# Financial Policy for

# (Name of Branch)

1. Composition of the Financial Committee.
2. Terms of Financial Committee members.
3. Timeframes and methods for meetings.
4. Timeframes and methods for action approval under normal circumstances
5. Timeframes and methods for meeting and approval in emergencies.
6. Reporting Schedule for Branches
7. Reporting requirements for branch reports
8. Timeframes and methods for review and revision of the financial policy.
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.
10. Policies regarding event admission charges, refunds, or complimentary passes.
11. Policy regarding asset management and control of inventory including trailer policy
	1. TRAILERS
	2. Other Property
12. Prohibited Activities
	1. RAFFLES AND ONLINE AUCTIONS are prohibited.
	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
	1. Fund name/description
		1. Primary Purpose
		2. Secondary Purpose
		3. Inactivity Expiration
15. Additional policies