Seagirt Financial Policy (as amended in 2019)

PREAMBLE

This policy will be superseded by Corpora, Kingdom, and Modern law.

A. EXPENDITURES

1. Whenever possible, all expenditure of Seagirt funds must be pre-approved by Council of Seagirt.

2. All cheques shall be completed in full (payee, date, amount, and re line)

3. A receipt for all goods or services purchased shall be provided to the Baronial Exchequer. No

exceptions.

4. Where an individual has used his/her own funds for pre-approved expenditures then receipt must be

submitted prior to reimbursement. No exceptions.

5. If there is no regularly scheduled Seagirt Council Meeting occurring before the expenditure is

required, then the following criteria must be met. In addition, a full accounting (including receipts and

signed authorizations) must be presented at the next scheduled Seagirt Council Meeting.

Amount Approval Needed

less than $300.00 oral approval of the financial committee

$300.00 or greater Written approval of the financial committee

6. In exceptional situations, when Their Excellencies, Baronial Seneschal, and Baronial Exchequer are in

agreement, funds may be dispersed with the intent of presenting a full accounting to Council at the next

Seagirt Meeting. (DELETE this one as it is redundant)

B. EVENT ADVANCES

1. All event advances must be budgeted and pre-approved through Seagirt Council.

2. All emergency funds requested must meet the Expenditure Criteria (section A).

3. All funds paid out for a specific event (e.g. Daffodil, SST, etc) shall be considered an "event advance"

that shall be paid back from the "event proceeds".

4. All events shall be treated as a separate entity for accounting purposes. The Event Steward or the Baronial Exchequer will complete within 2 weeks an Event Financial Report to be kept with the financial records.

5. All event expenditures must be accompanied by receipts. No exceptions.

C. REVENUE

1. All cash receipts from demos, or donations are to be given to the Baronial Exchequer to be deposited

into the branch bank account.

2. All Event proceeds are to given to the Baronial Exchequer to be deposited into the branch bank

account.

3. During an event all cash receipts are the responsibility of the Event Steward.

4. Recommendations for the Event Steward:

a. All monies should be locked in a box in either Event Steward’s or the Exchequer's possession. b. As monies accumulate at Gate, they should be removed to a safe place (see C.4.a) leaving just the original float.

5. Funds exceeding $1,000 from events, fundraisers, etc., must be deposited in the bank account within five (5) business days from the close of the event. Funds less than $1,000 from events, fundraisers, etc., must be deposited in the bank account within fourteen (14) calendar days from the close of the event.

6. No group may maintain a Petty Cash fund under any circumstances. Money shall be disbursed by properly drafted cheque.

7. 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.

8. Minors may not serve as Head Gatekeeper 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.

9. 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.

10. Refunds will not be given for event fees unless there are extenuating circumstances. A cheque will be written after the event. No cash refunds are allowed.

D. EVENT FLOAT

1. The Baronial Exchequer will provide the Event Steward an event float when requested.

2. This float shall be the responsibility of the Event Steward who shall sign for it.

E. FINANCIAL RECORDS

1. The Baronial Exchequer will maintain permanent books and records of all financial activity. Detailed

records must be maintained with receipts, disbursements, and contributions specifically itemized.

Where a system is automated, a printout or "hard copy" of computerized records will be made monthly

as well as backups of the relevant files and disks. All records must be retained for at least seven years.

All books and records, as well as all assets, bank statements, other correspondence and files of an

official nature are the property of the Barony of Seagirt. They must be turned over to the successor

officer within thirty (30) days after the former officer steps down from office.

2. Copies of the bank statement reconciliation are to be provided to the Baronial Seneschal on a

monthly basis to verify the bank balances with the financial records.

3. There shall be no co-mingling of Society funds with the funds of any individual, business, or other

legal entity. For funds collected at or for events, the funds must be deposited into the bank account of

the Barony only.

4. A review of the books is mandatory when the office changes hands and every two years, such review

to be conducted by the Regional Exchequer or their designated representative. The financial records are

public property and will be made available for examination by any member upon reasonable request

agreed upon by the Baronial Exchequer and the requestor.

F. SEGREGATION OF DUTIES

1. The baronial offices of Exchequer and Seneschal cannot operate out of the same residence. No

exchequer may hold more than one office at any one time.

G. REPORTING AND DISCLOSURE

1. The Baronial Exchequer must report quarterly to the Principality Exchequer as follows:

Quarter Due Date

January 1 - March 31 - May 1

April 1 - June 30 - August 1

July 1 - September 30 - November 1

January 1 - December 31 (Doomsday) - February 1

2. Year-to-date reports (with the exception of the annual report) will not be accepted. The annual

Doomsday report will be filed for the reporting period Jan. 1 - Dec. 31, and is due February 1st. All

reports must be reviewed and signed by the Baronial Seneschal before being submitted. A signed copy

must also be submitted to the Baronial Seneschal. A signed copy of the annual Doomsday report must

be submitted to the Baronial Seneschal and Their Excellencies Seagirt.

3. Quarterly reports to the Principality Exchequer shall include a copy of the bank statements. The

annual report should include a copy of the list of signatories and financial policy.

4. At least once a year the Seagirt Financial Reports must be published. The reports shall include, but not

limited to, a Profit/Loss Statement and Balance Sheet.

H. BUDGET

1. The Financial Committee shall be responsible for preparation of the draft Baronial Budget to be

presented to Seagirt Council. This budget shall be ratified at the January Council Meeting of the year

budgeted.

2. The Financial Committee shall consist of the Seneschal, Exchequer, Baron, Baroness

and one member of the populace. A Financial Committee meeting may be called by the Seneschal or the

Exchequer and is normally chaired by the Exchequer.

3. All Baronial Officers will submit budget requests to the Financial Committee prior to the

December Council meeting to be discussed at Seagirt Council. Failure to meet this deadline could result

in a budget allocation at the discretion of the Financial Committee.

4. Once ratified, the Seagirt Budget must be published.

I. POLICY REVIEW

The Seagirt Financial Policy shall be reviewed by the Financial Committee at least on an annual basis. All

changes should be brought forward to Seagirt Council to be discussed and ratified. The Seagirt Financial

Policy should be published in its entirety at least annually.

J. PAYPAL POLICY

The following is as provided for in the Kingdom of An Tir Financial Policy.:

a. Requirements

1. 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. Principality of Tir Righ Financial Policy Tir Righ Financial Policy 2018-06.docx Page 9 of 11 Author: Principality Financial Committee Date: 09-Jun-2018
2. 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.
3. The Kingdom has created a business chequing 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.
4. The Kingdom must have a warranted Deputy Kingdom Exchequer in charge of PayPal. This ensures a cheque and balance system regarding electronic funds. Transfers will require approval of the Kingdom Seneschal and the Kingdom Exchequer before transfer can occur.
5. 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 An Tir 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.
6. 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.
7. 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.
8. 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 chequing account will maintain a negligible balance and funds will be moved out of that account promptly to remediate that threat.
9. Refunds to attendees will be given by the Hosting Group’s paper cheque. Request for refund of pre-event credit card payment must be made via email or Canada/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.
10. If a group miscalculates an attendee’s event registration fee there will be no penalty on their refund.
11. The Kingdom Exchequer shall review the Kingdom PayPal account on a regular basis for unauthorized transactions. Such review shall occur no less than monthly. Principality of Tir Righ Financial Policy Tir Righ Financial Policy 2018-06.docx Page 10 of 11 Author: Principality Financial Committee Date: 09-Jun-2018

b. At-event payments

1. 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.
2. 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.
3. Per PayPal policy, those individuals must be of legal age of majority (at least 19 years of age in Canada).

c. Pre-reservations

1. 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.).
2. 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.)

d. Event Copy

1. Event copy should state if the Host Group will be accepting PayPal.
2. Event copy should provide a back-up payment plan in case there is a malfunction with phone service or internet service.
3. Event copy must state that for Kingdom-level or Principality-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.

K. PROHIBITED ACTIVITIES

1. RAFFLES AND ONLINE AUCTIONS are prohibited.

2. FIREWORKS - The purchase, ownership or sale of firework is prohibited. The purchase of professional firework 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.

L. COMPS

The following is a list of those individuals who are pre-approved to receive complimentary event fees (comps):

1. The Baron and Baroness are exempt from site for all Baronial events.

2. The current Baronial Champions are exempt from site fees only (not feast or accommodation fees) for the event to choose their replacement.

3. All Royalty and Their Heirs will receive complimentary site and feast fees to Baronial events.

4. Additional comps not outlined above can be requested and will be considered on a case-by-case basis

5. Non-members may not be given complimentary passes.

K. BARONIAL ASSETS

1. Any requests for use of assets at non-Baronial events must be presented and approved at Council.

2. All property must be returned to the Baronial locker, the Chamberlain, or to the officer in charge of it in the same or better condition than when it was picked up.

3. All property must be returned within 2 weeks or no later than 7 days before the next event, whichever period is shorter.

4. The Chamberlain will maintain a list of all the Baronial assets and where they are located specifically. This list will be made available on the Baronial website.

5. The Chamberlain will conduct an inventory of all Baronial assets once per year and submit an updated list to the Exchequer.