

# The Financial Policy of the Barony of Blatha an Oir

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In the Kingdom of An Tir of the Society for Creative Anachronism

This Policy is to be used in conjunction with the *Customary of the Barony of Blatha an Oir*.

The financial policies of the Barony of Blatha an Oir are consistent with the financial policies of the Kingdom of An Tir and are in addition to the duties and responsibilities of the Chancellor of the Exchequer (here in referred to as the Exchequer) stated in the Baronial Customary. The Financial Policy uses the definitions as set forth in the Blatha an Oir Customary.

## I. Composition of the Financial Committee

- A. In the course of normal business, the Financial Committee consists of all paid members in attendance at a regularly constituted Baronial Council meeting.
- B. In an emergency situation, the Executive Committee which is composed of the Coronet(s), the Seneschal, and the Exchequer will act in place of the Finance Committee.

## II. Terms of Executive Committee Members

- A. The Coronet's term is as long as it is the pleasure of Their Majesties An Tir.
- B. Seneschals and Exchequers serve two-year terms, both as officers and, congruently, as members of the Executive Committee, and are limited to two consecutive terms.

## III. Timeframes and Methods for Meetings

- A. Regularly constituted meetings of the Blatha an Oir Baronial Council occur monthly, currently after the general meeting.
- B. Emergency meetings of the Executive Committee can be called by any Executive Committee member when a financial decision needs to be made before the next regularly scheduled Baronial Council meeting.

## IV. Timeframes and Methods for Action Approval

- A. All financial decisions are made by consensus of the populace at a Baronial Council. The Council will work towards consensus. If consensus is not achieved, and the decision cannot be postponed, the Council will work towards at least 60% agreement by a polling of those attending the meeting in question.

- B. Baronial officers are to request expenditures for that office from the Baronial Council for approval. The request shall detail what the expenditure was for and when the expense was incurred.
- C. When expenditures are approved, the minutes of the Baronial Council meeting will document the transfer. For example, “\$110 was approved to build carts to carry the Eric stakes.” This is also true for advances given to Event Stewards or other purposes.
- D. When an advance is approved for goods or services, the person given the advance is responsible for ensuring that a receipt describing the goods purchased or service performed is provided to the Chancellor of the Exchequer upon completion of the project or event.
- E. To ease reporting, deposits shall be divided so that it is clear exactly where the revenue came from. For example, gate receipts shall be deposited separately from gate seed return
- F. The Exchequer shall keep a log of all receipts of funds to the Barony. The form of the log shall be up to the Exchequer, but it will include: date, source of funds (e.g., event receipts, book sales, newsletter subscriptions, etc.), amount and initials of at least the Exchequer.
- G. Decisions of the Executive Committee are also made by consensus. If consensus is not achieved, a 75% agreement will approve the spending request. The Executive Committee is authorized to spend up to \$500 in support of a previously approved event.
- H. Teleconference meetings of the Financial or Executive Committee are acceptable in the event that in person meeting is not feasible.

## V. Reporting Requirements and Schedule for Reports to the Branch Administration

- A. In addition to fulfilling all SCA and Kingdom requirements, the Exchequer shall have up to date financial records available at the beginning of every Baronial Council meeting.

## VI. Timeframes and Methods for the Review and Revision of the Financial Policy

- A. In conjunction with the Seneschal calling a meeting to review the Baronial Customary, the Exchequer will call a meeting for the purpose of soliciting recommended changes to the current Financial Policy. However, any citizen may propose changes in writing (at least 3 copies) directly to the Baronial Council. These recommendations will be published during the next 30 days. The final decision on the proposed changes will be made at a council meeting in the month following the expiration of the 30 days and the entire revised Financial Policy will be published on the Baronial webpage in the following month.

## VII. Methods for Controlling Cash Receipts

- A. 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.
  - 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.

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.
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. At least one paid adult member of the SCA must be present and in charge anywhere SCA money is collected.
4. A paid adult member of the SCA must be in charge of the gate functions at an 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.

## VIII. Event Financial Policy

- A. All persons seeking to be Event Stewart shall provide no less than three copies of their proposal to the Financial Committee for consideration. One copy for the Coronets, one for the Seneschal, and one for the Exchequer.
- B. Event Stewards shall provide receipts for all funds associated with holding an event. These receipts and an accounting of related expenditures shall be given to the Exchequer as soon after an event as possible, not to exceed the time period from the end of an event until the immediately following Baronial Council.
- C. Event Stewards shall appoint a person to be responsible for Gate that meets with approval of the Exchequer. This appointee must be a member in good standing of the SCA.
- D. No more than one person shall be responsible for putting money in and making change from the cashbox per shift.
- E. When gate closes, the Gate person shall count the cashbox in front of the Exchequer or the Exchequer's Deputy. The Exchequer or Deputy shall recount the money in front of the Gate person. Both the Gate person and the Exchequer or Deputy shall sign and date a receipt of monies received.
- F. Whenever the Exchequer is carrying cash at an event, the Exchequer shall be accompanied by an escort. This escort shall accompany the Exchequer to the bank for deposits, if a deposit is made during an event.
- G. When conducting Baronial business requiring a mailing address, all mail must be directed to the Baronial post office box. For example: event pre-registrations, merchant contracts. Exceptions will only be made with the agreement of the Seneschal and the Exchequer.
- H. Officials and Baronial Champions having office-related obligations at a Baronial Event are not required to pay a site fee, as determined by the Event Steward for that event.

1. After such determination, the Event Steward will provide a list of names for those people receiving complimentary admission to the site (i.e., a comp list) to Council prior to the event and to the event gate.
  2. This list will include the person's name, and office or obligation to the event.
  3. Additionally, all Landed Nobility of An Tir is given complimentary admission, especially the Coronets of An Tir should they attend.
  4. Only paid members of the SCA are eligible for complimentary admission.
- I. Persons not amongst those on the list of complimentary admissions must pay the site fee and will be refunded at a later time if appropriate and with the approval of the Council.
  - J. Event Stewards shall not retroactively give complimentary admission to an event once the event is closed.
  - K. The Executive Committee shall have the authority to spend up to \$500 for event support, subject to ratification by Baronial Council at the following meeting.

## IX. Restricted Funds

- A. Restricted fund expenditures must be ratified by the Council at its next regularly scheduled meeting. The Barony has the following dedicated funds:
  - Karl Redstone Memorial – for Youth Combat
  - Regalia Fund – To update and make new baronial regalia
  - Gold Key – Donations received specifically for Gold Key care

## X. Use of PayPal at Events

- A. The Baronial Council shall request the use of the Kingdom PayPal account in accordance with the provisions of the current Kingdom PayPal Policy for Large Events and may request the use of the Kingdom PayPal account for Medium Events as defined below. The Baronial Council will typically not request the use of the PayPal account for Small Events.
  - Small Events (fewer than 100 people)
  - Medium Events (100-300 people)
  - Large Events (over 300 people)
- B. In the event that the Kingdom PayPal Policy is amended by the Kingdom, the Baronial Council will use the revised PayPal Policy until such time as the Baronial Financial Policy can be revised to reflect the updated Kingdom Policy.
- C. The Barony will make the appropriate arrangements to purchase or barrow the necessary equipment to implement the Kingdom PayPal Policy at any event where this service is used.
- D. The Barony may choose to have a warranted Deputy Exchequer who is in charge of the implementation of the Kingdom PayPal Policy and coordination with the Deputy Kingdom Exchequer, the Event Steward and the Gate staff at each event where this service is used to collect gate fees. If the Barony chooses not to do this, the responsibility for implement this policy shall rest with the Exchequer.
- E. The Kingdom PAYPAL POLICY (JANUARY 2018) is included in the Baronial Financial Policy to facilitate its use by the Event Stewards. KINGDOM PAYPAL POLICY (JANUARY 2018)

## 1. Requirements

- a. Each group wanting to use PayPal for accepting reservations must submit a request form that has to be approved by both the Kingdom Exchequer and the Deputy Kingdom Exchequer in charge of PayPal. This request must also include the event copy for the event. Those not up to date with financial reports or NMR will not be considered.
- b. The Kingdom has created a specific PayPal email alias:
  - The alias will be used as the email address of the PayPal account owner. This alias must cascade to at least two officers' email addresses in separate (modern) households. The standard protocol will be the Seneschal, Exchequer, and Deputy Kingdom Exchequer in charge of PayPal.
- c. The Kingdom has created a business checking account specifically to handle PayPal funds using the email alias, and a secure, robust password. Knowledge of the password is restricted to the Kingdom Exchequer, Deputy Kingdom Exchequer in charge of PayPal, and Kingdom Seneschal. The password must be changed every time any these officers change.
- d. The Kingdom must have a warranted Deputy Kingdom Exchequer in charge of PayPal. This ensures a check and balance system regarding electronic funds. Transfers will require approval of the Kingdom Seneschal and the Kingdom Exchequer before transfer can occur.
- e. 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 us 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.
- f. 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 that PayPal was accepted.
- g. The Kingdom's PayPal account is linked to the Kingdom's PayPal bank account, so that money collected can be automatically transferred from PayPal to the Kingdom of An Tir account. The Deputy Kingdom Exchequer in charge of PayPal will submit an approval request to both the Kingdom Seneschal and Kingdom Exchequer via email to transfer any funds from PayPal to the Kingdom bank account.
- h. 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.
- i. Refunds to attendees will be given by the Hosting Group's paper check. 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.

- j. If a group miscalculates an attendee's gate fee there will be no penalty on their refund.
  - k. The Kingdom Exchequer shall review the Kingdom PayPal account on a regular basis for unauthorized transactions. Such review shall occur no less than monthly
- 2. 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, Page 8 of 6 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).
- 3. Pre-reservations
  - a. 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.).
  - b. 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. Further testing will be required to identify the best 14 of 14 practices for identifying the purpose of payments (not only who they are from, but what they are for; if one account processes payments for all groups in a kingdom, some standardized tracking process needs to be in place.)
- 4. Event Copy
  - a. Event copy should state if the Host Group will be accepting PayPal.
  - b. Event copy should provide a back-up payment plan in case there is a malfunction with phone service or internet service.
  - c. Event copy must state that for Kingdom-level events, anyone wishing to pay via PayPal will waive any early registration discounts. For a local event, the hosting group has the option to not allow an early registration discount.

## XI. Asset Control

- A. The Chamberlain will conduct an inventory of all baronial property once per year and a Chain of Custody (or similar) form will be filled out and retained in the Chamberlain's records when Baronial Regalia changes hands.

## B. Trailers

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.
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.
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.
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.
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.

## XII. 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 Kingdom Exchequer who will contact their Society Superiors for instructions.

## XIII. Dissolvements

- A. If the Barony of Blatha an Oir should be dissolved, all accounts shall be given to its successor branch, or should there be no successor, to the Kingdom General Fund. Sponsored Branch funds held in the Baronial accounts will also be given to the successor branch, or should there be no successor, to the Kingdom for administration.
- B. If a special interest group or Office ceases to function then its budgeted funds will revert to the general fund at the close of one year.
- C. Funds held for Sponsored Branches will be retained for five years before reverting to the general fund, subject to the Sponsored Branches guidelines.