

Financial Policy for Canton of Misty Marsh by the Sea

1. Composition of the Financial Committee
 - a. The Misty Marsh by the Sea Financial Committee (MMSFC) consists of the Exchequer, the Seneschal, and all other paid members voting at a Canton meeting.
2. Terms of Financial Committee members.
 - a. The Exchequer and Seneschal will remain members of the MMSFC as long as their warrants are in effect.
 - b. All other members will remain members of the MMSFC as long as they retain paid membership.
3. Timeframes and methods for meetings.
 - a. Misty Marsh by the Sea holds Canton meetings, known as Marsh Night, at least quarterly on date voted upon 2 months in advance, unless changed by majority vote of the Canton.
 - b. These meetings may be held in person or virtually via electronic meetings such as Zoom or Google Meet
 - c. The Exchequer is responsible for recording a detailed tally of the financial votes and filing it in the Exchequer's records to support any expenditures authorized by such a vote.
4. Timeframes and methods for action approval under normal circumstances
 - a. Financial votes shall be by a simple majority of the members participating.
 - b. In the case of a tied vote the issue may be re-pollled or withdrawn for modification. Once an issue has been polled three times without modification without breaking the tie, the issue will be deemed to have failed.
 - c. Any member of the MMSFC may recuse himself or herself from any vote for any reason.
 - d. A member of the MMSFC who is unable to attend a meeting may appoint another as his/her proxy in writing.
5. Timeframes and methods for meeting and approval in emergencies.
 - a. The Emergency Misty Marsh by the Sea Financial Committee (EMMSFC) consists of the Exchequer, Seneschal, and at least one other members. These members may not be family members of nor reside with, any other member of the EMMSFC.
 - b. The Exchequer and Seneschal serve on the EMMSFC as long as their respective warrants are valid. The term of office for other members of the EMMSFC shall be two years. Members may be elected for more than one term.
 - c. Members of the EMMSFC other than the Exchequer and Seneschal shall be elected by a majority vote of all paid members held at a regularly scheduled Canton Meeting.
 - d. All members of the EMMSFC must physically reside within the zip codes that define the boundaries of the Canton.
 - e. All members of the EMMSFC must maintain paid membership throughout their tenure. Failure to do so shall be considered tantamount to resignation from the EMMSFC.
 - f. The EMMSFC may approve disbursements up to \$500 with consultation at the next Marsh Night.
 - g. Emergency expenditures which require immediate attention (i.e., before a Marsh Night can be scheduled or held) must be approved by a majority vote of the EMMSFC with a full accounting to be given at the next Marsh Night.
6. Reporting Schedule for Branches - quarterly

7. Reporting requirements for branch reports - 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 Exchequer and Seneschal
 - d. The Excel report
 - e. A pdf of the Excel report, signed by Exchequer and Seneschal
 - f. Receipts for any expenditures
 - g. Event reports, if any, including receipts
8. Timeframes and methods for review and revision of the financial policy: Misty Marsh by the Sea Financial Policy (MMSFP) shall be reviewed at least annually.
 - a. Any changes or additions to MMSFP as part of the annual review must be approved at a Marsh Night 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 MMSFC).
 - b. If there no modifications to MMSFP, continuation of the current policy must be explicitly approved at a Marsh Night by a majority vote of paid members of the Marsh who are present at the time of the vote or who submit a written proxy to any member of the MMSFP.
 - c. MMFSP changed or unchanged must be approved by the Kingdom Exchequer annually.
9. Methods for controlling cash receipts: 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.
 - a. Cash receipts of any type or amount 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 14 calendar days. Undeposited income of any type is not to be used for refunds, reimbursements or expenses.
 - b. 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.
 - c. 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. At least one paid adult member of the SCA must be present and in charge anywhere SCA money is collected.
 - d. 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.
 - e. Disbursements
 - i. Two signatures are required on all checks.
 - ii. No individual who is a signatory on the account may draft a disbursal in his or her own name.
10. Policies regarding event admission charges, refunds, or complimentary passes.

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- a. Event Fees - All those attending an event shall pay fees according to the approved budget and published rate schedules with the exception of those individuals noted under Gratis Attendees below.
 - b. Gratis Attendees
 - i. The Baron/Baroness of Hidden Mountain may attend Canton events free of charge.
 - ii. The Crowns and their Heirs may attend Canton events free of charge.
 - iii. Others may attend free of charge at the discretion of the autocrat, provided such is detailed in the event budget.
 - c. Refunds
 - i. All requests for refunds shall be made in writing prior to the end of the event.
 - ii. Refund requests from those not in attendance at the event should be made via email to the autocrat and/or Exchequer at their published email addresses. Such requests must be dated no later than midnight of the day of the event.
 - iii. All refunds will be at the discretion of the MMSFC. 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.
 - iv. All refunds will be made by check drawn on the Misty Marsh by the Sea account to be mailed no later than 15 days after the end of the event.
 - v. The Misty Marsh by the Sea Refund Policy shall be posted on the Misty Marsh by the Sea web site, at the check-in for each event and will also be posted on the event web site.
 - d. Other Monies
 - i. All other monies shall be handled in accordance with Atlantian Financial Policy. In particular, all cash must be deposited in the Misty Marsh by the Sea account.
11. Policy regarding asset management and control of inventory including trailer policy
- a. TRAILERS – N/A
 - b. Canton Property:
 - i. The Canton may appoint a Canton Chamberlain who shall be responsible for managing the storage of Canton property and guaranteeing its availability when needed. The office if vacant defaults to the Exchequer.
 - ii. The Canton Chamberlain in conjunction with the Exchequer shall keep a list of Canton property and its location.
 - iii. The Chamberlain and Exchequer shall be notified of any Canton Property removed from its normal location. Such notification may be by either a paper receipt signed and dated by the recipient or by an email sent to the Exchequer and Seneschal within a week of the change of location.
 - iv. Anyone with custody of Canton property shall be responsible for its care and maintenance.
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

14. Special and Dedicated Funds: N/A

15. Event Responsibilities

a. Event Budgets and Reports:

- i. A budget shall be submitted with each bid, to include all projected event expenses.
- ii. Event bids shall be provided to the Seneschal and Exchequer at least three months prior to the month of all events.
- iii. All budgets or modifications thereof over the original budget must be approved by the MMSFC.
- iv. Event expenditures in excess of approved budgets will only be reimbursed after explanation of the overage and formal approval of the emendation to the budget by a formal majority vote of the MMSFP.
- v. The autocrat is responsible for completing an event report within 14 days after the event and providing a copy to the Misty Marsh by the Sea Exchequer, including all receipts.

b. The Exchequer is responsible for ensuring that a financial report on the event is presented at the next Marsh Night.

c. Reservations and Gate:

- i. The autocrat in conjunction with the Exchequer shall designate an individual to receive advance reservations for the event (reservationist) and an individual responsible for event check-in and on site fee payment (head troll).
- ii. The members of the MMSFP apart from the Exchequer shall play no *ex officio* role in selection of event staff.
- iii. Both reservationist and head troll serve as temporary deputies to the Exchequer. As such they must be over 18 and paid members of the Society.
- iv. The same individual may serve as both reservationist and head troll.
- v. All monies, cash or check, received in advance reservations or at the gate shall be handled in accordance with Atlantian Financial Policy.
- vi. 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.
- vii. 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 Exchequer and for maintaining custody of any funds until such time as they can be transferred to the Exchequer for deposit.