



Financial Policy of the Shire of Mountain Edge

June 2024 Update

This is the Financial Policy of the Shire of Mountain Edge, an official branch of the Society for Creative Anachronism, Inc. This document denotes branch policies only and is subject to Principality Law, Kingdom Law, Corpora, local, state and federal laws.

I. Financial Committee

1. Composition: The Shire Financial Committee consists of the Seneschal, the Exchequer, one other Major Officer, and all other Shire members in attendance.
2. Terms: Officers' terms match their term in office.
3. Meetings:
 - Under normal circumstances, the Financial Committee meets at monthly Shire business meetings.
 - In emergencies, meetings may be called with the consensus of the Seneschal, the Exchequer, and one other Major Officer.
4. Approving Action: All action of the Financial Committee is approved by majority vote.

II. Quarterly Branch Reporting

1. Schedule:
 - January 1– March 31:
due April 15
 - April 1– June 30:
due July 15
 - July 1– September 30:
due October 15
 - October 1– December 31:
due January 15
2. Requirements:
 - Ledger of financial activity
 - Current list of variances in effect
 - Bank statements for all accounts for the quarter

III. Financial Policy Review

The Shire's Financial Policy should be reviewed and revised as necessary.

1. Whenever changes in modern law, governing documents and policies, as needed by the Principality and/or Kingdom.
2. No less than once every 2 years.

IV. Controlling Cash

1. 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
2. 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.
3. Cash receipts from events or fundraisers totaling more than \$250 must be deposited in the appropriate account no later than 5 calendar days after by an officer of the SCA.
4. A Petty Cash fund is expressly prohibited. Money shall be disbursed by properly drafted group check or traceable money order only.
5. 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.
6. At least one paid adult member of the SCA must be present and in charge anywhere SCA money is collected.
7. At Gate
 - For all events, a lockbox must be used to contain gate funds.
 - 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.
 - Money may not be taken out of an event's gate cashbox or receipts for any reason. All gate receipts must be deposited into the Shire bank account.

- 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.

8. Use of PayPal For Events

- The 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 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)
- In the event that the PayPal Policy is amended by the Kingdom, the Council will use the revised PayPal Policy until such time as the *branch* Financial Policy can be revised to reflect the updated Kingdom Policy.
- The *Branch* will make the appropriate arrangements to purchase or borrow the necessary equipment to implement the AN TIR PayPal Policy at any event where this service is used.
- The *Branch* **may** choose to have a warranted Deputy Exchequer who is in charge of the implementation of the AN TIR 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 *Branch* chooses not to do this, the responsibility for implement this policy shall rest with the Exchequer.
- The *Branch* acknowledges that current PayPal fees are: Invoices – 2.2% + .30; At gate – 2.7% flat fee.
- F. The AN TIR PAYPAL POLICY (JANUARY 2018) is included in the *Branch* Financial Policy to facilitate its use by the Event Stewards. (Appendix A)

V. Events

1. Event Budgets

- Budgets and expenditures must be approved by vote at a Shire business meeting.
- A preliminary budget may be approved pending final site selection and quotes from suppliers for larger budget items (such as portable toilets), after which time a final event budget should be presented and approved.
- Revisions to the budget must be approved by vote at a Shire business meeting.

2. Admission Charges

- The Council may vote to not charge a fee for a specific category of participant. Example: No fee for all under the age of 18.
- The Shire Council can also vote to declare that an event will have no participant fees.
- Acceptable forms of payment: cash or checks (including cashier's checks or money orders) made out to "Shire of Mountain Edge, SCA Inc."
- Refunds will only be issued at the discretion of the Financial Committee. Requests must be made in writing with a detailed explanation no later than seven 7 days after the event. All refunds will only be made via check drawn on the Shire's bank account within 30 days of the request being approved by the Financial Committee. No cash refunds will be issued nor will any refund be issued from an event cash box.

3. Policy for Compensation (Comp List)

- Only members may be comped. Proof of membership is required at Gate.
- Those who qualify for compensation (i.e., waived site fee) at all Shire events:
 - The reigning King and Queen and their Heirs
 - The reigning Prince and Princess and their Heirs
 - Shire Defenders during their term of service
 - The Event Steward may request waiving fees for additional individuals who hold current membership in the S.C.A. This must be included in the event budget and approved by vote. This vote must be recorded in the Council meeting minutes prior to the event.

4. Reporting:

- The Exchequer shall complete an Event Report within 30 days of the event. This Report should be held on file for as long as required by a retention schedule.
- The Event Steward and/or Exchequer must report on all event income and expenditures by the second Shire business meeting following the event.

VI. Shire Assets

1. Shire property is administered by the Chamberlain, a warranted deputy of the Exchequer. In the absence of a Chamberlain, the duties devolve to the Exchequer.
2. Reports of damage to, or loss of, Shire property should be made to the Financial Committee.
3. Inventory
 - An inventory will be maintained for all Shire assets, including description and storage location. Photographs are recommended.

- All Shire property will be inventoried every two years. Shire property held by Shire Officers or Defenders should be inventoried at the time of changeover of the Officers or Defenders.
- A written contract for items stored with individuals must be kept on file with the annual inventory list. (See below: Stewardship of Shire Property Agreement.)

4. Storage

- If stored in a storage unit, the Seneschal and Exchequer will have keys to the unit. Other Shire Officers may have keys as appropriate to their Office.
- Stewardship of Shire Property Agreement: If stored at a private residence of a Shire member or Officer, the Seneschal and Exchequer (or their designee in writing) shall have the authority to arrange entry to the premises and retrieve Shire property in the event of the demise or incapacitation of those providing this storage. The Shire does not pay for this private storage, and Shire assets stored without charge are not presumed covered by the homeowner's insurance policy.
- Trailer Policy: The Shire does not own a trailer. Should the Shire consider the purchase of a trailer, such a purchase would be contingent on the revision of the financial policy to include a more detailed trailer policy.

VII. 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.

VIII. Sales Tax

1. Oregon does not impose a sales tax.
2. Yamhill County and the municipalities within its borders do not impose a sales tax.

IX. Special Purpose and Dedicated Funds

The Shire does not have special purpose or dedicated funds. To create one would require the revision of the Financial Policy.

X. Shire Budget

1. The Exchequer shall, in consultation with other Shire Officers, prepare an annual Shire budget. It is not necessary for an Office to have an annual budget.
2. The budget must be approved by majority vote of the Financial Committee.
3. Expenditures which exceed the limits of the budget must approved by majority vote of the Financial Committee.

4. It is recommended that a draft budget be submitted in advance of the November business meeting, to give the Branch sufficient time to review, comment, and resolve any outstanding issues.

XI. Expense Reporting & Reimbursement

1. All Shire monies spent should be pre-approved by the Shire annual budget or directly by the Financial Committee.
2. Any person requiring reimbursement for approved funds spent on behalf of the Shire should submit their request for reimbursement to the Financial Committee within 30 days of expenditure. Reimbursement requests require original receipts and a Kingdom Cheque Request form and an original receipt.
 - For some expenses an email from the Society office is considered an original receipt. Example: A Shire member paying for insurance activation to expedite event planning, where a soft copy receipt is provided.
 - Per Kingdom policy, “Branch Exchequers are only obligated to reimburse for receipts presented within 120 days of the expenditure.” Receipts presented after 120 days will need the approval of the Shire or the Financial Committee to receive reimbursement.
3. Reimbursement checks issued by the Shire should be cashed as soon as possible. Should a check not clear the bank within one year, the check will be voided and the person seeking reimbursement will again have to gain approval for reimbursement and provide a reasonable explanation as to why the previous check was not cashed.
4. All reimbursements and refunds will be done by check with appropriate paperwork attached. No reimbursement or refund will be given out of the cash box at any time.

Appendix A:

Kingdom of An Tir PayPal Policy from 2018 Financial Policy

XVI. PAYPAL POLICY

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: epay@antir.org. 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, 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.

Signatures Page

Kingdom Signature

Date

Principality Signature

Date

Heidi Renker

7-9-24

Branch Seneschal Signature

Date

David Ray

7-2-24

Branch Exchequer Signature

Date

A.H.S.

7-9-24

Branch Major Officer Signature

Date

Signatures of Shire Members Present on _____ :

_____	_____
_____	_____
_____	_____
_____	_____