

## **Financial Policy for the Canton of Eoforwic**

### **1. Composition of the Financial Committee.**

- 1.1. As a group belonging to the Society for Creative Anacronym Inc. (the “SCA” or “Society”), the Royal City of Eoforwic (the “Canton of Eoforwic” or “Eoforwic”) Financial Committee shall consist of:
  - 1.1.1. The Eoforwic Seneschal (the “Seneschal”)
  - 1.1.2. The Eoforwic Exchequer (the “Exchequer”), and
  - 1.1.3. All other members in good standing voting at a meeting.

### **2. Terms of Financial Committee members.**

- 2.1. Warranted Officers are members of the Financial Committee for their term of office. When someone no longer holds an Office then they are no longer a member of the Financial Committee by grace of that Office. Leaving an Office does not disqualify someone from being a member of the Financial Committee based on other criteria.

### **3. Timeframes and methods for meetings.**

- 3.1. The Financial Committee will meet at least yearly to approve the budget.
- 3.2. Any member of the Financial Committee may call a meeting. Meetings are composed of one of the following:
  - 3.2.1. all attendees in a meeting, both virtually and in person; or
  - 3.2.2. participants in an email/online discussion so long as all the paid members of Eoforwic are able to view and comment.
- 3.3. The Exchequer will run the meeting. If unavailable, the Seneschal or any other Financial Committee member may run the meeting in their absence.

### **4. Timeframes and methods for action approval under normal circumstances.**

- 4.1. Regular business before the committee requiring a vote must be answered within one (1) month of the proposal reaching the Financial Committee.
- 4.2. Three is the minimum number of people needed to hold a vote: Exchequer, Seneschal, plus one other member of the Financial Committee.
- 4.3. The Exchequer or Seneschal, individually, have a veto if the item contravenes SCA policy and/or local, provincial, or federal laws. Also, if the Exchequer and Seneschal are both in agreement then, acting jointly, they have the right to veto any decision made by the Financial Committee.
- 4.4. A two-thirds majority is needed for a vote to pass.

### **5. Timeframes and methods for meeting and approval in emergencies.**

- 5.1. The Financial Committee is only authorized to act when a financial decision must be made before the next scheduled Financial Committee meeting.

- 5.2. If either of the Seneschal or the Exchequer are not available, their immediate superior (the Seneschal of the Barony of Septentria and the Exchequer of the Barony of Septentria, respectively) may be asked to participate in their stead.
- 5.3. Any actions taken in an emergency meeting must be presented to the full Financial Committee at the earliest possible opportunity.

## **6. Reporting Schedule for Branches**

- 6.1. Eoforwic will follow the reporting requirements as per the Financial Policies for the Kingdom of Ealdormere and the SCA.

## **7. Reporting requirements for branch reports.**

- 7.1. As per the Financial Policy for the Kingdom of Ealdormere, and as per SCA policy, quarterly reports should include the following documents:
  - 7.1.1. Financial activity such as a journal or ledger,
  - 7.1.2. A current list of variances in effect,
  - 7.1.3. Bank statements for all accounts for the quarter.
  - 7.1.4. Any other reports required by the Kingdom Exchequer, who will update the Kingdom's Exchequers if any changes are required.

## **8. Timeframes and methods for review and revision of the financial policy.**

- 8.1. The Eoforwic Exchequer will review this policy once per year, at minimum, to ensure accuracy and compliance with SCA Financial Policy.
- 8.2. All changes to this Financial Policy require approval from the Eoforwic Financial Committee.

## **9. Methods for controlling cash receipts.**

- 9.1. 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.
  - 9.1.1. 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.
  - 9.1.2. 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.
  - 9.1.3. 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.

- 9.1.4. 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.

## **10. Policies regarding event admission charges, refunds, or complimentary passes.**

- 10.1. Regarding event admission charges: Eoforwic will follow the requirements for Event Finances as described in the SCA Exchequer Handbook.
- 10.2. Refunds will only be issued by cheque, after the payment has been deposited in the bank and after any hold period which might apply has passed. Cash refunds are not permitted as per SCA Financial Policy. If an event is cancelled, refund cheques will be issued for any prepayments received, within 10 days of the event being officially cancelled by the Event Steward and/or Seneschal.
- 10.3. Eoforwic events will provide complimentary admission for the following as part of the event bid:
- 10.3.1. Their Royal Majesties
  - 10.3.2. Their Royal Highnesses
  - 10.3.3. Visiting Seated Royalty
  - 10.3.4. The Septentrian Baronial Couple
  - 10.3.5. The Event Steward(s) and/or Feast Steward1(s), to a maximum of two people

## **11. Policy regarding asset management and control of inventory including trailer policy.**

### **11.1. TRAILERS**

- 11.1.1. 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.
- 11.1.2. 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.
- 11.1.3. 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.

11.1.4. 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.

11.1.5. 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.

## **12. Prohibited Activities**

12.1. RAFFLES AND ONLINE AUCTIONS are prohibited.

12.2. 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.

## **13. Policy on Sales Tax**

13.1. Eoforwic will follow the policies regarding local, provincial, and federal taxes as directed by the Kingdom of Ealdormere.

## **14. Special Purpose and Dedicated Funds**

14.1. Eoforwic does not have any special purpose or dedicated funds.

## **15. Any additional policies desired by the Kingdom Financial Committee.**

*This section deliberately left blank.*