

Financial Policy for

Canton of Buckston on Eno

1. Composition of the Financial Committee

- 1.1. The regular financial committee consists of the Seneschal, Exchequer, and all other paid members of the populace voting at a meeting.
- 1.2. The emergency financial committee consists of the Seneschal, Exchequer, at least one other group officer, and at least one other paid member of the populace who is not a signatory on the checking account.
- 1.3. Each Member of a financial committee must be at least 18 years of age and a paid member of the Society for Creative Anachronism, Inc.

2. Terms of Financial Committee members

- 2.1. There is no set term for a financial committee member.

3. Timeframes and methods for meetings

- 3.1. Regular financial committee votes will take place at a business meeting.
- 3.2. For the purposes of this document a business meeting is a canton meeting where the time and the place of the meeting are published on an official SCA publication or announced at a prior scheduled business meeting at least one week in advance.
- 3.3. A business meeting may be in person or, when meeting in person is impractical, by electronic means (e.g. conference call, online video meeting.)

4. Timeframes and methods for action approval under normal circumstances

- 4.1. All regular financial committee votes as described in this document will be a simple majority vote of the committee at a regular business meeting. In the event of a tie, a majority has not been achieved and the matter has failed.
- 4.2. The members of the regular financial committee must vote on any non-emergency expense request.
- 4.3. Each member of a financial committee shall have one vote.
- 4.4. Each person should recuse himself or herself from voting on any financial decision in which there is a conflict of interest or appearance of impropriety. All expenses must be approved by the stated fraction of any voting members who have not recused themselves.
- 4.5. The following minimum attendance is required for a regular financial committee vote to be valid:

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- 4.5.1. Five members of the regular financial committee.
 - 4.5.2. Two warranted group officers, who may count towards the populace minimum.
 - 4.6. A majority vote of the regular financial committee can authorize expenditures of any amount up to and including all of the unallocated funds.
5. Timeframes and methods for meeting and approval in emergencies
- 5.1. Any vote by the emergency financial committee must pass by a 2/3 margin.
 - 5.2. The voting may be done by any communications medium, as long as each voting member of the emergency financial committee votes or recuses himself or herself before the results are tallied. Some form of written documentation, such as email, is the preferred communication medium.
 - 5.3. The members of the emergency financial committee must vote on any emergency expense request.
 - 5.4. Each member of a financial committee shall have one vote.
 - 5.5. Each person should recuse himself or herself from voting on any financial decision in which there is a conflict of interest or appearance of impropriety. All expenses must be approved by the stated fraction of any voting members who have not recused themselves.
 - 5.6. The emergency financial committee shall report the results of any votes to the populace at the next regularly scheduled business meeting.
 - 5.7. The emergency financial committee can authorize up to a maximum total of \$250.00 or 5% of the group's unallocated funds, whichever is more, until such time that they next report back to the populace.
6. Reporting Schedule for Branches
- 6.1. The branch will comply with the reporting schedule set by the kingdom, which is currently quarterly with reports due on the last day of the month following the quarter: April 30, July 31, October 31, and January 31.
7. Reporting requirements for branch reports
- 7.1. The branch will comply with the report requirements set by the kingdom. Currently, reports should include the following documents:
 - 7.1.1. Copies of the report signature pages, signed by the branch exchequer and the seneschal
 - 7.1.2. Financial activity such as a journal or ledger
 - 7.1.3. A current list of variances in effect
 - 7.1.4. Bank statements for all accounts for the quarter
 - 7.1.5. Copies of any event reports and receipts from the quarter
8. Timeframes and methods for review and revision of the financial policy

- 8.1. This Document shall be accepted by a majority vote of the populace of the group according to the procedures and definitions stated in Section 4. It replaces all previous financial policies and may be amended or replaced by a majority vote of the group according to the procedures and definitions stated in Section 4.
- 8.2. This Document is superseded by: Kingdom Exchequer Policy, Kingdom Financial Policy, Kingdom Law, Society Exchequer Policy, Corpora, State and Federal Law.
- 8.3. This Document shall be reviewed yearly at a regular business meeting to verify that it meets the current needs of the group.

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.

- 9.1. Cash receipts of any amount 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.
- 9.2. 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.
- 9.3. 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 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.
- 9.4. 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

- 10.1. The event autocrat is required to present an itemized budget for an SCA event to the regular financial committee for review as stated in Section 4. The Autocrat has the ability to allow for reservation and feast fees for special attendees (such as Royalty, Baronage, and visiting dignitaries, etc.) in their event budget.
- 10.2. Event reservations and check in:
 - 10.2.1. All checks shall be deposited in a timely manner, ideally within 14 days of receipt.
 - 10.2.2. No funds shall be removed from the cash box except as change for funds received.
- 10.3. Event refunds shall be provided as follows

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- 10.3.1. No refunds shall be provided if the event does not make a profit. This requirement may be waived for any single event if so approved by a simple majority vote of the regular financial committee according to the procedures and definitions stated in Section 4.
- 10.3.2. The Exchequer must receive refund requests in writing no later than five days after the event.
- 10.3.3. All refunds shall be paid by check from the group's checking account.
- 10.3.4. No refund shall be issued until the event books have been closed and all reservation checks have cleared or returned for insufficient funds.

11. Asset management and control of inventory

11.1. Trailers

- 11.1.1. 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.
- 11.1.2. 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.
- 11.1.3. 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.
- 11.1.4. 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.
- 11.1.5. 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.

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. Sales Tax

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- 13.1. After consulting with the Kingdom Exchequer, it is our understanding that we are not required to collect state/local taxes for event admissions, fundraisers, silent auctions, etc.

14. Special Purpose and Dedicated Funds

- 14.1. We do not currently have any special purpose or dedicated funds.

15. Definitions

- 15.1. Canton: in this document any reference to the Canton refers to the Canton of Buckston-on-Eno, in the Barony of Windmaster's Hill and the Kingdom of Atlantia.
- 15.2. Populace: for the purposes of this document, a member of the populace shall be defined as a person who is at least one of the following:
 - 15.2.1. A warranted group officer.
 - 15.2.2. An individual who regularly attends business meetings and other group activities. In the event of an issue as to whether a person is a member of the populace at a voting meeting, a majority vote of the group officers in attendance at that meeting is the ultimate authority on whether a person is a member of the populace.
 - 15.2.3. Any other individual who has been accepted as a member of the populace by a majority vote of the populace within the last year.
- 15.3. Officers: in this document any officer's title refers to the corresponding officer of the canton of Buckston-on-Eno.

16. Expense Requests

- 16.1. All regular expense requests must be presented as a proposed budget to the regular financial committee. When the committee is satisfied with the budget, it shall be presented at the current or next regular business meeting and approved or disapproved by the regular financial committee according to the procedures and definitions stated in Section 4. If the regular financial committee has already approved the expense request it is not necessary to approve it a second time.
- 16.2. All emergency expense requests must be presented to and approved by the emergency financial committee according to the procedures stated in Section 5.
- 16.3. The emergency financial committee may authorize any itemized expenditure that is in excess of the previously approved budgeted amount up to the committee's permitted maximum as defined in Section 5.
- 16.4. Any itemized expenditure in excess of the originally approved budgeted amount that has not been subsequently approved by the emergency financial committee or by vote of the regular financial committee shall be deemed to be the responsibility of the person who presented the budget request.

17. The Chancellor of the Exchequer

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- 17.1. The Exchequer shall have the following responsibilities:
 - 17.1.1. Maintain a checking account with appropriate signature cards for the group.
 - 17.1.2. File all quarterly and event reports as required by Kingdom and Society law and policy.
 - 17.1.3. Provide in writing an annual financial report to the group.
 - 17.1.4. Enforce and maintain the group's financial policy.
 - 17.1.5. Serve as chairperson of the of the group's regular financial committee, holding primary responsibility for coordinating with other members of the finance committee and communicating the committee's actions with the populace.
- 17.2. The Exchequer shall, upon request, provide access to the group's financial reports, books, annual doomsday report, and the financial policy (this document) to any member of the group's populace.
- 17.3. The Exchequer shall pursue any NST (Not sufficient funds) checks received by the group according to the policy outlined in the society exchequer's handbook.

18. Checking Account Signatories

- 18.1. Signatories on the checking account must include the following people:
 - 18.1.1. Group Seneschal
 - 18.1.2. Group Exchequer
 - 18.1.3. At least one other member of the populace as defined by Section 15.2.
 - 18.1.3.1. It is preferred, but not required, that a deputy of the seneschal or exchequer be a signatory for ease during the transition of those offices.
 - 18.1.3.2. Other local signatories must be determined by vote of the regular financial committee of the group according to the procedures and definitions stated in Section 4.
 - 18.1.3.3. New Signatories may be proposed by any member of the populace but must be accepted by unanimous vote of the regular financial committee.
 - 18.1.4. The signatories may also include other people as required by the documents referenced in Section 8.2.
 - 18.1.5. All signatories must be paid members.
 - 18.1.6. No signatory on the group checking account may sign checks made out to themselves, their spouse or domestic partner, or any other individual living at the same address.
 - 18.1.7. No signatory may share an address with another signatory.
 - 18.1.8. Signatories may be removed from the account when one of the following conditions are met:
 - 18.1.8.1. The signatory requests to be removed from the account.
 - 18.1.8.2. The signatory no longer meets the requirements of being a signatory, e.g. is not a paid member.
 - 18.1.8.3. By unanimous vote of the regular financial committee at a board meeting.