

# **Canton of Tear Sea's Shore**

## **Financial Policy**

**Revised January 2025**

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

Canton Exchequer, Canton seneschal, and any paid members of the Canton voting at a meeting (TSSFC).

### **2. Terms of Emergency Financial Committee Members:**

The Canton Exchequer and Canton Seneschal serve on the Emergency Financial Committee as long as their respective warrants are valid, along with 3 other members. These members may not be family members of, nor reside with, any other member of the Tear Sea's Shore Emergency Financial Committee. The term of office for other members of the Financial Committee shall be two years. Members may be elected for more than one term.

- a. Members of the Emergency Financial Committee other than the Canton Exchequer and Canton Seneschal shall be elected by a majority vote of all paid members held at a regularly scheduled Canton meeting.
- b. All members of the TSSFC must physically reside within the zip codes that define the boundaries of the Canton.
- c. All members of the TSSFC must maintain paid membership throughout their tenure. Failure to do so shall be considered tantamount to resignation from the TSSFC.
- d. The TSSFC shall serve as advisors to the Canton and its officers on all financial matters.

### **3. Timeframes and Methods for meetings:**

- a. The Tear-Sea's Shore Book of Policy specifies that canton meetings shall normally be held every month with the time and location for each meeting being decided in advance at a previous meeting and as well as, where feasible and allowed by Society policy, on the canton web page, on any unofficial canton list (e.g., Facebook), and in the Mountain Mayhem, the newsletter of the Barony of Hidden Mountain.

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

- a. For the convenience of the members of the Tear-Sea's Shore Financial Committee voting on expenditures and other financial issues may be performed by a polling via electronic mail with the results of that polling to be printed out and retained by the canton exchequer to document the actions of the Tear-Sea's Shore Financial Committee.
- b. Upon the request of any canton Officer or member of the Tear-Sea's Shore Financial Committee, votes may also be held in person or by real time video/teleconferencing (for example Zoom, Google meets, etc.) upon three days' notice via email to all members of the Tear-Sea's Shore Financial Committee and a notice of the time and place of the meeting to the Tear-Sea's Shore official social media platform.
- c. In the case of such in person votes, any member of the Tear-Sea's Shore Financial Committee who cannot attend the meeting may participate via telephone in any discussion or vote.
- d. For any in person vote of the Tear-Sea's Shore Financial Committee the canton exchequer shall be responsible for recording a detailed tally of the votes and filing it in the exchequer's records to support any expenditures authorized by such a vote.
- e. Votes of the Tear-Sea's Shore Financial Committee shall be by a simple majority of the members participating.
  1. In order to participate in any vote pertaining to financial matters put before the populace at a canton meeting, proof of membership must be provided to the canton exchequer and/or seneschal.
  2. Expenditures of \$250 or less may be approved by a majority vote of the Tear-Sea's Shore Emergency Financial Committee following the procedures outlined above with a full accounting to be given at the next canton meeting.

3. Normal expenditures greater than \$250 must be approved by a majority vote of paid members of the canton who are present at the time of the vote at a scheduled canton meeting or who submit a written proxy to any member of the Tear-Sea's Shore Financial Committee.
- f. All disbursements must be made by a check drawn on the canton account and naming a specific individual (i.e., no check may be made out to cash).
  - g. Two signatures are required on any check.
  - h. No individual who is a signatory on the canton account may draft a check to himself/herself.
  - i. All disbursements not explicitly authorized by the Tear-Sea's Shore Financial Policy must have prior approval of a majority of the Tear-Sea's Shore Financial Committee and/or a majority vote of paid members present at the time of a vote at a canton meeting scheduled and publicized as required by the Tear-Sea's Shore Book of Policy.
  - j. No payment due to the Kingdom of Atlantia for mandatory Non-Member Surcharges requires authorization from the Tear-Sea's Shore Financial Committee. Any such payment shall be made in a timely manner by the canton exchequer according to current policies of the Kingdom of Atlantia and reported as part of the event report at the next canton meeting.

**5. Timeframes and methods for meeting and approval in Emergencies:**

- a. The Emergency Committee consists of the Seneschal, the Exchequer, and at least 3 other paid members.
- b. Emergency expenditures greater than \$250, which require immediate attention (i.e., before a canton meeting can be scheduled or held) must be approved by a majority vote of the Tear-Sea's Shore Financial Committee functioning as the Tear-Sea's Shore Emergency Committee following the procedures outlined above with a full accounting to be given at the next canton meeting.

**6. Reporting requirements for branch reports: Quarterly**

**7. Reports should include the following documents:**

- a. Financial Activity such as a journal or ledger.
- b. A current list of variances in effect.
- c. Bank statements for all accounts for the quarter signed by the Seneschal and Exchequer.

- d. Excel spreadsheet report.
- e. The signed PDF of the full Excel report.
- f. Event reports, if any.
- g. Receipts for any expenditures

**8. Timeframes and methods for review and revision of Financial Policy:**

- a. Tear-Sea's Shore Financial Policy shall be superseded by: Kingdom of Atlantia Exchequer Policy, Kingdom of Atlantia Financial Policy, Kingdom of Atlantia Law, Society Exchequer Policy, Corpora, State Law, and Federal Law.
- b. Tear-Sea's Shore Financial Policy shall be reviewed at least annually.
  - 1. Any changes or additions to the financial policy must be approved at a Canton meeting by a majority vote of paid members of the Canton who are present at the time of the vote or who submit a written proxy to any member of the TSSFC.
  - 2. If no additions or amendments, the continuation of the current policy shall be approved by a majority vote of the paid members of the Canton who are present at the time of the vote or who submit a written proxy to the Seneschal.
- c. Approved policy shall be dated and submitted to the Kingdom Exchequer and shall replace all previous policies.

**9. 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.
- b. All cash receipts of any type must be deposited in the appropriate 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 these

timeframes. Undeposited income of any type is not to be used for refunds, reimbursements or expenses.

- c. 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.
- d. 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.
- e. 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.
- f. Other Monies
  - All other monies shall be handled in accordance with Atlantian Financial Policy. In particular, all cash must be deposited in the Tear Sea's Shore account.

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

- a. All those attending any Canton event shall be required to pay all appropriate fees including, where appropriate, Non-member associated fees, as specified in the approved budget for the event except for those members explicitly designated as Complimentary Attendees.
- b. Complimentary Attendees shall be exempt from any site or feast fee for Canton events.
- c. Complimentary Attendees for Canton events shall include the following:
  - 1. The King/Queen of Atlantia.

- 2.The Crown Prince/Princess of Atlantia.
- 3.The Baron/Baroness of Hidden Mountain.
- 4.The autocrat.
- 5.Visiting notables (e.g., royalty from another Kingdom, the Baron/Baroness from a neighboring Barony) at the discretion of the autocrat.
- 6.Staff members (e.g. the feast cook or marshal) at the discretion of the autocrat.
  - a. Whenever possible, the autocrat should provide the reservationist/gate staff with a list of anticipated Complimentary Attendees prior to the opening of the event site.
  - b. The autocrat's privilege of naming Complimentary Attendees should be used with great discretion. Excessive use of this privilege is subject to review by the TSSFC.

d. Refunds:

- 1.All requests for refunds shall be made in writing prior to the closing of the event and by the person who made the reservation or their designated representative.
- 2.Refund requests from those not in attendance at the event should be made via email to the autocrat and/or Canton Exchequer at their published email addresses. Such requests must be dated no later than midnight of the day of the event.
- 3.All refunds will be at the discretion of the TSSFC. While the Canton makes every effort to honor refund requests, it reserves the right to refuse requests received after completion of the event, requests associated with unprofitable events or for feast seats cancelled less than 24 hours before feast which cannot be resold.
- 4.All refunds will be made by check drawn on the Canton account to be mailed no later than 15 days after the end of the event.
- 5.All refund checks not cleared within 120 days of issuance will be considered a donation to the General Fund

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

**Trailers: N/A**

## **Other Inventory: N/A**

### **12. 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 the Kingdom Exchequer who will contact their Society Superiors for instructions.

### **13. Policy on sales tax:**

N/A in the Kingdom of Atlantia

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

- a. Temporary Allocated funds may be established for use as short-term obligations occur. These funds shall not exceed one calendar year or the designated period of use, whichever is longer. Funding for temporary funds and an expiration date shall be specified upon establishment of the fund. Any funds remaining after the expiration of the time limit will revert to the general (unallocated) fund.

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

### **16. Event Finances:**

#### a. Event Budgets

1. For every event a budget which includes all projected income and expenses shall be submitted by the autocrat to the Canton Seneschal and Exchequer at least 3 months prior to the date of the event.
2. Every event budget must be approved by a majority of the TSSFC.
3. Any increase in anticipated expenses from an approved budget must be approved by a majority of the TSSFC.

b. Event Reports:

1. The autocrat or a designated deputy must provide a complete event report to the Canton seneschal and Exchequer within 14 days of the end of the event.
2. This event report must include all information required for completion of the standard Atlantian event report as well as originals of all receipts for event expenditures, copies of any cash logs, Non-Member Surcharge Report, deposit logs and any other materials required to document the income and expenditures associated with the event.
3. The Autocrat and/or the Canton Exchequer shall provide a summary financial report on the event to the first Canton meeting after the due date for the report for the event.

c. Reservations and Gate responsibilities:

1. The Autocrat in conjunction with the Canton Exchequer shall designate an individual to receive advance reservations for the event (reservationist) and an individual responsible for event check-in and onsite fee payment (head troll).
2. The members of the TSSFC apart from the Canton Exchequer shall play no ex officio role in selection of event staff.
3. Both reservationist and head troll serve as temporary deputies to the Canton Exchequer, and as such, they must be over 18 and paid members of the Society.
4. The same individual may serve as both reservationist and head troll.
5. If the reservationist is not also the head troll, he or she must provide an accurate reservation and payment report to the head troll before gate opens at the event.
6. The head troll is specifically responsible for ensuring the safety of all moneys and records pertaining to on site payments, of reconciling those records with the canton exchequer and for maintaining custody of any funds until such time as they can be transferred to the canton exchequer for deposit.



