply).**
  - i. 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.
  - ii. 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.
  - iii. 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.
  - iv. 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.
  - v. 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. 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.

- d. Any planned purchases of equipment, such as trailers, pavilions, thrones, etc. that will cost more than \$7500 must be approved by the Corporate Treasurer and the Society Exchequer.

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#### 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.
- c. Purchase of alcohol other than small amounts used for cooking.
- d. Use of, purchase of, or investment in cryptocurrency is prohibited.

#### 13. Policy on sales tax:

- a. Not applicable in the Kingdom of Atlantia

#### 14. Special Purpose and Dedicated Funds

- a. 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.
- b. 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.
- c. 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."
- d. All money from disbanded Funds will revert to the General Fund.

#### 15. Additional Policies

- a. Branch Accounts
  - i. Accounts must be administered to follow policies set forth in the Exchequer's Handbook, including but not limited to the following:
    - 1. Reigning Monarchs may not be signatories on an account
    - 2. Territorial Baronage may not be signatories on their Baronial accounts
    - 3. The branch Seneschal is required to be a signatory on the branch account.

3. If any branch can demonstrate an undue hardship in following any of these dictates they may request a variance from the Kingdom Exchequer.
4. If a branch of the Society dissolves for whatever reason, the monies held in the group account shall be returned to the Kingdom General Fund. At the request of the majority of the officers of the disbanding group, another fund may be selected. At the request of the majority of the officers of the disbanding group, another fund may be selected. In the case of a disbanding Canton, the Baronial account may be selected or if the group is melding into another Canton or Shire that group may be chosen.

Barony of Ponte Alto Financial Policy  
Approved by Financial Committee – February 27, 2022  
Approved by Kingdom Exchequer - (date)