

BARONY OF MADRONE FINANCIAL POLICY

INTRODUCTION

I. INTRODUCTION

The following Madrone Financial Policy serves as an addendum to the requirements set forth by the Society for Creative Anachronism, Inc. (SCA) Financial Policy, and the Kingdom of An Tir Branch Financial Policy. This policy is governed by Modern Law, Corpora, SCA Financial Policy, Kingdom Law, and Kingdom Financial Policy. Where there are discrepancies, the requirements of these superseding documents take precedence. All references to amounts refer to U.S. currency.

II. FINANCIAL POLICY REVIEW

This policy will be reviewed annually, and will be revised, as needed, to remain in compliance with these superseding documents. Revisions must be by unanimous consent of the Financial Committee.

III. FINANCIAL COMMITTEE

- A. All assets (funds and non-cash assets) held in the name of the SCA must be managed by a Financial Committee.
- B. All voting members of a Financial Committee must be paid members of the SCA.
- C. Financial Committees must have a minimum of three voting members. The Financial Committee for the Barony consists of the Chancellor of the Exchequer (1 vote), who will chair meetings of the Financial Committee, the Seneschal (1 vote) and the Baron and/or Baroness (1 total vote for the Baronage). These individuals are members of the Financial Committee for the full duration of their term.
- D. All decisions by the Financial Committee are by simple majority vote, except where noted elsewhere in this policy.
- E. Meetings of the Financial Committee will convene quarterly, to review the Financials submitted to the Kingdom Exchequer. Additional meetings may be called as needed, to ensure the continued smooth operation of the Barony.
- F. Results of Financial Committee meetings will be reported by the Exchequer at the next regularly scheduled Baronial Curia (business meeting) to be recorded into the Business Meeting Minutes.
- G. Between meetings of the Baronial Curia, the Financial Committee may approve unbudgeted emergency expenditures of less than \$100 (see Customary – Major Decision-Making Process). This approval must be unanimous, and a spokesman for the Financial Committee will report the authorization at the next regularly scheduled Baronial Curia Meeting.

Budgeting

1. The Financial Committee will develop and propose for consideration at Baronial Curia, an annual budget for the following year that provides funds for routine operating expenses, approved events, special projects/capital improvements, and reserves. This budget shall take into account current cash reserves, and previous expenses to determine the appropriate funding levels.

2. Annual Budget - During October of each fiscal year, the Exchequer will begin gathering budget requests from the Baronage, Officers, Guild heads, and other activity leaders. These requests will be used to develop a preliminary budget, which will be presented at the November and December Baronial Curia meetings for discussion and commentary from the populace. Final approval will occur at the December meeting by a majority of the paid members present. This budget will provide for routine expenses and supplies necessary for the operation of the Barony and will include:

- a. Officer Budgets
- b. Reoccurring Operating Expenses
- c. Approved Events
- d. Special Projects
- e. Reserves

IV. BANK ACCOUNT IDENTIFICATION AND STRUCTURE

- A. For branches within the U.S., the name of the account shall be of the form 'Society for Creative Anachronism, Inc. – Barony of Madrone' and use the SCA's federal employer ID number, which is 94-1698556.
- B. The Barony, through the Exchequer, will maintain accounts for official or incipient subgroups of the Barony that request or need such services. The Exchequer may extend this service to other official branches or entities of the SCA. Inc. but is under no obligation to do so. Generally, these accounts are held within the same physical bank account.

Currently the Barony maintains accounts for the following groups: The Barony of Madrone, The College of St. Bunstable, and The Madrone Equestrian Guild.

- C. Funds donated by Company matching volunteer hours by an individual can be requested by that individual to be allocated to funds, subgroups, the Kingdom or other branch (i.e. The Canton of Porte de L'Eau, The Equestrian Guild, The Barony of Wyewood or the Kingdom of An Tir), if not requested they will be directed to the General Fund.
- D. Two authorized signatures will be required on any check, money order, or other instrument of withdrawal, whether or not the bank offers signature inspection.
- E. The bank statement(s) for all of Madrone's accounts will be sent to box currently located at: Barony of Madrone 12819 SE 38th Street #424 Bellevue, WA 98006. The Seneschal or other designated member shall retain the key to the P.O. Box. Once the bank statement has been reviewed and initialed by the Seneschal. It shall be delivered to the Exchequer as soon as reasonably possible. The Exchequer will provide the statement balance for the Curia minutes.
- F. Electronic Funds Transfers are not allowed without written permission of the Society Exchequer for that account specifically.

V. REPORTING POLICY

- A. Financial reports to the Kingdom.
 1. Financial reports will consist of the "Balance Sheet" and "Income Statement" and the supporting worksheets and documentation contained and required by the most recent edition of the Society for Creative Anachronism, Inc., Chancellor of the Exchequer's Handbook.
 2. Financial reports will be submitted to the Kingdom Chancellor of the Exchequer, or designated deputy, per Kingdom schedule. That schedule is currently:

January 1 - March 31 due May 1
 April 1 - June 30 due August 1
 July 1 - September 30 due November 1
 January 1 - December 31 due February 1

3. The Exchequer will review the required quarterly reports, including a copy of the bank statement, with the Financial Committee. The Seneschal shall sign the original report, if acceptable, and return it to the Exchequer. The Exchequer will make a copy of the report for each member of the Financial Committee, and submit the original to the Kingdom Exchequer's reporting process.

Copies will be provided to the Baron, Baroness, and Seneschal of Madrone at the time of submittal to the Kingdom.

4. Failure to file required reports within 30 days after the end of the reporting deadline may be grounds for suspension of the branch or other entity and/or replacement of the Chancellor of the Exchequer.

B. Financial reports to the Barony.

1. Financial status will be reported to the Barony at the monthly Baronial Curia (business meeting). Monthly Financial reports will consist of Balances of all Bank Accounts.
2. Financial statements (consisting of the Comparative Balance Statement and the Income Statement) must be made available to the public at least annually.

VI. SIGNATORIES

- A. All signatories on SCA accounts must be paid members of the SCA, *and must submit proof of personal/legal identification and paid membership when being added as a signer to the account. A copy of said ID will be forwarded to the Kingdom Exchequer along with the signature card.*
- B. At least two people must be signatories on all accounts. Required signatories on all accounts (subject to financial institution limits) in order of priority:
 - a. Exchequer of Madrone
 - b. Emergency deputy exchequer of Madrone
 - c. Seneschal of Madrone
 - d. *Baron or Baroness of Madrone*
 - e. *A previous Seneschal of Madrone*
 - f. *A previous Exchequer of Madrone*
 - g. Kingdom Chancellor of the Exchequer or a designated representative.
- C. No two signatories on the same account may share the same address, *or be related by birth or marriage.*
- D. All signatories must be acceptable to the Kingdom.
- E. Sovereigns, Consorts, and the heirs of Kingdoms and Principalities as defined in the SCA Governing Documents are not allowed to be signatories on any SCA account while they hold that status.

VII. EXPENSE AUTHORIZATION

- A. Fully documented receipts & "Cheque Request Forms" must be provided to support all expenses.
- B. Kingdom and Branch Exchequers are only obligated to reimburse for receipts presented within 120 days of the expenditure. Reimbursements that exceed approved budgets, or which have not had prior approval are not guaranteed payment. They must be reviewed and approved by the financial committee before reimbursement can be made.

VIII. EVENTS

- A. Event Bid Approval
 1. Prospective Event Stewards/Autocrats for proposed events must submit the following information to the Baronial Curia with sufficient lead time (minimum of 6 months) to allow for the two-month approval process:
 - a. A description of the event, including activities and proposed site.
 - b. An Event Budget/Actual Proposal Worksheet, outlining predicted expenses and income for this event. The Event Budget/ Actual Proposal Worksheet can be found on the Exchequers Page on the Baronial Website: <http://baronyofmadrone.net/> .
 2. This event proposal is discussed at Baronial Curia, month 1.
 3. The event proposal is then discussed at a second Baronial Curia, month 2. Based on the commentary from the Barony, funding may be approved or denied by Financial Committee subject to the support of the populace present at the Baronial Curia. If commentary is insufficient to make a decision, discussion may continue at a following meeting.
- B. The Event Steward/Autocrat may revise the approved budget by up to 10%, as needed, in keeping with the original goals, line item and projected profit margin. Changes beyond this scope (revised line item more than 10% or reallocation of funds between line items) must be brought to the Baronial, Financial Committee, where they will be approved or denied.
- C. The Baronial Exchequer will provide timely confirmation of event financial information of including total gate income & NMS to the Event Steward/Autocrat. The waivers and gate sheets from the event will be passed from the Exchequer to the Seneschal within 15 days after the event, or otherwise decided on, i.e. next Curia Meeting, etc.
- D. Event Stewards/Autocrats must attend a business meeting within 5 weeks after the event to present a Final Event Report to the Baronial Curia.
- E. Final Event Report copies must be given to the Exchequer for financial records to be kept for 7 years. The Final Event Report must consist of the following: Budget/ Actual Proposal Worksheet, any Cheque Request Forms with Receipts, and copies of the gate sheets.
- F. Gate procedure – this is separate from PayPal policy. Gate seed check must be deposited by the recipient of the check prior to the event. Personal money cannot be used for gate seed.

IX. SPECIAL PURPOSE AND RESERVE FUNDS

- A. Special funds are funds that are raised for a specific purpose (a bake sale, raising monies for a new baronial pavilion). All special funds will have a fund category of their own and may only be spent for that purpose. If it becomes clear that the original purpose of the funds cannot or need not be fulfilled, upon unanimous agreement of the Financial Committee, they will revert back to the general fund.

- B. The Exchequer may refuse to establish a Fund if in his/her opinion the Fund doesn't support the group's tax-exempt status, isn't in keeping with the goals of the Barony, or has little or no likelihood of achieving its goal. Except for refusal due to tax-exempt status, this decision may be appealed to the Financial Committee.
- C. The Barony should endeavor to retain sufficient reserve funds to sustain normal operating expenses for 2 years. Those normal operating expenses include administration costs and the minimum costs of the officers to complete their jobs for the year.

X. CONTROLLING DISBURSEMENTS

- A. No group may maintain a Petty Cash fund under any circumstances. All disbursements will be made to an entity (individual or business) by double signature checks or traceable money orders.
- B. Disbursements must be documented. A Check Request Form for Reimbursement, Cash Advancement, or Direct Pay must be filled out completely and turned in to the Exchequer.
 - 1. Requests must have been allocated by the Budget, Event, or Curia approved expense.
 - 2. Or Requests must be approved by the Financial Committee.
 - 3. Requests will be treated as receivable items until they are reconciled by presentation of receipts and/or cash totaling the amount of the advance.
 - 4. Reconciliation of advances must occur within 60 days of the disbursement.

XI. CONTROLLING CASH RECEIPTS – See Corpora and Kingdom Law for the most current cash handling requirements.

- A. Advance registration/reservation mailings will be directed to the current Baronial Mail Box as confirmed by either the Seneschal or Exchequer and all proceeds will be processed by the Baronial Exchequer or warranted deputy of the exchequer office. Proceeds from advanced registration/reservation mailings that are received by the Event Steward/Autocrat will be delivered to the Baronial Exchequer no later than the next Baronial Curia meeting.
- B. All proceeds from the event will be turned over to the Baronial Exchequer no later than 5 days after the close of the event, including: Gate Sheets, Waivers, NMS, Equestrian Waiver, cash, checks, reconciliation sheets (envelope system with double signatures).
- C. The Baronial Exchequer will deposit all proceeds from the event no later than 5 business days after the last day of the event.

XII. EVENT ADMISSION AND COMPLIMENTARY PASSES

- A. It shall be the common practice of the Barony of Madrone to charge admission only to adults, i.e. those attendees age 18 years or older. Exceptions may be made in the following cases:
 - 1. When a site requires a "per capita" rental fee.
 - 2. When an event has a combined cost, such as site and feast fee, and limited capacity.
 - 3. When the focus of the event, and the principal attendants are expected to be minors.
 - 4. Other exceptions may be approved by the unanimous decision of the Financial Committee.
- B. The Barony will follow the Kingdom policy regarding complimentary event admission. Exceptions may be approved by the unanimous decision of the Financial Committee.

XIII. BARONIAL PROPERTY

- A. Baronial property is administered by the Chamberlain, a warranted deputy of the Exchequer. In the absence of a Chamberlain, the duties devolve to the Exchequer.
- B. Baronial property and files checked out to an Officer, Champion, or other individual, must be accounted for at the end of term for that Officer, Champion or individual.
- C. All Baronial property in the storage unit will be inventoried every two years. Regalia for the coronets and champions, as well as Baronial property held by Baronial Officers should be inventoried at the time of changeover of the coronets, champions, or officers.
- D. Reports of damage to, or loss of, Baronial property should be made to the Baronial Curia.
- E. A written contract for items stored with individuals must be kept on file with the annual inventory list. "Stewardship of Property/Letter Of Agreement Baronial Property"

XIV. PAYPAL POLICY

- A. If the Barony of Madrone wants to use PayPal for accepting reservations, there must be an event PayPal deputy (see requirements for same below). The event PayPal deputy must submit a request form that has to be approved by both the Kingdom of An Tir ("Kingdom") Exchequer and the Deputy Kingdom Exchequer in charge of PayPal. This request must also include the event copy for the event. The Barony of Madrone must be up to date with financial reports and NMR or PayPal authorization will not be considered
- B. The Kingdom has created a specific PayPal email alias: <epay@antir.org>. The alias will be used as the email address of the PayPal account owner. PayPal supports the creation of subsidiary user accounts and passwords so that individuals can process payments without having access to account settings. This will allow the Kingdom to set up individual users prior to each event and then deactivate them 24 hours after the event is over. Either the Deputy Kingdom Exchequer in charge of PayPal or the Kingdom Exchequer will set up these individuals. At no time will anyone other than the Kingdom Exchequer, Deputy Kingdom Exchequer in charge of PayPal and Kingdom Seneschal have administrative rights to the PayPal account.

- C. The event PayPal deputy will provide his or her email alias to the appropriate kingdom officers as listed above to access a subsidiary user account for the event. The event PayPal deputy will work with the event reservations head and gate head to ensure proper transmission of PayPal reservations and payments for the event.
- D. The Kingdom PayPal Account will be set up to transfer proceeds to the SCA Group account about 10 (ten) days prior to an event and immediately after an event at which PayPal was accepted.
- E. If an attendee disputes a transaction, PayPal can withdraw money from a linked bank account to credit back to that attendee pending resolution of the dispute. The linked checking account will maintain a negligible balance and funds will be moved out of that account promptly to remediate that threat.
- F. Refunds to attendees will be given by a Barony of Madrone paper check, if approved by the Madrone Financial Committee. Request for refund of pre-event credit card payment must be made via email or US mail and should be made or postmarked 48 hours prior to the start of the event. A valid postal mailing address must be included with the request.
- G. If an attendee's gate fee is miscalculated there will be no penalty on their refund.
- H. At-event payments:
 - a. Gate staff will need a smartphone or tablet, Internet connection (via either cellular or wireless Ethernet, a hotspot, a tethered smartphone, or other), and a PayPal card reader. The person processing the payments will log onto PayPal, enter the amount to be charged, then swipe the customer's card through the reader. The user will see and approve the amount to be charged, decide if they want a receipt (which will be texted or emailed to them by choice), and sign the screen with their finger. A transaction-reporting email will be sent to the account's email address. At no time may a credit card number be typed (manually entered) into PayPal.
 - b. Each individual accepting payments must have a current SCA membership, will have their own unique login and shall be responsible for all transactions created with the login. Logins will be disabled within 24 hours after the close of the event.
 - c. Per PayPal policy, those individuals must be of legal age of majority (at least 18 years of age in the U.S. and 19 in Canada).
- I. Pre-reservations: Reservations can be accepted through PayPal. A link will be created on the event page that will allow a reservation request to be submitted to the Deputy Kingdom Exchequer in charge of PayPal. The request shall contain only: Modern name, SCA name, membership number (if applicable) and an email address plus the request for services (event fees, feast, etc.).
- J. The Kingdom of An Tir will maintain a log of who paid via PayPal, and the amount charged; the log shall be reconciled with the emails and the transaction history.
- K. Event copy should state if the Barony of Madrone will be accepting PayPal. Event copy should provide a back-up payment plan in case there is a malfunction with phone service or internet service. Event copy must state that anyone wishing to pay via PayPal will waive any early registration discounts. During the bid process for an event, PayPal fees must be addressed/incorporated in the budget for the event.

XV. Approval – The members of the Financial Committee attest that this Financial Policy was approved by the Paid Members of the SCA, Inc., in attendance at the Baronial Curia meeting on the dates noted below.

All original signatures are on file with Exchequer.

Signatories for Version 2.3 as approved May 22, 2018:

Chancellor of the Exchequer – Sarah Pixie (Sarah Maiser)

_____ Date _____

Contingency Baronial Exchequer – Emma la rousse d’Argentan (Kate Waterous)

_____ Date _____

Contingency Kingdom Exchequer - Geneviève Marie Étienne de Montagne (Stephanie Ray-Solum):

_____ Date _____

Baron – Enzo Bandinelli (William R. Llewellyn):

_____ Date _____

Baroness – Spike Zoetart (Megan Madrona DuMont):

_____ Date _____

Seneschal – Eden of Lionsguard (Eden Rain)

_____ Date _____