

## Financial Policy for Barony of Caer Mear

Purpose: This document is established to provide financial policies and controls for the Barony of Caer Mear in accordance with the laws of the land, regulations of the Society and of the Kingdom of Atlantia. It shall serve as our operational protocol for financial matters.

1. Composition of the Financial Committee.
  - a. Any member of the committee shall be a Baronial member.
  - b. The Committee shall be composed of the Seneschal, Exchequer, Minister of Arts & Sciences, Herald, Chatelaine, Quartermaster, Knights Marshall, Web Minister, Youth Minister, Minister of the Lists and Chronicler, as well as one vote for the Baronage, whether that office be held by one person or two, plus any non-officer members added by the process detailed in Section 2
  - c. Financial committee members shall recuse themselves from voting on any financial decision in which there is a conflict of interest or appearance of impropriety.
2. Terms of Financial Committee members.
  - a. All members who are officers will serve on the financial committee as long as they remain officers.
  - b. A Financial Committee Member may vote for any resolution or business via email to the Exchequer and Seneschal prior to the start of the meeting if circumstances prevent their attendance at the meeting. Any Financial Committee Member may also be conference called or video called into the meeting if they are not able to attend in person.
  - c. Any Baronial member may volunteer to be an additional member of the Committee in a regular Business Meeting, subject to the acceptance of the recommended member and ratification by simple majority vote of the financial committee. Such a non-officer member will serve as a financial committee member for a two-year term from the date they are added. A vote may be taken to renew and/ or extend the term.
  - d. Any non-officer member may be removed from the committee due to nonattendance or inactivity, after 6 months, by a majority vote of the Committee, whether or not such inactivity causes that member to be removed as an officer.
  - e. Any member of the Financial Committee can be removed as part of sanctions imposed in compliance with Section 18.
  - f. The Committee is responsible for setting financial policy for the Barony and approving all financial activities.

- g. The Committee will be responsible for creating and reviewing a budget annually which will provide guidelines for financial activities and the creation of any permanent or temporary funds.
  - h. The members of the committee have the responsibility to report any impropriety or breach of law or of Society, Kingdom, or Baronial policies and controls to the Baronial Exchequer and Seneschal or to the Regional Deputy Exchequer and Seneschal as appropriate.
  - i. The Committee is encouraged to request input from the populace on any major or potentially contentious decisions of policy or the approval of large expenditures, and to give weight to that input in making their decisions.
3. Timeframes and methods for meetings.
- a. Meetings of the Committee may be held online or in person, will be held at least quarterly, and as needed, the Exchequer may call for a meeting. The time and location will be chosen by the Exchequer and announced at least two weeks in advance of the meeting.
  - b. The Committee as a whole or in part may meet at any time to conduct routine business such as signing checks and assisting the Exchequer in fulfillment of other financial responsibilities.
4. Timeframes and methods for action approval under normal circumstances
- a. A meeting of the Financial Committee is in session after having been declared open by the Exchequer, with at least 50% of the current Financial Committee Members present, including the Seneschal and Exchequer.
  - b. The Exchequer shall preside as the chairman of all meetings of the committee. The Exchequer is responsible for providing minutes including the result of any votes to be read at the next business meeting, and entered into business meeting minutes.
  - c. If a time sensitive decision is needed between physical meetings, the Committee can agree to meet electronically or by phone. The same rules of quorum, voting and reporting apply.
  - d. Unless otherwise stated, a simple majority wins the vote. If a vote results in a tie, the vote fails but can be rediscussed at a later date.
  - e. Any member of the Barony may attend and participate in business meetings and attend as a spectator at financial committee meetings.
5. Timeframes and methods for meeting and approval in emergencies.

- a. An emergency meeting is defined as a situation in which the timely approval of an unplanned expense will save the Barony, Kingdom or SCA from enduring harm, greater expense or will avoid severe risk or liability, and non-quorum can be gathered even after a reasonable attempt has been made to do so.
- b. These situations will most likely arise during an event that is in progress and not enough committee members are on site to make quorum.
- c. In this case, any two committee members can approve the emergency expense, although it is necessary that the Exchequer or Seneschal be among the approvers.
- d. This approval may be received by phone, email or in person.
- e. If the Seneschal or Exchequer is not involved for an emergency financial expenditure, the one who is involved must contact and inform the other as soon as possible.
- f. A full report shall be made to the Committee at the first opportunity, by email, phone or meeting.
- g. Abuse of this emergency procedure to bypass standard controls shall constitute impropriety and will be handled in accordance with Section 18.

#### 6. Reporting Schedule for Branches

- a. The Exchequer will make an annual written report to the barony to be published in the baronial newsletter.
- b. A copy of the annual budget will be published with the barony newsletter.
- c. The Exchequer report in the monthly Baronial Business meeting shall consist of at least the following: minutes of any Financial Committee meetings that included a vote (either scheduled or emergency), a current reconciled bank balance, and a list of expenditures that were approved according to policy.
- d. Any member may request a copy of the financial policy or of any Kingdom required financial report dated within the required retention period (7 years) by requesting that of the Exchequer in writing. The Exchequer shall provide the report within two weeks of the request.

#### 7. Reporting requirements for branch reports

- a. 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 signed by the Seneschal.
- iv. The Excel report.
- v. PDF of the full Excel report, signed by the Exchequer and Seneschal
- vi. Event reports, if any.
- vii. Receipts for all expenditures.

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

- a. Financial Policy will be reviewed annually and upon any change in the positions of Seneschal or Exchequer within 90 days of that change. It shall also be reviewed upon request from the Baronage.
- b. The Exchequer is responsible for reviewing the Financial Policy for compliance with all changes that are made to the applicable Society, Kingdom, Federal and State regulations within 30 days of the change being published by the Kingdom and producing a change proposal.
- c. The Exchequer and Seneschal are responsible for reviewing any proposed change to the Financial Policy for compliance or duplication before it is presented to the committee for a vote.
- d. Any Baronial member may propose a change of policy in a Business Meeting. It is the responsibility of the Exchequer to write that up as a proposed change, review it with the Seneschal as noted above in C and to present it to the Committee for a vote.
- e. Approval of proposed changes to the Financial Policy shall require a vote of the Committee as defined in Section 4 A. The Financial Policy will become effective after the Kingdom Exchequer approves it.
- f. The Financial Policy must be reviewed and approved by the Kingdom Exchequer annually.
- g. Approved changes made to this Financial Policy shall be announced at the next business meeting. All changes will be published in the next available Baronial Newsletter.
- h. Financial Policy will be electronically published annually in the Baronial newsletter.
- i. The operating copy of the Financial Policy shall be made available on the Baronial website.
- j. Dissemination of any proposed changes to the Financial Policy shall be by official channels only. Official channels are as follows: direct email to the officers; Baronial

website; any mailing list under the direct and exclusive control of the Webminister; any Social Media page or group under the direct and exclusive control of the Webminister.

- k. The Exchequer shall maintain the original copy of the policy, signed and dated by the approvers, which copy will be considered the binding document in the case of a dispute.

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 must be deposited in the appropriate account within 14 calendar days after the receipt by an officer of the SCA. Undeposited income of any type is not to be used for refunds, reimbursements or expenses.
- c. 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.
- d. 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. At least one paid adult member of the SCA must be present and in charge anywhere SCA money is collected.
- e. 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.
- f. All deposits shall have a reconciliation sheet listing the date, check #, check amount, and deposit totals for balancing event sheets. Reconciliation sheets will be verified by 2 people with signatures on the Reconciliation sheets.
- g. It is the responsibility of the Exchequer to ensure that the Reservationist and Gate Keeper are familiar with and will comply with all relevant policies, and best practices for cash controls.
- h. Receipts shall be issued at the gate if requested by the attendee.

- i. All reservation logs and gate sheets are confidential information and care must be taken to protect the personal information of all attendees and portions of this information should be shared on an as needed basis only.
  - j. All gate fees are to be turned over to the Exchequer or other designated Committee member at the close of the event site.
  - k. All Event funds should be deposited as soon as possible following the close of the Event, but no later than 14 days of receipt.
10. Policies regarding event admission charges, refunds, or complimentary passes.
- a. The following individuals shall be offered free admittance and feast (if applicable) at Baronial events:
    - i. The Autocrat of the event.
    - ii. The Head Cook of the event.
    - iii. The Baronage of Caer Mear (Both incoming and outgoing in the case of an investiture)
    - iv. The King and Queen of Atlantia
    - v. The Prince and Princess of Atlantia
  - b. The Committee may approve other gratis attendees through the event budget or if notified at least one week prior to the Event opening date.
  - c. The Barony shall pay any per/head fees required by the site contract only for the specific individuals mentioned above and only if they accept the offer of free admittance to the Event.
  - d. Refund requests must be sent to the event Reservationist.
  - e. The Reservationist must receive all event fee refund requests in writing or by email no later than 5 days after the closing of the event.
  - f. No refunds for feast shall be made unless received seven or more days prior to the feast or if the spot is sold the day of the event on a first come first refunded basis.
  - g. The Autocrat shall forward those refund requests to the Exchequer with the event paperwork within 10 days after the event.
  - h. All refunds will be paid promptly by check from the Baronial account, after the event books have been closed and any related reservation checks have cleared the bank.

- i. The event refund policy as it pertains to the event attendees, with the final calendar date for receiving refund requests, shall be posted on the official event flyer and clearly posted at Gate.
- j. If an event does not net a profit, no refunds will be made. In special circumstances, the financial committee may vote to provide refunds after an event that takes a loss.
- k. Reservations are not transferable because this practice bypasses proper financial controls. If requested to transfer a reservation from someone who cannot attend to someone else, then the reservationist should offer a refund.
- l. Refunds will be made out in the name of the person in whose name the receipt is made, be that a canceled check or Electronic Payment receipt. There will be no exceptions made for any reason. Refund checks not cashed within 90 days shall be null and void. Notice of this policy shall be put in the envelope with the refund check.
- m. Approved event expenditures are expected to be reimbursed within 30 days following the submission of the appropriate receipts with the finalized event report.

#### 11. Baronial Property

- a. TRAILERS- N/A
- b. A deputy position to the Exchequer (the Quartermaster) is established to oversee the control of all property owned by the Barony.
- c. There shall be, at any given time, only four keys to the Baronial storage unit. The Quartermaster, Exchequer, and Seneschal shall have one key each. The other key may be distributed at the discretion of the Quartermaster.
- d. Any damage to Baronial property during normal use shall be reported to the Exchequer within 7 days of the incident.
- e. Durable goods and non-perishable supplies or expensed items purchased for use at Events are to be returned to the Quartermaster to be included in the Baronial Inventory.
- f. The Quartermaster may destroy or dispose of any expensed items that cannot be stored in the unit without spoilage, attracting vermin or causing damage to other items at his/her discretion.
- g. The Quartermaster will report to the Exchequer any items not returned within the allotted time, as well as any items discarded or damaged after use.
- h. The Quartermaster shall conduct an annual complete physical inventory of all property belonging to the Barony of Caer Mear and provide a copy to the Exchequer.

- i. It is recommended that the coronets be stored at the home of the Baronage and covered by their homeowners or renter's insurance by establishing an annual rent of the coronets of \$1 per term.
- j. All items will be clearly marked as belonging to the Barony of Caer Mear in the most appropriate fashion.
- k. Borrowing Baronial Property:
  - i. Baronial Property may only be borrowed for uses which are in line with the purposes of the SCA. Seneschal, Exchequer and Quartermaster must all give their approval for any such request.
  - ii. Anyone wishing to borrow Baronial Property must contact the Quartermaster at least 10 days in advance so arrangements can be made for acquisition of the item. The Quartermaster must be contacted via the Quartermaster's official email address as listed on the Baronial Website and/or Newsletter and NOT Facebook or other social media.
  - iii. Any individual borrowing Baronial property must sign for all items borrowed and assumes the responsibility for the condition and safe return of those items to the Quartermaster.
  - iv. All Baronial property borrowed must be returned within 14 days of its intended use.
  - v. Any borrowed Baronial property lost or damaged due to misuse will be replaced by the borrower and at their cost, within a negotiated time frame set by the Committee.
  - vi. At their discretion, the Seneschal, Exchequer or Quartermaster may specify conditions of use, such as having a trusted contact person in charge of set up and tear down of equipment.

## 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.

## 13. Policy on sales tax- N/A



#### 14. Special Purpose and Dedicated Funds

- a. Special Funds, either temporary or permanent, can be created by the Committee by a vote. It is the responsibility of the Exchequer to maintain and report on such funds.
- b. Permanent funds should be created and reviewed as part of the annual budget process.
- c. Temporary funds can be created based on a vote at a regularly scheduled Committee meeting.
- d. Funds must specify the intent, duration, proposed use of the fund, and the conditions which must be met for the fund to be terminated.

#### 15. Bank Account Maintenance

- a. In addition to the signatories required by Kingdom Policy, two additional members of the Financial Committee shall be chosen to be signatories.
- b. Because this position should be someone who is trusted and willing to work closely with the required signatories, they will be chosen by the Seneschal and Exchequer from the Committee members. Anyone invited to this position may decline it and still remain on the Financial Committee.
- c. The Exchequer is responsible for obtaining a printed copy of each month's bank statement.
- d. The checks shall have SCA Inc, Barony of Caer Mear, Kingdom of Atlantia, Richmond, VA printed on them, with no street address, so that the Barony is not burdened with the expense of printing new checks whenever the office changes hands.
- e. The Exchequer may delegate deposit authority to others as needed; for instance, to a Reservationist.
- f. The Exchequer is responsible for determining if the checks being written have been properly approved and made out following baronial, kingdom and society policies.
- g. Checks shall have the words "two signatures required" printed or stamped on them.

#### 16. Approving Expenditures and Dispersing Funds

- a. All check requests shall be accompanied by appropriate request forms. In the case of a reimbursement request a receipt is sufficient. In the case of a cash advance request the Cash Advance Request Form must accompany the request. There can be no exceptions to this rule. If the requester doesn't wish to turn in the appropriate form, they may turn in receipts for purchases made for pre-approved expenditures.

- b. Expenses shall not be approved after they have occurred. Exceptions to this rule require a majority vote of the Committee.
- c. Any cash advance request that is not related to an approved budget line item must be approved by a vote of the Committee.
- d. In general, use of an advance for payment of any major expense in cash should be discouraged, as it dilutes the controls and protections provided by a check written directly to the person or organization providing the site, service, or product.
- e. The Exchequer and one other Committee member can approve any non-budgeted expense less than or equal to \$100 without a review by the populace or a vote of the whole Committee.
- f. Any non-budgeted single expense greater than \$100.00 must be presented to the Committee only after review and discussion in a Business meeting. The minutes of the meeting must clearly state the proposal in detail sufficient to support a vote of the Committee.
- g. Any member may propose a purchase or expense in a baronial business meeting.
- h. The Exchequer or designated signatory shall disburse funds by check for any expense or purchase approved by any means defined in this policy, assuming that sufficient monies are available, and all relevant Kingdom and Society policies and procedures are observed.
- i. The recurring expenses of the storage unit costs and expenses of officers shall have a line-item amount in the annual budget to act as a guideline.
- j. If no annual budget is in effect, the Exchequer can operate under the previous year's budget until a new one can be drafted and approved.
- k. Any permanent goods or property purchased with Baronial monies or donated to the Barony must be turned over to the Exchequer, Quartermaster, or designated alternate for official placement into the Baronial inventory.
- l. The person who receives funds for approved expenses or purchases is responsible for ensuring that they are used for the intended purpose and that the appropriate receipts and/or contracts are delivered to the Exchequer in a timely manner. For events, all such responsibility should be routed through the Autocrat.

## 17. Events

- a. Event Autocrats and Staff

- i. All Event Autocrats must be paid members of the SCA, but need not reside within Baronial zip codes, and shall be a warranted deputy of the Seneschal as prescribed in Kingdom Policy. An event warranting form must be completed by the autocrat, approved, and kept on file with the remaining event BID, Budget, and information forms.
- ii. Because an autocrat is a deputy of the Seneschal, they must be trusted and acceptable to the Seneschal. This should not be construed as permission to cherry pick all Autocrats, but rather a veto power to be used only rarely.
- iii. Since Reservationists and Gate Keepers are deputies of the Exchequer, they must be someone the exchequer trusts and is comfortable working with. This should not be construed as permission to cherry pick all Reservationists or Gate Keepers, but rather a veto power to be used only rarely.
- iv. Although individuals should be allowed to work in a manner that best suits them, ultimately the Exchequer has the right to determine what systems, forms, or procedures are used by Reservationists and Gate Keepers to ensure appropriate controls, adherence to policies, and best practices.

b. Event Bids

- i. An event bid shall consist of a general plan for the event including proposed dates, site, activities, attendance cost, break-even attendance numbers, and staff. It shall also include a line-item budget.
- ii. Event bids shall list Event staff needed (include all that apply to the event): Marshall in Charge, Minister of the Lists, Head Cook, Reservationist, Gate Keeper, etc.
- iii. Event bids shall be reviewed in a Business Meeting and voted on by the Financial Committee promptly after this review.
- iv. In some cases, it might be in the Barony's interest to move quickly on an event bid so as to not negate a bid and if a time sensitive decision is needed before a Business meeting can be called. In that case, the Committee can agree to meet remotely as outlined in Section 4 C.
- v. No funds shall be dispersed for an event until the budget has been approved. Any expenses in excess of the total event expense amount listed shall require another vote for approval. Approval for expenses that exceed the approved budget is not guaranteed.
- vi. Fundraising efforts shall also have budgets and when done in conjunction with an event, must have a member in charge who is not the Autocrat, Reservationist,

or Gate Keeper and who is capable of managing funds per policy and best practices.

- vii. Event budgets shall enumerate gratis attendees who are expected to attend.
  - viii. Event budgets shall specify attendance, camping and feast fees and any discounts for minors or cost caps for families. It shall also specify the budgeted cost per seat for the feast.
  - ix. If a cook presents feast receipts that are over budget, the rules for reimbursement shall be the same as above except that the Barony shall absorb the feast cost of any approved gratis attendees.
  - x. Upon being selected as an Autocrat, the approved bidder will be given access to email and social media accounts specific to being a Caer Mear Autocrat. These accounts are to be used for ALL information posted anywhere concerning the event.
- c. Event Reports
- i. Preparing Event Reports is the responsibility of the Autocrat, assisted by the Exchequer.
  - ii. Event reports should be turned over to the Exchequer and Seneschal no later than two weeks after the event to allow for their inclusion in quarterly reports. They must include all receipts for Event expenditures, including receipts to be reimbursed.
  - iii. Autocrats who are having trouble with balancing or understanding the reports are encouraged to contact the Exchequer before this deadline.
  - iv. Reporting for Kingdom level events hosted by the Barony may be different. Please refer to Kingdom Policy.
  - v. The event report shall be read by the Autocrat at the next business meeting.

## 18. Sanctions

- a. First and foremost, those who handle Baronial monies must follow the law of the land. If the law has clearly been broken, reporting it to the authorities shall be the first priority.
- b. If an individual exhibits bad judgment, displays a lack of integrity regarding funds or fails to follow policies in relation to the handling of funds, a reasonable attempt shall be made to educate the person in the correct behavior and to explain the possible consequences of financial impropriety.

- c. If direct instruction and assistance do not correct the behavior, the Seneschal and Exchequer will consult their respective regional deputies for recommendations on what actions are to be taken. The person shall not be allowed to handle funds or serve on the Committee until a plan for regaining trust has been worked out that is in compliance with the Kingdom officer's recommendations.
- d. Those who delay in turning over any or all documentation, receipts or required forms that cause the Barony or its officers to fail to meet Kingdom or Society deadlines on filing of such reports or compromise the integrity of said reports will be liable for sanctions as detailed in A. and B. above. The Seneschal, Exchequer and Event Staff all have responsibilities to communicate expectations well in advance and to acquaint themselves with current policy. Repeated problems of this type may cause a member to not be considered as a reliable staff member on future events on an indefinite basis.
- e. The Barony may refuse to accept the check of anyone who presents the Barony with two or more checks that are returned for any reason within a year of each other for up to a year after the second occurrence.
- f. Anyone who presents the Barony with a check that is returned after having been sanctioned once for the same, may be required to pay the Barony using some form of cash for an indefinite amount of time.
- g. Anyone whose checks to the Barony are returned shall be required to reimburse the Barony for any and all bank fees related to that transaction.
- h. The Barony may refuse to accept a check in payment from anyone who has not made good on any and all returned checks and related bank fees until such time as that restitution has been made.
- i. Every effort shall be taken to protect the reputation and privacy of those receiving sanctions and no lists of those being sanctioned shall be publicly displayed or distributed.

## 19. Definitions

- a. Baronial 'Member' is defined as a currently paid member residing within the Baronial zip codes in good standing of the society who attends Baronial events, meetings, or activities on a regular basis.
- b. This policy is superseded by: Kingdom Exchequer Policy, Kingdom Financial Policy, Kingdom Law, SCA Exchequer Policy, Copora, SCA Financial Policy, Commonwealth and Federal Law.
- c. 'Budget' refers to an annual budget, event budget, or fund-raising budget.

- d. 'Committee' or 'Committee Member' always refers to the Financial Committee or a member thereof.
- e. 'Business Meeting' refers to the monthly Baronial Business Meeting, not to a Financial Committee Meeting.
- f. 'Exchequer' refers to the Baronial Exchequer unless otherwise qualified.
- g. 'Seneschal' refers to the Baronial Seneschal unless otherwise qualified.
- h. 'Reservationist' refers to the member who receives advance reservations for an event. The Reservationist is anyone who is listed as the point of contact for pre-registration on the event form. That could be the Exchequer, the Autocrat or a third person.
- i. 'Gate Keeper' refers to the person who is in charge of checking in the attendees at an event. Also known as 'Troll Steward', they may or may not also be the Reservationist.

Seneschal: \_\_\_\_\_

Printed: \_\_\_\_\_ Date: \_\_\_\_\_

Exchequer: \_\_\_\_\_ Date: \_\_\_\_\_

Printed: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Financial Committee Members:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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