



Society for Creative Anachronism

50 Year Celebration

Financial Policy

1. Purpose and Maintenance.

1.1. The Financial Policy for the Society for Creative Anachronism, Inc., 50 Year (SCA, Inc., 50 Year) exists as an addendum to the Society Financial Policy.

1.2. Financial Committee.

1.2.1. The Financial Committee shall consist of five votes: Event Steward 1, Event Steward 2, and Event Exchequer, Middle Kingdom Seneschal, and Middle Kingdom Exchequer.

1.2.2. Under no circumstances can anyone contract to spend funds without the proper approval of the Financial Committee.

1.2.3. The Financial Committee shall establish meetings in advance. Meetings may take place in person, or via email. In the case that an individual may not attend in person, they may attend the meeting via telephonic media. In order for a decision of the Financial Committee to be valid, there must be a quorum, at least three members of the committee represented. A decision is made with a simple majority vote. In the case of an emergency, a majority approval of the Financial Committee through email is permitted.

2. Accounts and Administration.

2.1. **Bank Account.** With the approval of the SCA, Inc., a separate account will be established for this event. Once the event has been held, all funds will be disbursed and the account closed.

2.1.1. **Pay Pal.** Upon successful establishment of a separate bank account a pay pal account will be established. The account will be used for pre-registrations and at the gate registrations. The account will be closed at a minimum 30 days prior to the main bank account.

2.1.1.2. A separate email account will be established.

2.1.1.3. PayPal will be run using PayPal procedures approved by the Society Exchequer.

2.1.2. **Tax ID Number.** The account is held in the name of SCA, Inc and shall be registered under the appropriate tax ID number.

2.1.3. **Account Name.** Society for Creative Anachronism, Inc., 50 Year.

2.2. **General Funds.** All funds will be used to host the SCA Inc, 50 Year Celebration.

2.3. Reports.

2.3.1. **Event Reporting.** Within 30 days of an event all receipts are due to the exchequer to all for the completion of the report. Upon completion of the report a copy will be furnished to:

2.3.1.1. Each member of the Financial Committee

2.3.1.2. Corporate Treasurer.

2.3.1.3. Society Exchequer.

2.3.2. **Non-Member Surcharge Report.** Within 10 business days from the last day of the event, the Non-Member Surcharge will be submitted to the Society NMS Deputy.

3. Income.

3.1. **Event Profits.** Event profits will be split at Seventy-five percent to the Kingdom of the Middle and Twenty-five percent to the SCA, Inc.

3.2. **Cash Controls.** All cash received during the event, shall be counted and recorded by two people (not of the same family), on a Cash Box Log, before the cash is removed from the site and deposited in the bank.

3.2.1. **Pre-Registration Funds received by mail.**

3.2.1.1. Cash deposit from pre-registration income will be made every week, but no later than every two weeks.

3.2.2. **Pre-Registration Funds received by pay pal.**

3.2.2.1. Funds received via pay pal will be processed as soon as possible to ensure all funds reside in the bank account not the pay pal account.



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3.2.3. Gate Collection

- 3.2.3.1. The Gate is responsible for collecting site fees from any individuals who have not pre-registered or cannot prove membership.
- 3.2.3.2. At the start of each shift the cashier will report to the cash control room where the Exchequer will provide the cashier the starting funds. The Exchequer and cashier will confirm the starting amount on the Cash Count/Reconciliation Form. The Exchequer will escort the cashier to the cash register.
- 3.2.3.2. At the end of each shift the Exchequer will escort the cashier to the cash control room. The cashier brings the cash drawer and all paperwork.
- 3.2.3.3. After the successful reconciliation, the gate fees are prepared for deposit and sealed in a tamper resistant bag with its deposit slip. The funds for the next day cashier's drawer and the deposit are stored in the safe.
- 3.2.3.4. Deposits will be made on each available business day.

4. Disbursements.

4.1. Controls.

- 4.1.1. All disbursements will be made by bank draft (check) in accordance with Society Financial Policy.
- 4.1.2. Advance payments can only be made with the prior approval.
- 4.1.3. Submission of receipts in person or electronically with a Reimbursement Request Form. Receipts must show all line items paid for, not just the charge to credit card receipt.
- 4.1.4. Request for reimbursements not covered in the budget must be approved by the Event Financial Committee.
- 4.1.5. No reimbursement will be made without a receipt of expenditure. No receipt equals no reimbursement.
- 4.1.6. All receipts must be received by the Event Stewards within 30 days of the event conclusion, receipts received after the 30 day window will not be reimbursed.

4.2. Reimbursement Timeline.

- 4.2.1. Reimbursements are reviewed by the Event Stewards first. Approved expenses are forwarded to the SCA 50 Chancellor of the Exchequer.
- 4.2.2. The SCA 50 Chancellor of the Exchequer will review each receipt within 24 hours.
- 4.2.3. Written and signed checks should be processed within a week of receipt.
- 4.2.4. Checks for reimbursement should be on the way to the requesting party within 14 days of receipt. This allows for second signatory concerns.

- 4.3. **Budget.** The Financial Committee will approve a draft budget one year from the event date. A final budget will be submitted no later than 30 days prior to the event.