

Financial Policy for

Windmasters' Hill

1. Composition of the Financial Committee.
 - a. Baronial Financial Committee
 - i. The Baronial Financial Committee consists of the Seneschal, the Exchequer, and those currently paid members of the SCA, Inc. in attendance at a scheduled Baronial business meeting who are at least 16 years of age. Proof of membership must be provided to the Exchequer as requested.
 - ii. Each member must recuse themselves from voting on any financial decisions in which there is a conflict of interest or appearance of impropriety.
 - iii. All votes on financial matters must be approved by simple majority of the Baronial Financial Committee
2. Terms of Financial Committee members.
 - a. The terms for the Baronial Seneschal and Baronial Exchequer are linked to and dictated by the terms of their respective warrants.
 - b. The term of Financial Committee membership of a currently paid member of the SCA, Inc. as specified in 1.a.i supra, is the duration of the scheduled baronial business meeting attended.
3. Timeframes and methods for meetings.
 - a. Meetings of the Baronial Financial Committee occur at regularly scheduled (monthly) and emergency baronial business meetings.
4. Timeframes and methods for action approval under normal circumstances.
 - a. See 1.a.iii. supra.
5. Timeframes and methods for meeting and approval in emergencies. (Baronial Emergency Financial Committee)
 - a. The Baronial Emergency Financial Committee consists of the Exchequer, the Seneschal, the Baronage, and two of the at large signatories.
 - b. The Baronial Emergency Financial Committee may authorize disbursements from the General Fund between meetings up to the limit as established by the Baronial Financial Committee at the first Baronial meeting of each year.
 - c. Each member must recuse themselves from voting on any financial decisions in which there is a conflict of interest or appearance of impropriety.
 - d. Approval of expenditures is by simple majority of The Baronial Emergency Financial Committee.
 - e. The Exchequer or designate must report all of the activity of the Baronial Emergency Financial Committee at the next regularly scheduled Baronial meeting.
6. Reporting Schedule for Branches
 - a. The reporting schedule for the Barony follows the timeline set in Kingdom and Society policy.

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7. Reporting requirements for branch reports

- a. Reporting requirements follow the requirements set in Kingdom and Society policy and as directed by the Kingdom Exchequer
- b. If an event occurs on the last two days of a quarter or straddles the end of one quarter and the beginning of the next quarter (i.e. March 30 and/or 31; June 29 and/or 30; September 29 and/or 30; December 30 and/or 31), the event will be reported in the following quarter.

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

- a. Windmasters' Hill Financial Policy Procedures
 - i. Windmasters' Hill Financial Policy is superseded by: Kingdom Exchequer Policy, Kingdom Financial Policy, Kingdom Law, Society Exchequer Policy, Corpora, State, and Federal Law.
 - ii. Windmasters' Hill Financial Policy must be accepted by a majority vote of the Baronial Financial Committee and replace all previous financial policies and may be amended or replaced by a majority vote of the Baronial Financial Committee.
 - iii. Signatories on the checking account must consist of those officers mandated by Kingdom Policy and Law and at least two at large signatories.
 - iv. When specifically referenced the Baronage will have one vote.
- b. An annual review of the Baronial financial policy shall be performed by the Baronial Emergency Financial Committee, starting after Kingdom Unevent. The review is to be completed by the end of Q1.
 - i. Report of the review and recommendations for any changes should be submitted to the Baronial Financial Committee for review and approval no later than the April Baronial Meeting.
- c. The Baronial Financial Committee may authorize creation of an ad hoc financial policy review committee at any time during the year as deemed necessary.
 - i. The Exchequer is the Chairperson of this ad hoc committee.
 - ii. The Seneschal and Baronage shall be members of the committee.
 - iii. Other members of the committee shall be selected by the Exchequer, Seneschal, and Baronage.

9. Methods for controlling cash receipts

- a. As dictated by Kingdom and Society policy.

10. Policies regarding event admission charges, refunds, or complimentary passes. (Events)

- a. Event Bids
 - i. All event bids must be in a format acceptable to the Seneschal, the Exchequer and the Baronage and must be approved by the above persons before presentation to the Baronial Financial Committee.
 - ii. An exception to this rule is if the Seneschal, the Exchequer, or the Baronage submits an event bid they must recuse themselves from the approval process for all bids of said event.

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- iii. The bid submitter(s) must present an itemized budget for an event at a baronial meeting for approval. Approval of the budget does not imply immediate allocation.
- b. Event Budget
 - i. If the event was previously approved without budget, the budget must be approved by the Baronial Financial Committee.
 - ii. This budget is expected to be followed by the Autocrat and event staff. If the event as a whole will be in budget, overages of any line item of the budget may be approved or rejected by the autocrat. If the event is over budget, then these items must be brought to the Baronial Financial Committee for approval.
UNAPPROVED EXPENSES IN EXCESS OF THE TOTAL EVENT ALLOCATION WILL NOT BE AUTOMATICALLY APPROVED.
- c. Complimentary Attendance
 - i. Event(Site) fees, Feast fees, Cabin and/or Camping fees may be waived for the following individuals:
 - 1. Majesties of any SCA Kingdom
 - 2. Highnesses of any SCA Kingdom or Principality
 - 3. Excellencies of Windmasters Hill (current and incoming)
 - 4. Excellencies of another group if co-hosting
 - 5. Autocrat/Event Steward
 - a. If there is more than one person serving as Autocrat for an event, only the fees of the primary/lead Autocrat may be waived.
 - 6. Head Cook
 - ii. Event (site), Cabin, and/or Camping fees may be waived for:
 - 1. Primary person running the gate, Head Gate Keeper.
 - iii. Feast fees are waived for all seats at High Table.
 - 1. The number of possible guests at high table should be established in advance. That information should be passed on to the person whose high table it is.
 - iv. Event (site), Cabin, Camping, and/or Feast Fees may be waived for other special guests if approved by the Baronial Financial Committee or by the Baronial Emergency Financial Committee if the Baronial Financial Committee will not be meeting before the event. *This information should be included in the event bid.*
- d. Event Reservations and Check-in
 - i. A copy of each check, with Personally Identifiable Information (PII), including account information and signatures, redacted before copying, must be made before checks are deposited. The exchequer will provide deposit slips and an endorsement stamp.
 - 1. Personally identifiable information must be covered and not included on the hard copy of the check.
 - 2. Alternatively, checks may be scanned or photographed. Redaction requirements still apply.

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3. All digital or hard copies of checks shall be destroyed when all checks have cleared and the books are closed for the event.
 - e. Event Reservation Cancellations and Refunds; Event refunds must be provided as follows:
 - i. Refunds may be requested for the following
 1. Site Reservation
 2. Cabin Reservation
 3. Camping Reservation
 4. Feast Fee - only if requested 24 hours prior to the opening of gate.
 - ii. We do not resell unclaimed reservations
 - iii. Cancellations received at least 7 days prior to the start of the event will be refunded once the funds have cleared and may be processed at the Exchequer's earliest convenience regardless of the profit or loss of the event.
 - iv. No refunds will be given if the event does not make a profit (except in the case of 10.e.iii above). No refunds will be given to those who have checked in with gate.
 - v. The Exchequer must receive refund requests in writing no later than five business days after the close of the event. Exceptions may be made by authorization of the Exchequer in consultation with the Autocrat and the Seneschal.
 - vi. All refunds must be paid by check and shall not be issued until the event receipts have been received and all reservation checks have been deposited. No individual refund may be issued until that reservation check has cleared.
 - vii. All refund requests must contain the following information in order to be honored:
 1. Legal name(s) for every person the refund applies to
 2. The legal name to make the check out to
 3. Mailing address for refund
 4. What the refund is for (feast, site, camping, etc.)
 5. Additional contact information (preferred, email or phone)
 - viii. A copy of the Baronial financial policy will be available at check-in.
 - f. Baronial Equipment: The Autocrat is responsible for requesting the use of the Baronial Equipment from the Exchequer or designee (e.g., Quartermaster), arranging for the pickup and return of the equipment to the Baronial shed in an orderly fashion, any necessary cleaning of the equipment after use, and notifying the Exchequer or designee (e.g. Quartermaster) of any damage or loss to the Equipment.
 - g. Receipts: The event staff must turn in event-related receipts and requests for reimbursement no later than five business days after the event.
 - h. Event Financial Report: The Exchequer must assist the Autocrat in completion of the event report, which is filed with the quarterly Exchequer report, along with copies of all expense receipts related to the event. The event report must be presented to the Barony at the first business meeting after the event books have been closed.
11. Policy regarding asset management and control of inventory including trailer policy
- a. Baronial Equipment

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- i. Baronial Equipment records are to be maintained by the Baronial Quartermaster, who is a deputy of the Exchequer.
 - ii. Baronial Equipment is available only to SCA Inc. groups for SCA Inc. events.
 - iii. The loan of equipment to an SCA, Inc. branch requires approval of the Baronial Financial Committee.
 - iv. The SCA, Inc. branch borrowing the Baronial equipment is responsible for reporting any damage and is financially responsible for undue wear and tear and damages. Any SCA, Inc. branch borrowing Baronial equipment must be informed of this policy before borrowing the equipment.
 - v. The Baronage, Baronial Seneschal, Autocrat of any SCA event, or their designees may check out Baronial equipment from the Quartermaster for SCA purposes.
 - b. The Barony follows corporate policy regarding trailers.
 - c. An inventory of the contents of the Baronial Trailer shall be created and delivered to the Exchequer within 30 days of the close of each Pennsic War by the Camp Steward or their designee.
12. Prohibited Activities
 - a. RAFFLES AND ONLINE AUCTIONS are prohibited.
 - b. FIREWORKS - The purchase, ownership or sale of fireworks is prohibited.
13. Policy on Sales Tax
 - a. Not applicable in the Kingdom of Atlantia
14. Special Purpose and Dedicated Funds
 - a. Unless otherwise specified all monies will be considered to be General Funds. All funds may be changed or amended at any time by a majority vote of the Baronial Financial Committee.
 - b. Permanent Allocated Funds
 - i. Territorial Baronage Fund: The territorial Baronage are authorized to spend all the pre-approved amount of Baronage allocated funds at their own discretion. No more than this amount may be spent until a report of the expenditure has been given at a Baronial business meeting.
 - ii. Annual Expense Fund: This fund is to pay annual expenses such as, but not limited to, Baronial post office box, storage units, etc. Expenses to be paid from this fund must be approved once annually by the Baronial Financial Committee as recurring expenses. Monies to pay these expenses must automatically be allocated in the quarter that the expense is due.
 1. If there is a price increase to an annual expense, the Exchequer shall notify the Baronial Financial Committee at the next meeting of the new amount.
 - c. Temporary Funds:
 - i. These funds must be used for expenditures that have an immediate use and end date.
 - ii. The allocation of these funds must be voted for by the Baronial Financial Committee at a regular Baronial meeting.

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- iii. If these funds are not used in all or in part after one year from the establishment of the fund, the money will be automatically de-allocated unless otherwise designated by the Baronial Financial Committee.

d. Disbursements

- i. The Exchequer is authorized to make disbursements as approved by the Baronial Financial Committee and the Baronial Emergency Financial Committee.
- ii. No reimbursement will occur without receipts.
- iii. All postage costs associated with the execution of an office will be reimbursed.
- iv. All office expenses, including photocopying, associated with the execution of an office will be reimbursed for officers and Baronage.
- v. Should the Exchequer deem any requested amounts questionable, he/she must consult with the Baronial Financial Committee.
- vi. No signatory may sign a check made out to themselves or anyone in their modern household.

15. Policy Procedures and Exchequer Duties

a. The Exchequer

- i. The Exchequer must maintain a checking account with appropriate signature cards for the group, file all quarterly and event reports as required by Kingdom and Society law and policy, and enforce and maintain the group's financial policy.
- ii. The Exchequer is the chairperson of the group's Emergency Financial Committee (see section 5 infra) and holds primary responsibility for coordinating with other members of the committee, and for communicating the committee's actions with the populace.
- iii. The Exchequer must publish or report the financial status of the group at least once quarterly.
- iv. The Exchequer must submit an annual budget to the Baronial Financial Committee at either the December or January Baronial meeting.