

Financial Policy for the

Canton of Aire Faucon

1. Composition of the Financial Committee.
 - a. The group's **Financial Committee** shall consist of the Exchequer, the Seneschal, and the voting members attending a Canton Business Meeting.
 - b. Voting members are defined as paid members of the Society for Creative Anachronism, Inc., at least 18 years of age, and reside within the borders of Canton Aire Faucon.
 - c. Members of the Financial Committee shall have one vote.
 - d. Members of the Financial Committee shall excuse themselves from voting on any financial decisions in which there is a conflict of interest or appearance of impropriety.
2. Terms of Financial Committee members.
 - a. Members of the Financial Committee are all paid members attending a meeting, reviewed through their member cards or by going online and showing active membership through the corporate website.
3. Timeframes and methods for meetings.
 - a. All Canton Business Meetings where Financial Business is presented are considered Financial Committee Meetings.
 - b. Canton Business Meetings may happen in person or virtually or a combined format, with call-in phone attendance allowed as additional support.
 - c. Whenever possible, Financial Business shall be included on the agenda and distributed via the Canton Email List in advance of the Canton Business Meeting.
 - d. There is no timeframe requirement for Canton Business Meetings, which happen as appropriate to conduct Canton Business.
 - e. Results of the Financial Business of the meeting shall be recorded in the Business Meeting notes and distributed in the normal fashion. At this time, that is publication on the Canton website under the Newsletters tab.
4. Timeframes and methods for action approval under normal circumstances
 - a. Financial Votes - All Financial Committee votes to approve or disallow expenditures shall be by simple majority.
 - b. Preferred Timeframe for presenting Financial Matters for consideration:
 - i. Present an idea during new business at a Business Meeting. If the idea merits more consideration, it should be added to the agenda of the next Business Meeting.
 - ii. During the next Business Meeting, during the agenda time set aside for it, present the idea in full. The presiding officer of the business meeting may then call for a Financial Vote or table it until the next meeting.

- c. Event Itemized Budget - If an event idea is approved, the autocrat shall present an Event Itemized Budget for an event at the next Business Meeting for review and approval.
 - d. Event Financial Reports - The event financial report shall be presented to the populace at the Canton Business Meeting after the event books have been closed. The Event Financial Report shall be sent to Kingdom in the timeframe and manner defined in Kingdom Policy.
5. Timeframes and methods for meeting and approval in emergencies.
 - a. The group's **Emergency Financial Committee** shall consist of the Exchequer, the Seneschal, and one other Canton officer. All three officers must be paid members of the Society for Creative Anachronism, Inc, be at least 18 years of age, and possess valid warrants for their office.
 - b. Members of the Emergency Financial Committee shall have one vote and excuse themselves from voting on any financial decisions in which there is a conflict of interest or appearance of impropriety. If two members must excuse themselves, the vote may not be taken and must wait until a Canton Business Meeting.
 - c. Emergency Financial Committee meetings may happen in-person, virtually, or by phone.
 - d. The primary, but not exclusive, purpose of the Emergency Financial Committee is to approve unexpected or changed expenses related to events.
 - e. The Emergency Financial Committee shall review all proposed expenditures and may authorize any expenditure up to \$250 or 10% of the group's unallocated funds, whichever is less.
 - f. The Emergency Financial Committee shall report all of its activity to the populace at the next Canton Business Meeting. If no Canton Business Meeting is scheduled, the Seneschal and/or Exchequer shall arrange a meeting within eight weeks of the Emergency Financial Committee meeting activity.
6. Reporting Schedule for Branches
 - a. Per Kingdom Policy
7. Reporting requirements for branch reports
 - a. Per Kingdom Policy
8. Timeframes and methods for review and revision of the Financial Policy.
 - a. Financial Policy shall be reviewed annually at a Canton Business Meeting when the matter appears on the distributed agenda, and may be amended or replaced by a majority vote of the Financial Committee at that time.
 - b. After annual review by the Financial Committee, the branch policy shall be forwarded to Regional and Kingdom Exchequer for review and approval per Kingdom Policy.
 - c. Once the Kingdom Exchequer has approved the Canton Financial Policy, the updated Financial Policy shall be published. At this time, that is presentation on the Canton Website – airefaucon.atlantia.sca.org – under the Resource Link.
 - d. Financial Policy may be revised outside of the annual review so long as it, first, presented in new business at a Business Meeting, and then, second, added to the distributed agenda for the next Business Meeting. Thereafter, the revision process shall follow the steps like a normal annual review.

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. Cash receipts of any type and in any amount must be deposited in the appropriate account no later than 14 calendar days after 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 not to be used for refunds, reimbursements, or expenses.
 - c. EVENT GATE: All Reservationists and Gate participants at events handling money must be paid SCA members over the age of 18.
 - d. EVENT GATE: 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 Branch Seneschal and the Exchequer
 - e. RETURNED CHECKS POLICY
 - i. The Exchequer shall contact the Seneschal within a week of being notified of a returned check, with a list of names of who has returned checks.
 - ii. Pursuing reimbursement for non-sufficient funds checks and the resulting NSF fee imposed by the bank will be in accordance with the Exchequer Handbook, Chapter 14.
10. Policies regarding event admission charges, refunds, or complimentary passes.
 - a. No funds shall be removed from the Gate cash box except as change for funds received.
 - b. REFUNDS
 - i. No refunds shall be provided if the event does not make a profit.
 - ii. The Exchequer must receive refund requests in writing no later than five days after the event.
 - iii. All refunds shall be paid by check from the group's checking account.
 - iv. No refund shall be issued until the event books have been closed and all reservation checks have cleared.
 - c. The autocrat may offer complimentary passes to the sitting Atlantian Royalty (Crown, Consort, Heir, and Heir-Consort), to the sitting Baronage of Sacred Stone, and to themselves and their head cook at their discretion, so long as these passes are accounted for in the budget.
 - i. Additional complimentary passes and/or discounts may be approved as part of the Event Itemized Budget by the Financial Committee.
11. Policy regarding asset management and control of inventory including trailer policy
 - a. TRAILERS – The Canton shall not own a trailer or rent a storage facility.
 - b. Other Property – All other property shall be listed with the Exchequer and stored with Canton paid-members as appropriate.
12. Prohibited Activities
 - a. RAFFLES AND ONLINE AUCTIONS are prohibited.
 - b. FIREWORKS - The Canton shall not purchase, own, or sell fireworks.

Canton of Aire Faucon

Approved by Financial Committee – 3/15/2022

Approved by Kingdom Exchequer – 3/16/2022

- c. ALCOHOL – No Alcohol shall be purchased with Canton funds other than small amounts used in cooking.
- 13. Policy on sales tax
 - a. Not applicable in the Kingdom of Atlantia.
- 14. Special Purpose and Dedicated Funds
 - a. At this time, the Canton does not have any Special Purpose or Dedicated Funds
- 15. Additional policies
 - a. At this time, the Canton does not have any additional policies.