

# An Tir / West War (AT/WW) Financial Policy – October 2020, Final

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**Purpose** – The purpose of the An Tir / West War Financial Policy is to provide an official means to document the policies and procedures pertaining to and affecting An Tir / West War, its funds, and its officers. Society and Kingdom financial policies supersede this document. Changes to this document must be approved by the An Tir / West War Financial Committee (defined below) prior to being submitted to the Kingdom Exchequers of The Kingdom of An Tir and the Kingdom of The West, and then to the Society Exchequer, for final approval by the SCA Board of Directors.

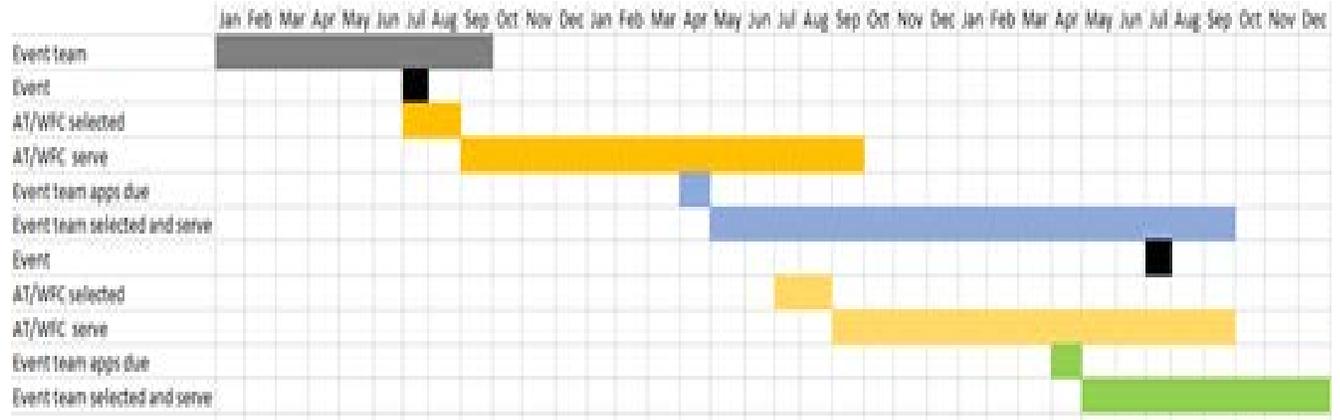
## I. **Composition of the Financial Committee –**

- a. The principals of this War, and of the Financial Committee, at the time of this policy, are the Kingdom of An Tir and the Kingdom of the West.
- b. The voting members of the An Tir / West War Financial Committee (AT/WFC) shall be the Kingdom Financial Committees of each principal (as defined in individual Kingdom Financial Policy), and the An Tir / West War Exchequer(s).
  - i. The An Tir / West War Event Steward(s) is / are warranted deputy (-ies) of the Kingdom Seneschal's Office and the An Tir / West War Exchequer(s) is / are warranted deputy (-ies) of the Kingdom Exchequer's Office.
  - ii. The Event Steward for each year should be considered as advising members to the Financial Committee. Decisions should consider their relevant input as it is their efforts and overall vision which will guide the progression of planning and execution emphasis each year. Decisions which are contrary to the direction being taken by the Event Steward could lead to issues which negatively affect the event.

## II. **Terms of Financial Committee members –**

- a. A new AT/WFC (An Tir / West Financial Committee) shall be formed in July / August the year preceding the War, and shall serve from the time the initial budget is completed for their event (September before the War), until the final distribution of funds is completed and the final budget is published for that War (September following the War).
  - i. It is understood that completion of final accounting for one An Tir / West War may overlap and run concurrently with the start-up budget planning for the next An Tir / West War for a short time period. During those periods, the two An Tir / West War Financial Committees shall operate separately and simultaneously to complete tasks for their events.
  - ii. Visual Timeline:

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## b. Selection of Event Steward(s) / Event Teams:

- i. Ideally, the Event Steward(s) / Event Team should be selected prior to the War preceding their expected year, in order to gain knowledge and experience in how AT/WW functions as an entity. However, this is not always achievable. Applications for the position of Event Steward(s) / Event Teams must be submitted no later than 9-months prior to the War.
- ii. The Event Steward(s) / Event Team shall utilize the standard format for the submission of a 'Kingdom Event' bid for the Kingdom in which they live. Both An Tir and The West utilize a specialized form and format for this process, which includes standard information on the Team composition and expected activities and goals for that year.
- iii. This event bid submitted must include a budget which accounts for all expected expenditures, along with all expected revenue (including Pre-Registration, Gate Fees, Marketplace Fees, and any other income anticipated).
- iv. Upon acceptance of the Event Bid, the Financial Committee receiving it will ensure it is forwarded to all members of the AT/WWFC for review. This will be completed through the AT/WW Exchequer. The AT/WW Exchequer will establish meetings (most likely online or cell phone) for discussion as needed, and then monitor the approval process through acceptance of a bid and Event Steward / Event Team.

## III. Time frames and methods for meetings –

- a. The An Tir / West War Financial Committee will meet in person at An Tir / West War at least once during the War itself. The primary goal of this meeting is to discuss the current state of all financial aspects associated with War funds and accounts.
- b. Any committee member may bring up general discussion in relation to An Tir / West War policies, budgets or procedures at any time during the course of the year. These discussions may be handled in an electronic meeting format.
- c. Under normal circumstances, actions are approved in electronic meetings (due to the geographical distances typically involved in the membership of the Committee). Actions

should be brought up for a vote within 10-days of the beginning of the initial discussion. It is the responsibility of the An Tir / West War Exchequer and the designated Exchequer for the An Tir / West War Event Team to ensure that the discussion and vote on the action is kept on track, and that notes of the discussion and decision are created and officially maintained for future review.

#### IV. **Time frames and methods for action approval under normal circumstances –**

- a. Each individual AT/WW Team shall submit a budget proposal when it is their turn to sponsor the Event. Once the budget has been approved by the ATWWFC, a copy will be sent to the financial committee of each principal for commentary.
- b. The AT/WW Team each year shall provide an event report to each principal.
  - i. All profits from the event shall go back into the An Tir / West War dedicated bank account for the continued planning and execution of future An Tir / West War events.
  - ii. If the War during a particular year comes in at a loss, the AT/WW Financial Committee will formally meet and review financial reserves available in the An Tir / West War bank account. If it is determined that not enough funds are available to support the financial obligations for the upcoming War effort, the AT/WW Team will provide a recommendation to the ATWWFC on what efforts should be taken in order to increase the available funds in the War bank account in order to finance the costs associated with upcoming War planning efforts.
- c. The responsibilities of the Event Steward(s) include:
  - i. Creation of the An Tir / West War budget.
  - ii. Creation of any budgets for Special Projects identified as being part of the War effort, but not necessarily directly connected to that year's effort (for example, fund-raising activities).
- d. Responsibilities of the AT/WWFC:
  - i. Approve or submit for revisions of the An Tir / West War budget within 30-days of submission.
  - ii. Approve or disallow any An Tir / West War Special Project budgets within 30-days of submission.
  - iii. Approve annual An Tir / West War Exchequer administrative budget.
    1. The 'Administrative Budget' would consist of expenses unique to a particular War, such as mailing, printing, copying, new check stamps, etc. (office support material). A budget set up from year to year would allow the tracking of miscellaneous office expenses from year to year.
  - iv. Approve or disallow expenses not previously approved.
  - v. Approve items by a positive response from a majority of the responding members (items which result in a tied vote will be referred to the Curia of both principals which will cast the deciding vote).
  - vi. Review and update, if necessary, the budgeting guidelines.

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- vii. Approve emergency expenses with a positive response from the Event Steward(s), An Tir / West War Exchequer, and any other member of the AT/WWFC within 24-hours.
- e. Responsibilities of the An Tir / West War Exchequer:
  - i. Serve as a member of the AT/WWFC.
  - ii. Prepare monthly financial reports for the An Tir / West War Event Steward(s) on the current status of income and expenses of the event (such as actual expenses incurred versus budgeted expenses).
  - iii. Alert the An Tir / West War Event Steward(s) and the AT/WWFC when requests for reimbursement may exceed the budgeted allowance.
  - iv. Ensure a contract with the Site Owners is in place for multiple years of the War. It is recognized that the current Gold Beach venue will be the site used for the foreseeable future. Since the Site is within the borders of the Kingdom of An Tir, it is recognized that An Tir bears the greatest responsibility to ensure that a multi-year contract is continually in place; ideally for a multiple of years to ensure standardized pricing for budgeting purposes (three year increments is recommended).
    - 1. During the process of selecting the Event Team for the upcoming War, it shall be the responsibility of the An Tir / West War Exchequer to ensure a Site Contract is in place and is not required to enter a renewal process.
  - v. Submit the final event report, deposits and receipts for reimbursements required prior to 25-days after the event to the Kingdom Exchequer.
  - vi. Ensure the An Tir / West War bank account is fully funded to the levels it was prior to initial disbursement of funds in support of the event. This includes a budget which allows for administrative costs outside the time frame of an established Event Team, such as contract mailings, bank support functions (costs incurred due to banking activity), etc.
- f. Budgeting –
  - i. Proposed budgets in support of An Tir / West War shall be submitted to the AT/WWFC no later than 9-months prior to the An Tir / West War it is proposing (and is submitted as part of the overall proposal for the event by the Event Steward applying to lead the event that year). This budget must identify any ‘Special Projects’ as part of the budget.
    - 1. A ‘Special Project’ is defined as an expenditure which may fall outside the scope of a single year’s planning and execution effort for the War, such as the purchase and sale of inventoried merchandise (such as T-Shirts with a specialized logo).
    - 2. Expenditures for the Special Project must be completed within 3-years of the approval date.
  - ii. The AT/WWFC will use the proposed budget(s) to assist in the selection process of the Event Steward(s) / Event Team for that year’s War.

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1. Requests for clarification and / or negotiation of proposed expenditures should be expected by the Event Steward(s) / Event Team submitting the proposed budget.
    - iii. All budgets shall contain an estimate of probable income as well as expenses.
  - g. Volunteer Hours –
    - i. As of this issue, no volunteer hours will be paid.
  - h. Fund Raising –
    - i. The An Tir / West War Exchequer should be notified in advance of fundraisers for any SCA entity to be held at An Tir / West War.
- V. **Time frames and methods for meeting and approval in emergencies –**
- a. Under emergency circumstances, actions may be approved in electronic meetings, telephone discussions or in-person votes. If an electronic meeting is used, the action must be discussed and voted upon within 3-days of the initial notice. If a telephone meeting is used, the An Tir / West War Exchequer will send out an electronic copy of the vote within 24-hours to all committee members as a confirmation of the vote. If an in-person discussion and vote on the action is made, it is the responsibility of the An Tir / West War Exchequer to obtain the signature of the committee members on a form listing the action being discussed and voted upon for permanent records, and to send a copy of this vote to each member of the committee.
    - i. 'Voting' will be done by consensus, meaning the objective is agreement between the principals. If, due to emergency, a majority vote is required, each principal will be one vote (as a Financial Committee), with the AT/WW Exchequer providing the tie-breaking vote.
- VI. **Reporting Schedule –**
- a. At a minimum, quarterly reports will be completed by the AT/WW Exchequer and provided to each principal. Each quarterly report will be required to be completed within 30-days following the end of the calendar quarter.
  - b. Upon completion of each War, the AT/WW Exchequer will ensure a final Financial Report is complete within 45-days upon completion of the event. This report will be provided to each principal along with a copy of the War financial journal and copies of the bank statements for the previous twelve months.
- VII. **Reporting requirements for reports –**
- a. All formal reports will include the following documents: financial activity in a journal or ledger format; a current list of variances in effect; and bank statements for all associated accounts for the time period being reported.
- VIII. **Time frames and methods for review and revision of the financial policy –**
- a. Any member of the An Tir / West War Financial Committee may submit proposed changes / revisions to the An Tir / West War Financial Policy for review. A draft of the

proposed changes should be submitted to the Committee at least 10-days prior to a regularly scheduled meeting.

- b. These proposed revision(s) must be discussed at a meeting of the An Tir / West War Financial Committee. Approval of revision(s) requires an agreement of a majority of the members of the Committee.
- c. Once the An Tir / West War Financial Committee has approved these revisions, the Kingdom Exchequer of the Kingdom hosting PayPal that year must submit the proposed revision(s) and a brief explanation as to the reasons for the requested revision to the Society Exchequer.
- d. Revision(s) can only be implemented upon receipt of written approval from the Society Exchequer.

### IX. **Methods for controlling cash receipts –**

- a. Cash Management –
  - i. All income and expenses including NMR (Non-Member Registration) will be budgeted through the An Tir / West War dedicated funds bank account. Fund information is available from each principal Kingdom Exchequer and the An Tir / West War Exchequer at any time. Dual Signatures are required on the Bank Account, and include the Kingdom Seneschal and Kingdom Exchequer (or designated representatives) from each principal, as well as the An Tir / West War Exchequer and the Society Exchequer (or designated deputy).
  - ii. A bank agreed upon by the principals shall be the holder of the account for An Tir / West War bank accounts. A bank with a branch in Gold Beach, Oregon (the municipality closest to the site) is preferred due to a branch being readily available for banking purposes as needed during the War itself (deposits primarily).
  - iii. Gate: The An Tir / West War Exchequer is not responsible for running gate, but is responsible to ensure income from the gate is properly processed and reconciled (usually through an on-site designated, and warranted, representative). Reimbursement is not allowed to come directly from Gate income. Reimbursements of ALL TYPES must come in the form of a check from the An Tir / West War bank account.
  - iv. Pre-registration: The Gate Head (Gate) and An Tir / West War Exchequer shall set up procedures to ensure that checks received for pre-registration are processed, logged, and banked as quickly as possible. The Gate receives checks, restrictively endorses the checks, copies or logs them and prepares the deposit. Information from the Gate to the Exchequer should be sufficient for the Exchequer to book the deposit accurately. Any returned checks should be promptly communicated by the Exchequer to the Gate to enable the Gate to contact the person(s) and obtain full payment.
  - v. PayPal Pre-Registration: The principals for An Tir / West War have authorized use of the PayPal process for SCA, Inc. This will be the preferred method for the

collection of pre-registration income. While PayPal is also available for use at the Gate during the War, the current site does not have robust enough cell / WiFi coverage to easily utilize this method. Although it may in the future, at which time it will be utilized using procedures currently established by each principal.

- vi. Returned checks for War pre-registration are grounds for requiring cash or money order payment to redeem the check and secure pre-registration. Bank charges must be included in the new payment. Failure to redeem the check in this manner will result in the pre-registration being unprocessed and the attendee paying the full gate price.
- vii. Event receipts: The Exchequer should institute sufficient controls over gate procedures so that an accurate reconciliation can be made between cash collected and deposited. Cash should be double-counted and that count logged. The deposit should be sealed in a pre-numbered deposit bag and the bag number and person(s) counting recorded. Deposits performed during on-site cash management should utilize the following procedure:
  1. Two people, acting as representatives of the An Tir / West War Exchequer's staff, must go to the cash management area (as designated) to pick up the deposit. They must fill out the appropriate off-site deposit form and sign the form to verify the amount being taken for deposit.
  2. A third person, a warranted representative of the An Tir / West War Gate Coordinator or An Tir / West War Event Coordinators' staff, must verify the amount being taken off-site for deposit and sign the form in the appropriate area.
  3. The two warranted representatives of the Exchequer's staff must then take the money to the designated Bank Branch for deposit. They must wait for the deposit receipt.
  4. Upon returning to site, the deposit receipt must be placed in the appropriate folder along with the signed deposit form.
  5. A log must be maintained of all deposits performed during on-site cash management, with the names of all individuals involved, and the date and time of each deposit. This log shall be filed with the An Tir / West War Exchequer's office, and maintained as a financial record for the event.
- viii. Event receipts not immediately deposited:
  1. The dates scheduled for AT/WW typically include a time period whereas the local bank branch will not be available for cash deposits for a period of time lasting several days. During this time period cash receipts collected from gate will be gathered and accounted as above and then stored in a locked container with strict controls on access by a very limited number of individuals. These individuals will be accounted by

name and position in the Event Bid as presented by the proposing Team each year.

2. Locked container used for the collection of gate receipts will be stored in a secure location (locked car, RV, or equivalent). The signed receipt(s) for assets collected will be kept by the Gate Lead. When the funds are collected a final time for transport to (preferably) the local bank branch for deposit, the Event Steward and Gate Head will reaffirm that the funds removed from their stored location are the same amount as was placed there for storage.
  - b. 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.
  - c. Cash receipts of any type totaling more than \$50.00 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.
  - d. 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.
  - e. 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.
  - f. 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.
- X. Policies regarding event admission charges, refunds, or complimentary passes –**
- a. An Tir / West War Admission Policies:
    - i. The Crown and Heirs of all principals shall be exempt from fees at all An Tir / West War events.
    - ii. The Coronet and Heirs of all principals shall be exempt from fees at all An Tir / West War events.

- iii. No Kingdom Officers are waived fees at the Event, but each Principal can reimburse according to their own policy.
- b. PayPal Policy:
  - i. Requirements:
    1. When PayPal is desired for accepting reservations, the AT/WW Exchequer must submit a request form that has to be approved by both the Kingdom Exchequer and the Deputy Kingdom Exchequer in charge of PayPal from the principal who provides PayPal coverage for a particular Event Team. This request must also include the event copy for the event.
    2. Both principals have created a specific PayPal email alias. 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.
    3. Both principals have 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.
    4. Both principals 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.
    5. 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.
    6. The principals 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.
    7. The principal's PayPal account is linked to the principal's PayPal bank account, so that money collected can be automatically transferred from PayPal to the principal's 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 An Tir / West War bank account.

- 8.** 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.
  - 9.** 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. If the miscalculated fee for gate is not the fault of the person paying the fee, any associated PayPal fees will be included in the refund (typically, PayPal fees are not refunded as part of requested refunds).
  - 10.** The Kingdom Exchequer shall review the Kingdom PayPal account on a regular basis for unauthorized transactions. Such review shall occur no less than monthly.
- ii.** At-event payments:
- 1.** 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.
  - 2.** 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.
  - 3.** 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).
  - 4.** It is noted that as of the issuance of this Financial Policy, the ability to take PayPal payments on site (during the War) is not available (due to lack of cell phone / internet coverage). This verbiage is being left in this Financial Policy on the assumption this will be available before the next complete review and update of Policy.

- iii. Pre-reservations:
  - 1. 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.).
  - 2. The principal providing PayPal coverage for a War will maintain a log of who paid via PayPal, and the amount charged; and the log shall be reconciled with the emails and the transaction history.
- iv. Event Copy:
  - 1. Event copy should state if the Host Group will be accepting PayPal.
  - 2. Event copy should provide a back-up payment plan in case there is a malfunction with phone service or internet service.
  - 3. 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.

### XI. **Policy regarding asset management and control of inventory, including trailer policy –**

- a. Expenditures –
  - i. Payment for expenditures requires prior approval. This approval may be in the form of an approved budget (preferable) or in the form of an additional expenditure request. Additional expenditures must be approved by two members of the AT/WFC in advance of the expenditure being made. This applies to all non-budgeted reimbursement requests. Documentation will include a check request form with signatures and explanations for the non-budget item.
  - ii. All requests for reimbursement for An Tir / West War expenses must be received no later than 25-days after the War.
  - iii. Advances will be available for budgeted expenditures. Any individual requesting such an advance agrees to provide receipts for the expenditures or reimbursement (or a combination) to the An Tir / West War Exchequer no later than 25-days following the War.
  - iv. Reimbursement of expenses above authorized amounts may be denied. This decision may be appealed to the AT/WWFC.
  - v. All requests for Advances or Reimbursements must be submitted with a Check Request Form.
  - vi. Funds may be reallocated within the budget with the approval of the Event Steward(s) and the An Tir / West War Exchequer. This reallocation may not change the total amount of the budget.
  - vii. A special line item may be included in the budget called Management Reserve. This line item shall be for no more than 5% of the total budget and its funds

shall be used at the discretion of the AT/WFC when other line items go over their allocated amounts.

b. Refunds –

- i. Refunds for pre-registration will be provided by check from the AT/WW bank account up to 30-days prior to the event (or as advertised in the Event Copy if the War weekend falls on an odd placement on the calendar). This request must be acknowledged in writing (via e-mail or post) by the AT/WW Exchequer as having been received and acknowledged.
- ii. Any requests for refunds within 30-days of the event (or after the designated pre-registration closure date) shall be reviewed on a case-by-case basis by the Event Steward and AT/WW Exchequer for acceptance. If the request is accepted, the refund will be provided by check upon completion of that year's War.
- iii. Any requests for refunds after the completion of the War will be reviewed by the Event Steward, and passed on to the AT/WW Financial Committee for review and acceptance if found to be a reasonable request.
- iv. No refunds will be issued during the event itself.

c. Non-Cash Assets –

- i. As An Tir / West War grows, especially on its currently re-used site in Gold Beach, the event will acquire non-cash assets that will typically only be used during An Tir / West War. Use of these assets at other SCA activities is permitted with prior approval of the AT/WWFC.
- ii. An inventory of these assets, including location and condition, shall be performed once a year (preferably by the Team upon completion of the War and before final departure from site). Alternative methods shall be considered (such as providing funds to allow a designated person from one of the principals to travel to site and perform this inventory sometime before the end of the calendar year after conclusion of the War). This is to provide the following year's Team a list of what materials may be available for their use in planning purposes. The actual inventory (kept electronically) shall be maintained as part of the final Financial Event Report for that year, each year.
  1. This inventory shall also be used to determine the applicability and need of a depreciation listing and tracking. The ownership of the depreciable item will be the War itself; however, in the future it may be determined that a principal may have to officially 'own' this depreciable property for recording and reporting purposes.
- iii. Local storage facilities should be obtained for storage of assets used yearly at An Tir / West War. If the site owners are willing to provide storage of assets, appropriate recompense should be negotiated and documented accordingly, separately from this policy (either an on-site existing building, a rented and transportable storage container, etc.).

- d. Trailers:
  - i. All trailers owned by the SCA are to be used for storing and transporting SCA property to and from SCA functions. Trailers owned by the SCA may not be used for strictly personal purposes by the members of the AT/WW Team.
  - ii. Anyone towing a trailer owned by the SCA or one of its branches shall be a member in good standing and tows the trailer at their own risk.
  - iii. Agreements to store and tow the trailer must be made in writing in advance between the member storing or towing the trailer for each trip and AT/WW, who owns the trailer. Each agreement should include specifications of timeframes and calculation for any expense reimbursement. Each trip should be considered round-trip, and the member towing the trailer is responsible for its return at the end of the trip, unless otherwise specified in the agreement.
  - iv. Trailers must always be loaded in compliance with the trailer's maximum gross trailer weight rating, maximum tongue weight rating, and load balancing instructions. Trailers must be attached to a towing vehicle rated for that type of trailer. Trailers must be attached using all legally required attachments and restraints and working electrical connections.
  - v. If there is available capacity in the trailer after the branch property is loaded, and there is a desire to transport additional personal property in the trailer, it is allowable that additional personal property owned by the AT/WW Team members is placed in the trailer. Any personal property is loaded into the trailer at the property owner's risk.

**XII. Prohibited Activities –**

- a. RAFFLES AND ONLINE AUCTIONS are prohibited.
- b. FIREWORKS – The purchase, ownership, or sale of fireworks is prohibited.

**XIII. Policy on sales tax if any area where An Tir / West War is held is required to collect state / local sales tax for event admissions, fundraisers, silent auctions, etc. This includes the collection of sales tax from Vendors participating in An Tir / West War.**

- a. At this time, this is not applicable to this Financial Policy; however, this possibility shall be reviewed / revisited at each future review of this policy to ensure accuracy.

**XIV. Special Purpose and Dedicated Funds:**

- a. For future possible application, this must include the following: Fund name and description; primary purpose; secondary purpose (if applicable); and inactivity expiration.

**XV. Other –**

- a. For any areas not specified in this policy, refer to the Kingdom Financial Policy and the Chancellor of the Exchequer's Officer Handbook.

**XVI. Signatures –**

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Kingdom of An Tir Seneschal

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Kingdom of The West Seneschal

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Kingdom of An Tir Exchequer

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Kingdom of The West Exchequer

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Society (SCA, Inc.) Exchequer

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An Tir / West War Exchequer