

The Nottinghill Quill

FINANCIAL POLICY ADDENDUM

FEBRUARY, A.S. LVI



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BARONIAL FINANCIAL POLICY

Financial Policy for Barony of Nottingham Coill, Kingdom of Atlantia

1. Financial Committee

- 1.1 The group Financial Committee shall consist of the Exchequer, the Seneschal, and any members of the Group Populace in attendance of any financial committee meeting.
- 1.2 Group Populace shall be defined as Adult (18 years of age or older or legally emancipated minors) paid members of the Society for Creative Anachronism. Inc. residing within the borders of the Barony of Nottingham Coill.

2. Terms of appointment to the Financial Committee:

- 2.1 Exchequer – Until expiration of warrant
- 2.2 Seneschal – Until expiration of warrant
- 2.3 Group Populace – Until expiration of active membership.

3. Timeframes and methods for meetings.

- 3.1 Normal business of the Financial Committee will be conducted at:
 - 3.1.1 The published group monthly business meeting.
 - 3.1.2 Any published special event planning meeting.
 - 3.1.3 One published designated Financial Committee meeting per quarter.
- 3.2 Committee meetings may be conducted in person, by phone, by e-mail, or by other video/audio conferencing media. Votes may not be conducted through social media sites.

4. Timeframes and methods for action approval under normal circumstances

- 4.1 Members of the Financial Committee shall have one vote each and excuse themselves from voting on any financial decisions in which there is a conflict of interest or appearance of impropriety.
 - 4.1.1 In the event of a tie, the matter is considered not approved.
- 4.2 The Financial Committee shall review all proposed expenditures for approval.
- 4.3 The Financial Committee shall review all proposed event budgets for approval.
 - 4.3.1 Event budget approval shall grant permission for all expenditures within the submitted budget.

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

5.1 Time sensitive necessary business may be conducted by an Emergency Financial Committee.

5.1.1 The Emergency Financial Committee will consist of the Exchequer, the Seneschal, and one Member-at-Large in good standing.

5.1.1.1 The Member-at-Large shall be elected annually by the Group Populace at a Baronial business meeting each December. The Member-at-Large may be re-elected indefinitely.

5.1.2 The Emergency Financial Committee may authorize any time sensitive necessary expenditure up to \$250.00. Any expenditure over \$250.00 must be referred to as normal business at a Financial Committee meeting.

5.1.3 Each member of the Emergency Financial Committee shall be a signatory on the Barony's checking account as long as they are not related to, in a relationship with, or living at the same address as any other signatory.

5.2 Emergency Financial Committee meetings may be conducted in person, by telephone, by e-mail, or by other video/audio conferencing media. Votes may not be conducted through social media sites.

5.3 The Exchequer shall record the purpose and results of any time sensitive necessary Emergency Financial Committee meeting and report this to the populace at the next group monthly business meeting.

6. Reporting Schedule

6.1 Non-Member Registration reports and monies must be submitted within 10 working days of the close of the event.

6.2 Event Reports must be submitted within 14 days of the close of the event.

6.3 Quarterly Reports – The Quarterly Report is cumulative throughout the year.

6.3.1 First Quarter (1/1 – 3/31) Due 4/30

6.3.2 Second Quarter Cumulative (1/1 – 6/30) Due 7/31

6.3.3 Third Quarter Cumulative (1/1 – 9/30) Due 10/31

6.3.4 Fourth Quarter Cumulative/Domesday (1/1 – 12/31) Due 1/31

7. Reporting Requirements for Reports

7.1 The Exchequer shall comply with reporting guidelines established Society and Kingdom Financial Laws and Policies. This shall include but is not limited to Event Financial Reports, Quarterly Financial Reports.

7.1.1 Event Reports must include but are not limited to:

7.1.1.1 Event Financial Report Form

- 7.1.1.2 Receipts for all expenses
- 7.1.1.3 Records of all deposits
- 7.1.1.4 Records for reconciled advances
- 7.1.1.5 Gate check in roster
- 7.1.1.6 Non-Member Registration Submission (Required only if a site fee is charged)

7.1.2 Quarterly Reports must include but are not limited to:

- 7.1.2.1 Current Excel version of Financial Report completed and pdf of the entire report with appropriate pages signed by the Exchequer and Seneschal.
- 7.1.2.2 The entire quarters' bank statements must be reviewed, and reconciliation completed with all pages signed or initialed as per Kingdom Policy.
- 7.1.2.3 Account Ledgers for the quarter.
- 7.1.2.4 Property and Item inventory for the quarter (if applicable).
- 7.1.2.5 Any event reports that have occurred in the reporting quarter.
- 7.1.2.6 Any expense receipts for the quarter that have not already been reported.
- 7.1.2.7 Any deposit records for the quarter that have not already been reported.

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

- 8.1 This document shall be reviewed by the Financial Committee and then submitted to the populace for comment and approval or disapproval by populace vote at the next published group monthly business meeting.
- 8.2 This document is superseded by: Kingdom Exchequer Policy, Kingdom Financial Policy, Kingdom Law, Society Exchequer Policy, Corpora, State and Federal Law.
- 8.3 This policy will be reviewed annually during the 1st quarter of the year. It also may be reviewed and/or revisions allowed to be submitted at any group monthly business meeting.
- 8.4 This policy will be submitted to the Kingdom Exchequer for final review and will become effective upon final approval of Kingdom Exchequer.

9. Methods for controlling cash receipts

- 9.1 Cash receipts shall include but are not limited to all forms of monies received as a result of the activities below.
 - 9.1.1 Event income of all types

- 9.1.2 Money collected from advertised fund-raising endeavors
 - 9.1.3 Donations
 - 9.1.4 Money from the sale of goods purchased with group funds
 - 9.1.5 Newsletter sales and subscription income
- 9.2 Cash receipts of any type must be deposited into the group bank 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 prohibited from being used for refunds, reimbursements, or expenses.
- 9.3 Use of online credit card or electronic payment services is restricted to approval by the Society Chancellor of the Exchequer. The group is not to use the personal credit card or electronic payment acceptance account of an individual or other business under any circumstances.
- 9.4 Event Gatekeeper / Troll / Reservationist
- 9.4.1 The Head Gatekeeper / Troll / Reservationist shall be an adult warranted group officer and will be ultimately responsible for accounting for all funds that pass through the gate.
 - 9.4.1.1 Adult paid members of the SCA may assist or function as the Gatekeeper / Troll at an event. And an adult paid member of the SCA must always be present and in charge of Gate / Troll where SCA money is collected.
 - 9.4.1.2 Minors may assist at the gate collecting funds, making change, etc., under the oversight of a warranted 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.
 - 9.4.1.3 Site owners may observe the Gate / Troll 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.
 - 9.4.1.4 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 will be provided to the Group Seneschal and Exchequer.

10. Event Admission Charges and Refunds

10.1 Normal admission charges shall apply to all event attendees with the following exceptions:

- 10.1.1 The current Landed Baronage of Nottingham Coill

- 10.1.2 Their Royal Majesties of Atlantia
- 10.1.3 Their Royal Highnesses of Atlantia
- 10.1.4 The incoming Landed Baronage of Nottinghill Coill, at Their Investiture
- 10.1.5 The Autocrat/Event Steward
- 10.1.6 The Feastocrat/Head Cook
- 10.1.7 All minors (under 18 years of age) attending may have a reduced event site fee.
- 10.1.8 All children under the age of 2 may have all event fees waived.
- 10.1.9 Event staff that are not a local group member and are necessary to conduct the event may have event site fees waived. Requires approval by populace vote prior to the event.

10.2 Event Refunds

- 10.2.1 Feast refunds will be provided if the feast spot was resold to another attendee.
- 10.2.2 Other fees may be refunded based upon a decision by the Financial Committee.
- 10.2.3 Refund requests must be received in writing (email is acceptable) within five calendar days after the event closes.
- 10.2.4 All refunds shall be paid by check from the group checking account.
- 10.2.5 No refunds shall be issued until the event books have been closed and all reservation checks have cleared.
- 10.2.6 No refund shall be issued if the event has not made a profit. This policy may be waived by three-fifth majority vote of the Financial Committee in cases of event cancellation or other extreme circumstances, provided that such action does not put the Group in financial jeopardy.

11. Asset Management and Inventory Controls

11.1 Trailers – Not Applicable

11.2 Baronial possessions shall be defined as any property, depreciable or disposable, purchased by or gifted to the group that is to be used by sitting Baronage, Baronial Officers, Baronial Champions, or for general Baronial use (such as a Baronial list field, Baronial tabards, etc.)

11.3 An inventory of Baronial possessions shall be done within ninety days after a Baronial Investiture.

11.3.1 A master inventory shall be maintained by the current Baronage or a designated

deputy (chamberlain or quartermaster), with copies provided to the Seneschal, Exchequer, and Baronage (if applicable).

11.3.2 Updates to the master inventory, such as items purchased by or gifted to the group as well as those used up, gifted away, lost, or destroyed, shall be provided to all parties within thirty days of any change.

11.4 Baronial Possessions shall be managed by the current Baronage or Their designated deputy. Property management will include:

11.4.1 Storing Baronial Possessions in a secure place

11.4.2 Checking assets out to users as needed

11.4.3 Checking assets in when returned

11.4.4 Inspecting assets upon return to storage to determine:

11.4.4.1 If maintenance is required for routine wear and tear

11.4.4.2 If asset has been damaged by neglect

11.4.4.3 If asset has been damaged by abuse

11.4.5 Arranging for maintenance or repair as needed

11.5 Gold Key items are defined as garb or other specified items available to be loaned by the group to new members or those in temporary need.

11.5.1 Gold Key items may be managed separately from Baronial Possessions but should be managed as described above.

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.

12.3 Alcohol – The usage of group funds for the purchase of alcohol is prohibited other than small amounts used for cooking.

13. Policy on Sales Tax - Not Applicable

14. General, Special Purpose, and Dedicated Funds

14.1 General Funds

14.1.1 General Funds is comprised of monies collected by the group to support the administrative and event related functions of the group. Unless otherwise specified, all monies collected shall be included in the General Funds.

14.2 Special Purpose Funds

14.2.1 Special Purpose Funds may be established by the Financial Committee for use as short-term obligations occur. Any such obligation must be compliant with Society and Kingdom Policies and Laws. These funds will not exceed one calendar year or the designated period of use, whichever is longer. Funding for Special Purpose Funds shall be specified upon establishment of the fund. Any money remaining after the expiration date of a Special Purpose Fund will revert to the General Fund.

14.2.2 Any Special Purpose Fund that is created will be reported in accordance with Society and Kingdom Guidelines.

14.3 Dedicated Funds

14.3.1 Any Dedicated Fund that may be established will be compliant with Society and Kingdom Policies and Laws.

14.3.2 Any Dedicated Fund that is created will be reported in accordance with Society and Kingdom Guidelines.

15. Additional Policies

15.1 The Baronial Chancellor of the Exchequer

15.1.1 The Exchequer shall maintain a checking account with appropriate signature cards for the Barony; file all quarterly and event reports as required by Kingdom and Society law and policy; enforce and maintain the group financial policy; serve as chairperson of the Barony's Financial Committee; and hold primary responsibility for coordinating with other members of the Financial Committee and communicating the committee's actions to the populace.

15.1.2 The Exchequer shall, upon written request, provide access to the Barony's financial reports and books to any member of the Barony. The Comparative Balance Statement and Income Statement shall be published in the February Issue of the Baronial Newsletter.

15.1.3 The Exchequer or designated representative shall attend and provide a report at all scheduled Baronial meetings.

15.1.4 The Exchequer shall disburse funds for approved expenditures within fourteen calendar days after presentation of the appropriate receipts.

15.1.5 The Exchequer shall pursue any NSF (Not Sufficient Funds) checks received by the Barony according to the policy outlined in the Society Exchequer's Handbook.

15.2 Events

15.2.1 The Event Steward/Autocrat shall present a proposed budget for an event, sponsored or underwritten by the Barony, to the Financial Committee for review and approval at least ninety days before the date of the event. The Financial Committee may choose to reduce this requirement under extenuating circumstances. A final itemized budget shall be presented not later than thirty days before the start of the event.

15.2.2 Any changes to the budget must be approved by the Financial Committee.

15.2.3 The Financial Committee must authorize any itemized expenditure in excess of the approved amount.

15.2.4 All checks shall be photocopied, scanned, or photographed, and deposited in a timely manner, within not more than fourteen calendar days of receipt.

15.3 Subsidiary Branches

15.3.1 Any subsidiary branch that forms may be given startup money from the Barony in the amount of \$250 or 10% of unallocated funds, whichever is less.

15.3.2 Startup money, as well as other funds belonging to the new branch, will be administered by the Group Exchequer in accordance with Kingdom Policy.

15.3.3 Until such time as the new branch financial policy is approved and implemented, the subsidiary branch will follow the financial policies of the Barony, except that the Financial Committee will consist of the new branch Exchequer, the new branch Seneschal, the new branch Member-at-Large, the Baronial Exchequer, and the Baronial Seneschal.

15.3.4 If a subsidiary branch dissolves for any reason, an amount equal to the startup money received from the Barony shall be returned to the Barony's General Fund if there are sufficient monies in the group account.

15.3.5 Any funds in excess of initial startup monies shall be deposited into the Baronial account within thirty (30) of the dissolution of the subsidiary group.

15.3.6 The Baronial Exchequer shall report the transfer of funds from any closing group into the Baronial account. This report shall occur at the next scheduled Baronial meeting, whichever is sooner.

Change History

Date Accepted: July 14, 2001

Seneschal: Kari Kyst

Exchequer: Ealdthryth of Humberstone

Date Revised: March 30, 2002 by populace at Baronial Birthday meeting

Seneschal: Madeleine d'Angers

Exchequer: Ealdthryth of Humberstone

Modified Section 4.1.1 to add the following sentence:

The Financial Committee may choose to reduce this six month schedule under extenuating circumstances, such as a request from the Crown or an event being small enough in scope that six months' lead time is not required.

Date Revised: April 15, 2017 by populace at Crusades: Portugal meeting.

Seneschal: Morwenna Trevethan.

Exchequer: Janna of Falcon Cree.

Complete review and update.

Date Revised: April 21, 2018 by populace at Eye of the Dragon meeting.

Seneschal: Morwenna Trevethan.

Exchequer: Albree du Greene.

Added section 4.2.4 to specify who receives complimentary attendance at Baronial Events

4.2.4 *Certain individuals shall be given complimentary attendance at events hosted by the Barony of Nottinghill Coill. 'Complimentary attendance' includes payment of the event fees, feast fees, and any fees for on-site camping or on-site lodging, as posted in the event flyer. This complimentary attendance only applies to the listed individuals and does not include e.g., other family members, members of Their household, or retainers.*

4.2.4.1 *The current Landed Baronage of Nottinghill Coill*

4.2.4.2 *Their Royal Majesties of Atlantia*

4.2.4.3 *Their Royal Highnesses of Atlantia*

4.2.4.4 *The incoming Landed Baronage of Nottinghill Coill, at Their Investiture*

4.2.4.5 *The Autocrat/Event Steward*

4.2.4.6 *The Feastocrat/Head Cook.*

Date Revised: July 11, 2020 by populace at online Google Meets Virtual meeting.

Landed Baron: Baron Elphin ap Daffyd
Landed Baroness: Baroness Delia Flammen
Baronial: Maistir Cian mac Ceallachin hUi
Seneschal: Dubhlaich
Baronial: Lady Albree du Greene
Exchequer: Kingdom
Exchequer: Lady Jdeke von Kolburg

- Amended section 1.3 to remove the restriction of Financial Policy Review at Baronial Birthday, only specifying that it must be at an event in the Barony
- Amended section 2.2 to change the publication from the Doomsday Report to the Comparative Balance Statement and Income Statement.
- Amended section 3.6 to reflect that the Financial Committee report will be published quarterly in the newsletter and will also be available to anyone who submits a request in writing.
- Amended section 4.1.1, adding verbiage to clarify that this only applies to events being sponsored or underwritten by the Barony, and changing the requirement for a budget to be presented from 90 days before the event to 60 days before the event.
- Amended section 4.2.1 to add the additional methods of scanning or photographing checks before depositing.
- Amended section 5.1.2 to change the deadline of expense submission of an event from 5 days to 7.

Date Revised: October 19, 2020 by populace at online Zoom Virtual meeting.

Landed Baron: Baron Elphin ap Daffyd
Landed Baroness: Baroness Delia Flammen
Baronial: Maistir Cian mac Ceallachin hUi
Seneschal: Dubhlaich
Baronial: Lady Albree du Greene
Exchequer:

- Amended section 3.1 to change the requirement that the 3rd person on the financial committee. The original requirement was: ***“The Financial Committee shall consist of the Exchequer, the Seneschal, and one other officer.”*** The new requirement reads: ***“The Financial Committee shall consist of the Exchequer, the Seneschal, and one other Baronial paid member at-large”***

Date Revised: December 31, 2021 by.

Landed Baron: Baron Elphin ap Daffyd
Landed Baroness: Baroness Delia Flammen
Baronial: Maistir Cian mac Ceallachin hUi
Seneschal: Dubhlaich
Baronial: Vani ka Bhediya
Exchequer:

- Amended document as whole to reflect large-scale Kingdom Financial Policy and Branch Policy requirement changes.