**Financial Policy for the Barony of Adiantum**

Revised June 2019
Officer Training Updated July 2016

**Financial Policy Review**

The financial committee policies will be reviewed at November Council Meetings. Interim changes may be proposed at any Council Meeting and ratified at the next Council.

**Financial Committee**

All financial decisions will be made at published Baronial Council meetings. All paid members of the Barony of Adiantum present at any given Council Meeting are the financial committee for that meeting and that meeting only. Decisions will be made by Council by a majority vote.

In emergency situations that can't wait for the next Baronial Council Meeting, if the monies are $500 or less, a Financial Committee consisting of the Baronial Exchequer, Baronial Seneschal and Baron and Baroness can make the decisions on expenditures, meeting via phone, electronic forums or face-to-face. The Baron and Baroness together constitute one vote, and the Seneschal and the Exchequer each have one vote, for a total of three votes. If the amount in an emergency is more than $500 then two more Greater Officers must be added to the committee, each having one vote, for a total of five votes. Financial Committee decisions will be made by majority vote.

Decisions made by the Financial Committee between Councils must be read into the minutes of the following Council.

**Event Bids & Budgets**

The Seneschal will set event bid deadlines. Bidding autocrats will provide a budget to Council by that deadline. Modifications to an accepted bid budget require Council or emergency approval.

**Baronial Budget**

A budget for the Barony and its officers for each year will be set at November Council. An officer's proposed budget must be submitted to the Exchequer no less than 7 days before the November Council Meeting.

**Reporting of Expenditures**

Reporting on all expenditures follows Kingdom Financial Policy.

The Baronial Exchequer is to report on the income and expenditures of the previous month at each Council meeting.

Event Stewards will present a financial report of the event at the Council meeting following the event unless they have arranged that the Exchequer do so instead.

**Control of Cash and Receipts**

Methods for controlling cash and receipts will follow Kingdom Financial Policy. Gate receipts will be taken to the bank by the Exchequer or his/her designated representative with one other person present. No expenditures for event or Baronial expenses will be reimbursed without a valid receipt presented with the request for reimbursement.

**Waiving Event Fees**

Baronial policy on comped gate fees follows Kingdom and Principality Financial Policy and will include the Baron and Baroness, Officers who are fulfilling their roles and the Baronial Champion(s) when they are fulfilling their roles. Additional comps may be proposed by the Event Steward at the time of the bid. Any changes after the adoption of the event proposal must be approved by the financial committee. ***Only members may be comped, per Kingdom Policy.***

***Event Family Cap***

***Event fees for families of more than four attending immediate family individuals (parent/guardian(s) and minor children/youth) may be capped at $80.***

**PAYPAL POLICY – per Event**

1. a. Per Kingdom Policy, to use PayPal for accepting reservations we 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. If we are not up to date with financial reports or NMR we 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. Kingdom may 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 our 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.

**Officer Training**

If baronial officers are *required* to attend trainings for their offices, the barony will pay any fees associated with attending that training including site fees, costs for meals during the training periods, and transportation expenses without preapproval by the financial committee.

If officer training opportunities are available, but not required, an officer may request that the barony pay the fees associated with attending that training. Approval for payment of non-required training fees is at the discretion of the financial committee.

**Rental and lending of Baronial equipment**

1) Big Green may be rented by non-SCA persons for $300 and to SCAdians for $100.

2) The 12 X 18 wall tents may be rented for $50 to non-SCA persons and $25 to SCAdians

3) The 10 X 10 Officers' tents may be made available only to SCA personnel for $25

4) At the discretion of Council, Baronial decorations and other equipment may be loaned to other SCA branches with the stipulation that they be returned in a timely fashion in the condition in which they were loaned, or they may be rented to non-SCA groups or individuals at rates determined on a case by case basis. A security deposit may be required.

5) All prices are subject to adjustment due to circumstances and the discretion of Council.