

8/29/18

Financial Policy

Barony of Aquaterra

SCA Inc

The financial policy of the Barony of Aquaterra shall adhere to the published financial policies of both the Society for Creative Anachronism, Inc, and the Kingdom of An Tir, and is superseded by: Kingdome Exchequer Policy, Kingdome Financial Policy, Kingdom Law, Society Exchequer Policy, Corpora, State and Federal Law.

The financial policy will be reviewed annually with any changes being submitted first to the Kingdom Exchequer for vetting with regard to Society and Kingdome Financial Policies and then submitted to the Committee at a public meeting.

Committee

The Committee will vote for final approval after listening to the comments of the populace. A Financial Committee (hereafter referred to as the Committee) shall be created consisting of the following seven (7) voting members:

- The Coronets of Aquaterra (sharing one (1) vote)
- The Exchequer
- The Seneschal
- The Contingency Deputy of the Exchequer
- The Contingency deputy of the Seneschal
- Two (2) populace representatives

Committee membership is a direct effect of service in the participating offices; it is not possible to leave one without leaving the other.

The 2 populace representatives will not hold Greater Offices and will be appointed based on application received by the Financial Committee. These representatives of the populace shall serve on the committee for period no longer than one year.

If one or both populace representatives are not able to attend the Committee meeting, the meeting shall still be held and present members will have the authority to make decisions as put forth in governing documents. If sufficient applications are not received, the Committee will operate with one or both representatives of the populace until additional applications are received.

All members of the Committee shall submit proof of membership to the Exchequer who will keep it on file. (SFP VI.B)

Bank Accounts

The following Officers will be signatories on the bank accounts.

- One of the Coronets

- The Exchequer
- The Seneschal
- The contingency deputy to the Exchequer
- The Kingdom Exchequer of their representative

Changes of signatories will take place as mandated by Society Policy.

A corporate bank change form will be filled out and forwarded to the Kingdom Exchequer, who will approve it and forward it to the Society exchequer who will issue a warrant to the bank to change signatories. All withdrawal transactions will have two signatories, neither of them being the payee (SFP I.C).

The bank statement will be mailed to the Baronial PO Box, where it will be picked up by the Seneschal, who, after rewiring it, will initial each page and give it to the Exchequer for reconciling. Bank statements will be reconciled monthly, signed by both the Exchequer and Seneschal and a copy placed in the Barony's Dropbox account, as well as the Exchequer's OneDrive. Every quarter, at least three zip drives will be updated with the most recent seven years of the Barony's financial reports. They shall be stored in separate locations.

Meetings

Meeting will be held as need, before the monthly Business Meeting, and at least quarterly. In addition, meetings may be called at any other time a need is discovered by any Committee member or requested by any other person who makes up the populace of Aquaterra, at the discretion of the Exchequer or Seneschal. Teleconference meetings may occur if expedient.

A gathering totaling five votes among the members of the Committee shall constitute a quorum and must include the Seneschal and Exchequer. Meetings will be open to the general populace. The date, time and location of the meeting will be announced by the Seneschal and published on the Reeds, the Baronial Website and Baronial Facebook page. All decisions of the Committee will be approved by a simple majority of those voting members in attendance. Minutes of all meetings will be kept by the contingency Deputy to the Exchequer, Deputy to the to the Seneschal, or their appointees.

Expenditures

All expenditures equaling \$50 or greater (not covered by the terms of a previous approved Event Budget or an Officer's operating budget) must be approved at a meeting of the Committee prior to the money being expended. This includes, but is not limited to, purchase of capital goods, prizes, event budgets, event budget overruns, replacement/maintenance of Baronial goods/equipment, Officer's operating budgets, and officer's budgetary overages. The person or group wishing to expend the funds may attend any regularly scheduled Committee meeting or may approach any Committee member and request a special meeting be held to hear the matter. A meeting to address the request may be held at the earliest opportunity. The requestor will be notified as soon as practical after the Committee reaches a conclusion regarding the expenditure. If the request is approved, the funds will remain in the general fund until an actual purchase is made. The approval will endure for six months but if no purchase is made within that time, approval will be regarded as null and void, and another Committee meeting would be required before funds could be obtained for the purchase.

Reimbursement for expenditures will be made to the Exchequer by check upon receipt of properly completed Check Request form and original receipts to document the expenditure(s). Every check request form will be initialed by two members of the financial committee prior to the reimbursement check being dispersed. Immediate reimbursement is not a realistic expectation. If a fast reimbursement is needed, a copy of the completed check request and all receipts may be emailed to the Exchequer for confirmation against the budget, executed at the Exchequer's discretion.

A cash advance of up to \$50 for expenditures not previously approved by an Event of Officer budget may be extended at the discretion of the Exchequer by completing the following procedure:

A cash advance form will be obtained from the Exchequer, the Baronial website or Kingdom of An Tir website, completed by the requestor, and returned to the Exchequer who will write a check for the amount to be advanced. Advances will never be given to the requestor in cash. After the necessary purchase has been made, the requestor will give the receipts which document the purchase and any remaining funds to the Exchequer who will finalize the cash advance form for reconciliation. All cash advances must be reconciled within 30 days and must be covered by valid receipts

Extensions may be granted at the discretion of the Committee. Any cash advance that is not reconciled at the end of 30 days without an authorized extension becomes immediately payable to the Baronial general fund by the requester and the Exchequer is authorized to begin collection at that time.

In the case of emergency, check may be written in a total amount not to exceed \$500 beyond expenses already approved, subject to the approval of an emergency committee. Such committee shall have two members, including either or both the Seneschal and/or Exchequer, and any other members of the financial Committee that are available.

As soon as is practical, the full Committee should be notified of the emergency expenditure and the event will be read into the minutes of the next Committee meeting.

As emergency shall be defined as any unanticipated financial need that if delayed until a scheduled Committee meeting will have an adverse effect on the Barony or scheduled event. (i.e. previously unknown government permit, repair of necessary equipment).

Operating Budgets

Funding for Officers of the Barony will be done during the first month of each year by the following actions.

At the October business meeting, the Exchequer will request that Officers review the budget needs for their offices for the coming year and submit a request for Operating funds by the December Committee meeting. When these Operating budgets have been compiled, the Committee will then meet to approve, amend, or reject the proposed operating budget. The Officers will be informed of the Committee's decisions.

Budgetary funds allocated for use of a Officer will remain in the general fund until an actual purchase is made. An Officer will be able to make purchases up to the amount of his or her allocated operating budget within the fiscal year (January 1-December 31) as approved by the Committee.

Upon receipt of properly completed check request form and original receipts to document the expenditure(s) reimbursement for expenditures will be made by the Exchequer by check after the Officer's budget has been checked to determine the status of their budget expenditures.

Event Finances

The finances of an event will be handled using the following actions:

Any person wishing to be the Event Steward (hereafter referred to as the "Steward") of an event will coordinate with the Seneschal for the date of the event. It is the Seneschal's responsibility to obtain calendar approval for all event dates for the Barony. It is the Steward's responsibility to obtain a site for the event and to assure that an economically feasible budget can be reached without driving the gate fee so high as to limit attendance at the event.

The Steward pro tem will next obtain an event budget form from the Exchequer, An Tir website, or past events, complete the form, and turn it back in to the Seneschal as the basis of a bid to produce the event. More than one bid may be received for any event (this is to be encouraged). The Seneschal will request a review of the proposed event budget(s) at the next regularly scheduled Committee meeting. If an event budget is approved and a bid accepted by the Committee, then the Steward pro tem will be awarded the event and will become the Steward of the event in fact.

The Steward acts as a deputy to the Seneschal for the planning and production of the event.

The Steward is responsible for all aspects of the event and is required to advise the Committee of the progress of and any changes to the event plan.

The Steward is responsible for appointing a Gatekeeper (who must be a paid member of the SCA (SFP X) for the event (and subject to the approval of the Exchequer). The Gatekeeper will be responsible for all financial materials checked out to them (e.g. deposit books, endorsement stamps, bank deposit keys, equipment, etc.).

The Gatekeeper will deposit all funds from the event within seven (7) days from the date they were received (or five (5) days if the total exceeds \$1000, this includes pre-registrations). They will submit all gate reports, including deposit receipts, to the Exchequer, with a copy to the Steward. They will also turn over the gate sheets and waivers to the Exchequer as soon as possible (ideally within seven days after the end of the event).

All receipts are due to the Exchequer for reimbursement/payment within thirty (30) days of the event and must be accompanied by a completed check request form. Extensions are granted at the discretion of the Exchequer.

The Steward is personally responsible for any expenses that they have approved that exceed the event budget by more than 10% without prior Committee approval.

The Steward is responsible for submitting the final event report within 30 days of the close of their event. to facilitate this, the Exchequer will provide access to the event's folder in Dropbox/OneDrive, or forward electronic copies of all expenses paid and the gate sheets reconciliation. Reimbursement for event expenses will be handled in the same manner as Officer budget reimbursements.

Refunds at events are at the discretion of the Steward and/or Seneschal and they will only be made with receipt of a properly completed check request form. Refunds will only be issued by check, after the event (NEVER from the gate box).

Gate Policy (Gate procedures are a separate document)

These persons are ALWAYS exempted from paying an event gate fee at Aquaterra Baronial events:

The Baron and Baroness of Aquaterra

The following according to An Tir law:

Royalty of An Tir – Currently reigning King and Queen of An Tir and Their Heirs, the Principalities and Their Heirs.

The Champions of An Tir – Champion of An Tir, Kingdom Protector, Arts and Sciences Champion, Champion of Rapier, Equestrian Champion, and Bardic Champion.

Greater Kingdom Officers of An Tir – Kingdom Seneschal, Black Lion Principal Herald, Earl Marshal, Kingdom Minister of Arts and Sciences, Chancellor of the Exchequer, Kingdom Chronicler, Kingdom Chatelaine - IF they are performing the duties of their Office.

The Kingdom Teamster shall be exempt from event fees at all Baronial events where the Kingdom trailer may be required.

Event entertainers

It is not the policy of the Barony to contract non-SCA professionals for entertainment, but those entertainment professionals attending the event at the request of the events Steward(s) (whether or not they are being paid – i.e. Musicians for dances and/or feasts may be compensated in the form of site fee, feast fee or entrance at another event only if they are paid members of the SCA Inc. Any planning for such types of complimentary admittance would be clearly outline in the Steward's event bid proposal. This does NOT include Merchants (SCA or otherwise) who are selling their goods or services to the attending populace.

PayPal

The Kingdom PayPal policy shall be used with the following definitions

The Committee shall request the use of the Kingdom PayPal account in accordance with the provision of the current Kingdom PayPal policy for LARGE events and may request the use of the Kingdom PayPal account for Medium events. The Committee will typically not request the use of PayPal for small events.

Small events are defined as fewer than 100 attendees, Medium events are 100-300 people, and Large events having over 300 people.

In the event that the Kingdom PayPal policy is amended by the Kingdom the Committee will use the revised Kingdom policy until such time as the Baronial Financial Policy can be revised to reflect the updated Kingdom policy.

The Barony will make the appropriate arrangements to purchase or borrow the necessary equipment to implement the Kingdom PayPal policy at any event where the service is used. The Barony will ask any other Baronies involved in joint events (where applicable) if they wish to participate in the shared purchase and/or use of the equipment as needed to implement this policy.

The Barony may choose to have a warranted Deputy Exchequer (this is the preferred method) in charge of the implementation of the Kingdom PayPal policy in coordination with the Deputy Kingdom Exchequer, Steward and Gatekeeper/gate staff at each event at which this service is used to collect gate fees. If the Barony chooses not to do this, the responsibility shall rest with the Exchequer. (This should be added to the Customary at its next review if voted on by the Committee).

The CURRENT Kingdom PayPal policy (Current edition January 2018) shall be included in the Baronial financial policy to facilitate its use by Stewards.

Revised and accepted this day of Gregorian .

By the Committee of Aquaterra as attested to by the signature of the Seneschal and Exchequer.

Carolyn Fox

Seneschal, Barony of Aquaterra

Bethaney Dukellis

Exchequer, Barony of Aquaterra