

Financial Policy for Barony of Raven's Cove

1. Composition of the Financial Committee.
 - a. Baronial Financial Committee
 - i. The Baronial financial committee shall consist of the Seneschal, the Exchequer, and those currently paid members of the SCA, Inc. in attendance at a scheduled Baronial business meeting who are at least 16 years of age. Proof of membership must be provided to the Exchequer as requested.
 - ii. Each member must recuse themselves from voting on any financial decisions in which there is a conflict of interest or appearance of impropriety.
 - iii. All votes on financial matters must be approved by a simple majority of the Baronial Financial Committee.
2. Terms of Financial Committee members.
 - a. The terms for the Baronial Seneschal and Baronial Exchequer are linked to and dictated by the terms of their respective warrants.
 - b. The term of Financial Committee membership for a currently paid member of the SCA, Inc. as specified in paragraph 1.a.i, is the duration of the scheduled baronial business meeting attended.
3. Timeframes and methods for meetings.
 - a. Meetings of the Baronial Financial Committee occur at regularly scheduled (monthly) and emergency baronial business meetings.
 - b. Meetings should be in person when possible, but can be conducted via virtual meeting platform (Zoom, Teams, Slack...), but shall not be conducted by means of a social media platform (Facebook).
 - c. The Office of the Baronial Exchequer shall be responsible for keeping a record of all financial issues and votes that take place at a business meeting or that are undertaken by the emergency financial committee.
4. Timeframes and methods for action approval under normal circumstances.
 - a. See paragraph 1.a.iii.
5. Timeframes and methods for meeting and approval in emergencies. (Baronial Emergency Financial Committee)
 - a. The Baronial Emergency Financial Committee consists of the Exchequer, the Seneschal, the Baronage, and two of the at-large signatories.
 - b. The Baronial Emergency Financial Committee may authorize disbursements from the General Fund between meetings up to 10% of the unallocated Baronial funds or \$500,

- whichever is the lesser amount. This limit can be adjusted by the Baronial Financial Committee at the first Baronial meeting of each calendar year.
- c. Each member must recuse themselves from voting on any financial decisions in which there is a conflict of interest or appearance of impropriety.
 - d. Approval of expenditures is by a simple majority of The Baronial Emergency Financial Committee.
 - e. The Exchequer or designate must report all of the activity of the Baronial Emergency Financial Committee at the next regularly scheduled Baronial meeting.
6. Reporting Schedule for Branches.
- a. The Barony shall follow the reporting requirements as outlined in the Kingdom of Atlantia Financial Policy.
7. Reporting requirements for branch reports
- a. Reporting requirements follow the requirements set in Kingdom and Society policy and as directed by the Kingdom Exchequer
 - b. If an event occurs on the last two days of a quarter or straddles the end of one quarter and the beginning of the next quarter (i.e. March 30 and/or 31; June 29 and/or 30; September 29 and/or 30; December 30 and/or 31), the event will be reported in the following quarter.
8. Timeframes and methods for review and revision of the financial policy.
- a. Barony of Raven's Cove financial policy shall be maintained by the Office of the Exchequer.
 - b. Barony of Raven's Cove Financial Policy Procedures
 - i. Raven's Cove Financial Policy is superseded by: Kingdom Exchequer Policy, Kingdom Financial Policy, Kingdom Law, Society Exchequer Policy, Corpora, State, and Federal Law.
 - ii. Raven's Cove Financial Policy must be accepted by a majority vote of the Baronial Financial Committee and replace all previous financial policies and may be amended or replaced by a majority vote of the Baronial Financial Committee.
 - iii. Signatories on the checking account must consist of those officers mandated by Kingdom Policy and Law and at least two at-large signatories.
 - iv. When specifically referenced the Baronage will have one vote.
 - c. An annual review of the Baronial financial policy shall be performed by the Baronial Emergency Financial Committee, starting after Kingdom Unevent. The review is to be completed by the end of Q1.
 - i. Report of the review and recommendations for any changes should be submitted to the Baronial Financial Committee for review and approval no later than the April Baronial Meeting.
 - d. The Baronial Financial Committee may authorize the creation of an ad hoc financial policy review committee at any time during the year as deemed necessary.
 - i. The Exchequer is the Chairperson of this ad hoc committee.

- ii. The Seneschal and Baronage shall be members of the committee.
- iii. Other members of the committee shall be selected by the Exchequer, Seneschal, and Baronage.

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.
 - i. Cash receipts of any type and in any amount must be deposited in the appropriate account no later than 14 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 14 calendar days. Undeposited income of any type is not to be used for refunds, reimbursements, or expenses.
 - ii. 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 (e.g. Square, Sumup).
 - iii. 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 shall 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.
 - iv. 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.
 - v. All cash received at an event shall be counted and recorded by two people (not of the same family or address and not in a personal relationship) before the cash is removed from the site. Copies of the cash record shall be provided to the Branch Seneschal and the Exchequer.

10. Policies regarding event admission charges, refunds, or complimentary passes. (Events)

- a. Event Bids
 - i. All event bids must be in a format acceptable to the Seneschal, the Exchequer, and the Baronage and must be approved by the above persons before presentation to the Baronial Financial Committee.
 - ii. An exception to this rule is if the Seneschal, the Exchequer, or the Baronage submits an event bid they must recuse themselves from the approval process for all bids of said event.

- iii. The bid submitter(s) must present an itemized budget for an event at a baronial meeting for approval. Approval of the budget does not imply immediate allocation.
- b. Event Budget
 - i. If the event was previously approved without a budget, the budget must be approved by the Baronial Financial Committee.
 - ii. This budget is expected to be followed by the Autocrat and event staff. If the event as a whole will be in the budget, overages of any line item of the budget may be approved or rejected by the autocrat. If the event is over budget, then these items must be brought to the Baronial Financial Committee for approval. UNAPPROVED EXPENSES OVER THE TOTAL EVENT ALLOCATION WILL NOT BE AUTOMATICALLY APPROVED.
- c. Complimentary Attendance
 - i. Event (Site) fees, Feast fees, Cabin and/or Camping fees may be waived for the following individuals:
 - Monarchs of any SCA Kingdom
 - Heirs of any SCA Kingdom or Principality
 - Baronage of Raven's Cove (current and incoming)
 - Baronage of another group if co-hosting
 - Autocrat/Event Steward
 1. If more than one person is serving as an Autocrat for an event, only the fees of the primary/lead Autocrat may be waived.
 - Head Cook
 - All children age 5 and under
 - ii. Event (site), Cabin, and/or Camping fees may be waived for:
 - Primary person running the gate, Head GateKeeper.
 - iii. Feast fees are waived for all seats at High Table.
 - iv. Event (site), Cabin, Camping, and/or Feast Fees may be waived for other special guests if approved by the Baronial Financial Committee or by the Baronial Emergency Financial Committee if the Baronial Financial Committee will not be meeting before the event. *This information should be included in the event bid.*
- d. Event Reservations and Check-in
 - i. A copy of each check, with Personally Identifiable Information (PII), including account information and signatures, redacted before copying, must be made before checks are deposited. The exchequer will provide deposit slips and an endorsement stamp.
 - Personally identifiable information must be covered and not included on the hard copy of the check.
 - Alternatively, checks may be scanned or photographed. Redaction requirements still apply.
 - All digital or hard copies of checks shall be destroyed when all checks have cleared and the books are closed for the event.
- e. Event Reservation Cancellations and Refunds; Event refunds must be provided as follows:

- i. Refunds may be requested for the following
 - Site Reservation
 - Cabin Reservation
 - Camping Reservation
 - Feast Fee - only if requested 24 hours before the opening of gate.
 - ii. We do not resell unclaimed reservations
 - iii. Cancellations received at least 7 days before the start of the event will be refunded once the funds have cleared and may be processed at the Exchequer's earliest convenience regardless of the profit or loss of the event.
 - iv. No refunds will be given if the event does not make a profit (except in the case of 10.e.iii). No refunds will be given to those who have checked in with gate.
 - v. The Exchequer must receive refund requests in writing no later than five business days after the close of the event. Exceptions may be made by authorization of the Exchequer in consultation with the Autocrat and the Seneschal.
 - vi. All refunds must be paid by check and shall not be issued until the event receipts have been received and all reservation checks have been deposited. No individual refund may be issued until that reservation check has cleared.
 - vii. All refund requests must contain the following information to be honored:
 - Legal name(s) for every person the refund applies to
 - The legal name to make the check out to
 - Mailing address for the refund
 - What the refund is for (feast, site, camping, etc.)
 - Additional contact information (preferred, email or phone)
 - viii. A copy of the Baronial financial policy will be available at check-in.
 - f. Baronial Equipment: The Autocrat is responsible for requesting the use of the Baronial Equipment from the Exchequer or designee (e.g., Quartermaster), arranging for the pickup and return of the equipment to the Baronial shed in an orderly fashion, any necessary cleaning of the equipment after use, and notifying the Exchequer or designee (e.g. Quartermaster) of any damage or loss to the Equipment.
 - g. Receipts: The event staff must turn in event-related receipts and requests for reimbursement no later than five business days after the event.
 - h. Event Financial Report: The Exchequer must assist the Autocrat in the completion of the event report, which is filed with the quarterly Exchequer report, along with copies of all expense receipts related to the event. The event report must be presented to the Barony at the first business meeting after the event books have been closed.
11. Policy regarding asset management and control of inventory including trailer policy
- a. Trailers (The Barony does not currently own any trailers, but should this change, the policies outlined below shall apply.)
 - 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 shall agree to tow 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 calculations 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. Other property
- i. The Office of the Baronial Exchequer shall maintain an inventory of all Baronial assets.
 - ii. The inventory shall include the location of all assets, as well as the purchase price if known.
 - iii. Management of all property, to include a trailer if owned, shall include, but is not limited to, storing the Baronial assets in a secure place, signing assets out to users as required, receiving assets when returned, and inspecting said assets upon return to storage to determine if maintenance is required or if the asset has been damaged by neglect or abuse. If maintenance or repair is needed, make the necessary arrangements.
 - iv. The Barony currently maintains a secure storage unit with the Seneschal and the Exchequer holding the two keys to the unit.
 - v. The Baronage will sign a document stating that They will be responsible for the security and maintenance of any Regalia (Baronial Property) in Their possession.

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 shall contact their Society Superiors for instructions.

13. Policy on sales tax

- a. Not applicable in the Kingdom of Atlantia

14. Special Purpose and Dedicated Funds

- a. Unless otherwise specified all monies will be considered to be General Funds. All funds may be changed or amended at any time by a majority vote of the Baronial Financial Committee.
- b. Permanent Allocated Funds
 - i. Annual Expense Fund: This fund is to pay annual expenses such as, but not limited to, Baronial post office box, storage units, etc. Expenses to be paid from this fund must be approved once annually by the Baronial Financial Committee as recurring expenses. Monies to pay these expenses must automatically be allocated in the quarter that the expense is due.
 - If there is a price increase to an annual expense, the Exchequer shall notify the Baronial Financial Committee at the next meeting of the new amount.
- c. Temporary Funds:
 - i. These funds must be used for expenditures that have immediate use and end date.
 - ii. The allocation of these funds must be voted for by the Baronial Financial Committee at a regular Baronial meeting.
 - iii. If these funds are not used in all or in part after one year from the establishment of the fund, the money will be automatically de-allocated unless otherwise designated by the Baronial Financial Committee.

15. Additional Policies

- a. The Exchequer
 - i. The Exchequer must maintain a checking account with appropriate signature cards for the group, file all quarterly and event reports as required by Kingdom and Society law and policy, and enforce and maintain the group's financial policy.
 - ii. The Exchequer is the chairperson of the group's Emergency Financial Committee (see paragraph 5) and holds primary responsibility for coordinating with other members of the committee, and for communicating the committee's actions with the populace.
 - iii. The Exchequer must publish or report the financial status of the group at least once quarterly.
 - iv. The Exchequer must submit an annual budget to the Baronial Financial Committee at either the December or January Baronial meeting.
- b. Disbursements
 - i. The Exchequer is authorized to make disbursements as approved by the Baronial Financial Committee and the Baronial Emergency Financial Committee.
 - ii. All disbursements shall be made by check from the Baronial checking account only.
 - iii. No reimbursement will occur without receipts.

- iv. All postage costs associated with the execution of an office will be reimbursed.
- v. All office expenses, including photocopying, associated with the execution of an office will be reimbursed for officers and Baronage.
- vi. Should the Exchequer deem any requested amounts questionable, he/she must consult with the Baronial Financial Committee.
- vii. No signatory may sign a check made out to themselves or anyone in their modern household.