

Society for Creative Anachronism

Kingdom of Ealdormere

Barony of Rising Waters

Financial Policy



approved

November 24, 2021

Barony of Rising Waters Financial Policy

1. This Baronial Policy is subject to Society and Kingdom Policy.

2. Signatories

- a. The signing officers will consist of the Baronial Exchequer, the Baronial Seneschal, the Kingdom Exchequer, and any other paid member of the Society as agreed upon by the Baronial Exchequer, the Baronial Seneschal, and the Baron and/or Baroness.
 - i. The signatories may not be relatives or reside at the same address.
 - ii. The Baron and Baroness can not be signatories.
 - iii. All Baronial bank accounts must be set up so that a minimum of two signatures are required in order to withdraw funds or to endorse cheques.

3. Financial Committees and Expense Authorization Policy

- a. All Officers have a \$50.00 annual budget
 - i. The officers are defined as the: Baron & Baroness (as one entity), Seneschal, Exchequer, Herald, Signet, Archery Marshal, Heavy Weapons Marshal, Thrown Weapons Marshal, Historian, Chronicler, Minister of A&S, Chatelaine, Web Minister, Quartermaster, and Minister of Children.
 - ii. The amount may not exceed the annual budget unless approved at a meeting through the Financial Committee and voted on by the members of the Barony present, provided there is an official quorum.
 - iii. If the reasonableness of an expense is uncertain, the Financial Committee must be consulted.
- b. The Financial Committee must consist of the Exchequer, Seneschal, Baron and/or Baroness, and one more officer of the Barony. The Financial Committee shall meet yearly, prior to submitting budgets to Kingdom and to review this policy. Special meetings may be called to consider urgent or time sensitive business.

All members of the Financial Committee must be paid members and serve if they hold warranted office.

- c. Spending decisions are mainly to be made by the officers of the Barony at regular group meetings, which are to be held once per month. All members of the Barony are welcome to attend and vote.
 - i. If a regular meeting is not convenient, due to extenuating circumstances, the person requesting the spending authorization must contact the Baronial

- Exchequer or Seneschal, who will communicate the request with the Baronial Officers for a discussion and vote (e.g. via email or a specially-called meeting).
- ii. The Exchequer or Seneschal must inform the Barony at the next regular meeting of the request and of the decision made by the Financial Committee.
- d. The Exchequer or Seneschal must make sure that the spending authorization is recorded in the Baronial Meeting notes.
 - e. The Exchequer may give cash advances, in the form of a written cheque from the Baronial bank account to the Event Steward, Feast Steward, and Bartender before the event without a regular meeting.
 - i. The advanced money may not exceed the amount budgeted for the event unless requested and approved at a general meeting prior to the event or through the Financial Committee.
 - ii. The money advanced must be kept together with the receipts and returned to the Exchequer or designated after the event.
 - iii. If the advanced amount is less than the expenses, but the expenses are still below the amount that was budgeted for, the amount of expenses in excess of the amount advanced will be reimburse to the person owed provided the person submits their receipts.
 - f. Fully documented receipts must be provided to support all expense reimbursement requests. This rule applies to anyone expecting reimbursement. Emergency situations are handled on a case-by-case-basis within Baronial and Kingdom law and Financial policy.
 - i. If a person was given a budget for a certain purpose and exceeded the amount that was budgeted without consulting the Financial Committee:
 1. When possible, where costs exceed the amount originally approved, the person should consult the Baronial Financial Committee prior to making the expenditure.
 2. The Financial Committee may choose to approve the overage and reimburse the person.
 3. The Financial Committee may choose not to approve the overage and the person will only be reimbursed up to the amount of the original budget.

4. Depositing of Funds

- a. All event funds must be deposited into the SCA – Barony of Rising Waters bank account within fourteen days of the event.
- b. All cash donations to the Barony collected at fight practices, meetings, etc. must be deposited within fourteen days of being delivered to the Baronial Exchequer.

- i. As donations from fight practices tend to be small, the Baronial Marshal may combine the donations over several fight practices before bringing the donations to be deposited by the Exchequer.
- ii. The donations accumulating for deposit can be delivered to the Exchequer at any amount but should not be allowed to exceed fifty dollars. Once the fifty dollar amount is reached, the Baronial Marshal must bring the donations to the Baronial Exchequer for deposit.
- iii. If the Baronial Exchequer is not able to attend the Baronial Meeting, the donation money can be entrusted to the Seneschal for deposit.

5. Event Reporting and Profits

- a. A proposed budget report must be created when submitting a bid for Baronial and for Kingdom events. The report should include the projected expenses and anticipated income.
- b. A formal request for event expense cash advances must be submitted to the Baronial Exchequer by the Event Steward, Feast Steward, and/or Bartender before a cheque for a cash advance can be written.
 - i. Once the written request is received and approved, a cheque will be issued for the submitter and the request will be kept on file to compare against the receipts submitted by the requester.
 - ii. If the advanced amount is less than the expenses, but the expenses are still below the amount that was budgeted for, the amount of expenses in excess of the amount advanced will be reimburse to the person owed provided the person submits his/her receipts.
- c. An Event Financial Report will be completed by the Event Steward within 30 days after the event.
 - i. Any event expense receipts not submitted to the Baronial Exchequer will not be accepted after the 30 days after the event.
- d. An NMS Form and cheque must be submitted to the Kingdom NMS Exchequer within 10 days of the event.
- e. For Baronial Events
 - i. An Event Financial Report must be completed by the Event Steward with assistance from the Baronial Exchequer to be kept in the Exchequers files and also sent to the Baron and/or Baroness within 30 days of the event.
- f. For Kindom Level Events, the Barony will submit the event profit to the Kingdom as follows:
 - i. The Barony will pay to the Kingdom the first \$750 of the profit made at the event and fifty percent of the remaining profit. The remaining fifty percent of the

profit will be retained by the Barony. If the Kingdom event is the Arts and Science Tournament, the barony will pay to the Kingdom the first \$500 of the profit made at the event.

- ii. If the profit is less than \$750.00, all of the profit will be sent to the Kingdom.
- iii. An Event Financial Report must be completed by the Event Steward with assistance from the Baronial Exchequer to be kept in the Exchequer's files and also sent to the Baron and/or Baroness and the Kingdom Exchequer within 30 days of the event.

6. Event Gate Policy

- a. A paid adult member of the SCA must oversee 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.
 - i. 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.
 - ii. Before the gate can be opened, the head gate keeper must count the opening float along with another paid SCA member and both must sign off on the Cash Reconciliation sheet that the float has been double counted.
 - iii. After the gate has been closed, the head gate keeper must count the money in the till along with another paid SCA member and both must sign off on the Cash Reconciliation sheet that money in the till has been double counted.
 - iv. The head gate keeper is responsible to request a float two weeks prior to opening the gate. An additional float may be required for the refreshment table.
 - v. The head gate keeper must ensure all money from the gate is locked in the gate till and given to either the Event Steward, or the Baronial Exchequer if present, at the end of the event.
- b. In addition, the head gate keeper must:
 - i. Ensure that there is a paid member of the SCA always working at the gate during the event until the Event Steward asks for the gate to be closed.
 - ii. Have all waivers available at the gate and pens for participants to use.
 - iii. Arrange for set up of the gate

- iv. Obtain pre-registration information for site and feast from the registration clerk.
- v. Arrange for a computer if using an electronic form for gate.
- vi. Complete all paperwork related to the gate at the end of the event.

7. Event Refreshment Table Policy

- a. There must be one person assigned to be the head bartender at each event. This person must be a paid member of the SCA and is solely responsible for the custody of money collected at the refreshment table during the event.
 - i. Bartenders must ensure that they, or another paid SCA member attending the event have valid Smart Serve Certification. The certified person must remain on site while the refreshment table is available to participants.
 - ii. Should the refreshment table include alcoholic beverages, the Event Steward and Baronial Seneschal are responsible to ensure that appropriate licensing is obtained from the LCBO. This license must be displayed at the refreshment table.
 - iii. Before the refreshment table can be opened, the head bartender must count the opening float along with another paid SCA member and both must sign off on the Cash Reconciliation sheet that the float has been double counted.
 - iv. The head bartender must ensure all money from the refreshment table is locked in the refreshment table till and given to either the Event Steward, or the Baronial Exchequer if present, at the end of the event.
 - v. After the refreshment table has been closed, the head bartender must count the money in the till along with another paid SCA member and both must sign off on the Cash Reconciliation sheet that money in the till has been double counted.
- b. In addition, the head bartender must:
 - i. Ensure that there is a paid member of the SCA always working at the refreshment table during the event until the Event Steward asks for the refreshment table to be closed.
 - ii. Arrange for set up and stocking of the refreshment table
 - iii. Retain and document all receipts for reimbursement requests.

8. Policies regarding event admission charges, and refunds

- a. Admission Charges
 - i. Admission must be paid by everyone attending an event in accordance with the publicized amounts, except for those listed in the section 9 (Complementary Pass Policy) of this policy.

- ii. Admission may be paid with personal cheques, made out to the SCA-Barony of Rising Waters to pay for an event, but must be received at least a week prior to the event. No cheques will be accepted after that point.
 - iii. No electronic forms of payment will be accepted.
 - iv. 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.
- b. Refunds
- i. Requests for a refund must be provided in writing to the Event Steward, or the Registrar for the event
 - ii. Requests must be made prior to the start date of the event.
 - iii. Refunds will be given in the form of a cheque within one week after the event. Cash will not be used for refunds.

9. Complementary Pass Policy

- a. All events sponsored by the Barony must include complementary admission for the following:
- i. Their Royal Majesties
 - ii. Their Royal Highnesses
 - iii. Baron and Baroness of Rising Waters
 - iv. Event Steward
 - v. Feast Steward

10. Financial Policy Revision Schedule

- a. The Financial Policy shall be reviewed yearly and updated, as needed, by the Baronial Financial Committee. Any revisions must be approved by the Baronial Officers.

11. Policy Regarding Asset Management and Control of Inventory.

- a. Storage sheds
- i. All storage sheds owned by the SCA are to be used for storing of SCA property. Storage sheds owned by the SCA may not be used for strictly personal purposes by the members of the branch.
- b. Use of SCA assets
- i. All assets of the SCA will be reviewed and an inventory completed on a bi-annual basis, coordinated by the Baronial Quartermaster.
 - ii. Assets may be borrowed by Baronial Members and Community groups, if the request is made in writing and is in Support of the Barony and/or the education of the public about the Middle Ages.

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

- a. if any area in the Kingdom is required to collect 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 area must be done with consultation with the Society tax specialist.)
- b. The Barony will follow the policies regarding local, provincial, and federal taxes as directed by the Kingdom of Ealdormere.