

(Name)

Approved by Financial Committee - (date)

Approved by SCA Board - (date)

## Financial Policy for

### Canton of Seven Hills

1. Composition of the Financial Committee.
  - a. The Canton financial committee shall be composed of:
    - i. The Seneschal
    - ii. The Exchequer
    - iii. 3 paid members of the Canton populace
      1. Elected annually at 1<sup>st</sup> business meeting of the year
      2. Replaced as needed if stepping down before the end of their term
2. Terms of Financial Committee members.
  - a. For the seneschal and exchequer: the duration of their warrant
  - b. For the other 3 member: from election until the 1<sup>st</sup> business meeting of the following year
  - c. No two members of the financial committee may cohabit or be related or in a relationship.
3. Timeframes and methods for meetings.
  - a. The Canton financial committee is not required to hold regularly schedule meetings.
  - b. May meet at any time in person or electronically.
4. Timeframes and methods for action approval under normal circumstances
  - a. Canton Financial Committee may be presented with request for funds at any point.
    - i. If funds requested are less than \$200 (or 10% less than unallocated balance, whichever is less)
      1. Financial Committee may approve at any time by a simple majority vote.
5. Timeframes and methods for meeting and approval in emergencies.
  - a. Emergencies are defined as: An expenditure the non-payment of which would cause the group harm, and which must be concluded before the normal procedure for that type of expense can be enacted.
  - b. The emergency expenditure must be approved by a simple majority vote of the financial committee and all other canton officers.
  - c. Any member of the emergency committee that will be directly affected by the committee's decision must recuse themselves.
6. Reporting Schedule for Branches
  - a. The Exchequer shall report to the populace any business conducted by the Financial Committee during their regular report at the next business meeting.
7. Reporting requirements for branch reports
  - a. Reports to the populace at the Canton business meeting shall include:
    - i. Bank Account Balance per most recent bank statement
    - ii. Funds Received since last business meeting report
    - iii. Checks Written since last business meeting report

(Name)

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- iv. Any other data deemed pertinent by the Exchequer or Seneschal
- b. The populace report should also be sent to the Baronial Exchequer

Reports to Kingdom are per the schedule listed in the Kingdom Exchequer policy and should include the following documents

- c. Financial activity such as a journal or ledger,
  - d. A current list of variances in effect,
  - e. Bank statements for all accounts for the quarter.
8. Timeframes and methods for review and revision of the financial policy.
- a. This policy may be reviewed at any business meeting. As each Seneschal takes office, and each January thereafter, the populace will review and re-ratify the Financial Policy. Changes to this policy must be enacted by a majority of the populace present at the regularly scheduled business meeting. The proposed change must first be published in any form deemed by Kingdom to be "official", and in any other forms necessary to reach the majority of the populace. Approved changes made to this Financial Policy shall be announced in the next publication of the Canton or Baronial Newsletter.
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.

- a. 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.
- b. 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.
- c. 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.
- d. 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.

(Name)

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10. Policies regarding event admission charges, refunds, or complimentary passes.
  - a. The following positions may be admitted without charge to a Canton of Seven Hills event, including feast: the King and Queen of any Kingdom; the Crown Prince and Princess of any Kingdom; the Sovereign Prince and Princess of any Principality; the Baron and Baroness of Black Diamond; the Autocrat and Head Cook of the event; site staff affiliated with or required by the site itself rather than the SCA, and children as designated by age invited as guests. The autocrat may include in the event budget extra funds to allow for a pre-determined number of extra people invited to eat feast at high table.
11. Policy regarding asset management and control of inventory including trailer policy
  - a. TRAILERS
    - i. 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.
    - ii. 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.
    - iii. 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.
    - iv. 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.
    - v. 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.
  - b. A deputy position to the Exchequer (the Quartermaster) is established to oversee the control of all property owned by the Canton. If the Canton has no Quartermaster, the Exchequer will be in charge of the property and the duties of managing it.
  - c. Any damage to Canton property during normal use shall be reported to the Exchequer within 7 days of the incident.
  - d. 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 Canton Inventory.
  - e. 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.

(Name)

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- f. 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.
  - g. The Quartermaster shall conduct a complete physical inventory of all property belonging to the Canton of Seven Hills annually and provide a copy to the Exchequer and the Seneschal.
  - h. Canton Property may only be borrowed for uses which are in line with the purposes of the SCA. The Exchequer or deputy must give their approval for any such request.
  - i. Anyone wishing to borrow Canton Property must contact the Quartermaster at least 10 days in advance so arrangements can be made for acquisition of the item.
  - j. Any individual borrowing Canton property must sign for all items borrowed and assumes the responsibility for the condition and safe return of those items to the Quartermaster.
  - k. All Canton property borrowed must be returned within 14 days after its intended use; extensions may be granted/ approved for situations requiring a longer time frame.
  - l. Any borrowed Canton 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
  - m. 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 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 are must be done with consultation with the Society tax specialist.)
14. Special Purpose and Dedicated Funds
- a. The canton does not currently have any special purpose or dedicated funds
  - b. In the event that a special purpose Fund is created, the following information must be included in the exchequer's information concerning the fund.
    - i. name/description of fund
    - ii. Primary Purpose
    - iii. Secondary Purpose
    - iv. Inactivity Expiration (required)
15. Any additional policies desired by the Kingdom Financial Committee.
16. Bid Policy
- a. Bids for Events must be approved by the Financial Committee prior to issuing any funds for said event.
  - b. Bids are approved by a simple majority of the financial committee
  - c. All autocrats must be paid members of the SCA

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- d. Event bids must be submitted no less than 8 months prior to event date.
  - i. Exceptions may be considered for extremely extenuating circumstances (hospitalization, etc.)
- e. Bid submissions must include, at a minimum:
  - i. Date
  - ii. Site Location and Cost
  - iii. Autocrat
  - iv. Marshal in charge
  - v. MOL in charge
  - vi. Head Cook (if feast)
  - vii. Reservationist
  - viii. Fee schedule