

Financial Policy for

The Barony of Ramshaven

1. Composition of the Financial Committee.
 - 1.1. The financial committee shall consist of the current exchequer, current seneschal, current Baron and Baroness working in concert as well as any members in good standing who choose to vote at a given meeting.
 - 1.2. As per society law, the Baron and Baroness shall count as a single vote. If the Baron and Baroness are unable to reach an agreement, their vote shall be discounted.
 - 1.3. Terms of Financial Committee members.
 - 1.3.1. The exchequer, seneschal and Baron/Baroness will serve on the financial committee as long as they hold their warranted office.
2. Timeframes and methods for meetings.
 - 2.1. The financial committee will meet no less than once per year in order to review and update the financial policy, approve the budget for the upcoming year and review the inventory records. Further meetings may be called or scheduled as needed.
 - 2.2. Quorum consists of the Baron and Baroness, Seneschal, and Exchequer.
3. Timeframes and methods for action approval under normal circumstances
 - 3.1. Items raised before the financial committee will be reviewed within one month via meeting, either in person or via digital meeting options. Minutes of said meetings will be made available afterwards, to be taken down either by the exchequer or deputy exchequer and distributed via the baronial website.
 - 3.2. All effort should be made to schedule a meeting which the local populace may attend rather than defaulting to closed methods of meeting (ie. Email).
4. Timeframes and methods for meeting and approval in emergencies.
 - 4.1. Emergency meetings may be conducted via official email and must include at minimum; the exchequer, the seneschal and one representative of the baronial office (Baron or Baroness).
5. Reporting Schedule for Branches
 - 5.1. Reporting schedule will follow all society and Kingdom law.

6. Reporting requirements for branch reports

6.1. Baronial reporting requirements will follow all society and Kingdom law.

6.1.1. Reports should include the following documents:

- Financial activity such as a journal or ledger,
- A current list of variances in effect,
- Bank statements for all accounts for the quarter.

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

7.1. Review and revision of the financial policy should be completed each calendar year before the end of the fourth quarter.

7.2. The exchequer will finalize the approved changes and submit them to the Kingdom exchequer by the end of fourth quarter each year.

7.3. If no changes are desired or requested, Kingdom exchequer is to be informed at the end of fourth quarter in order to facilitate recordkeeping.

8. Methods for controlling cash receipts.

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.

8.1. A. Cash receipts of any type totaling more than \$50 must be deposited in the appropriate account no later than 14 calendar days after the receipt by an officer of the SCA. Cash receipts of any type less than this limit must be deposited in the appropriate account no later than 30 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.

8.2. 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.

8.3. 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.

8.4. 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.

9. Policies regarding event admission charges, refunds, or complimentary passes.

9.1. All events in the Kingdom of Ealdormere shall grant complimentary admission to:

9.1.1. Their Royal Majesties

9.1.2. Their Royal Highnesses

9.1.3. Landed Baronial Nobles within their own Barony

9.1.4. Visiting seated Royalty

9.1.5. All those aged 17 and under, with the exception that if the event is being held under a site cap that is beyond the control of the Autocrat (for example: a government mandate, but not a small site's fire code), in which case all those aged 17 and under may be charged a site fee not to exceed 50% of an adult member fee for that event.

9.1.6. Other persons as specified in the Financial Policy for the sponsoring/hosting branch.

10. Policy regarding asset management and control of inventory including trailer policy

10.1. TRAILERS

10.1.1. 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.

10.1.2. Anyone towing a trailer owned by the SCA or one of its branches shall be a member in good standing and will tow the trailer at their own risk.

10.1.3. 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.

10.1.4. 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.

10.1.5. 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.

11. Prohibited Activities

11.1. RAFFLES AND ONLINE AUCTIONS are prohibited.

11.2. 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.

12. Policy on sales tax if any area in the Kingdom is required to collect state/local sales tax for event admissions, fundraisers, silent auctions, etc. Also, if there needs to be a policy of collecting sales tax from vendors. (Any addition to this must be done with consultation with the Society tax specialist.)

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Anastasia Onotsky

Approved by Financial Committee - Jan 27, 2023

Approved by SCA Bo - (date)

Approval		
Exchequer	Name: Anastasia Onotsky	Date: Jan 27, 2023
Seneschal	Name: Heather Dyer	Date: Jan 27, 2023
Baron(ess)	Name: Heather Bogart-Davies & Penn Davies	Date: Jan 27, 2023
Member	Sibylla of Glyndmere	Date: Jan 27, 2023
Member	Dorothea af Halm	Date: Jan 27, 2023
Member	Wulfric of the Blackwoods	Date: Jan 27, 2023
Member	Yoshikuri Nagayori	Date: Jan 27, 2023
Member	Penda of Glindemere	Date: Jan 27, 2023