

# Hidden Mountain Financial Policy

*(As Revised and Approved: March, 2016)*

## **1. Maintenance of Policy**

- 1.1. Hidden Mountain Financial Policy (hereafter referred to as HMFP) shall be superseded by: Kingdom of Atlantia Exchequer Policy, Kingdom of Atlantia Financial Policy, Kingdom of Atlantia Law, Society Exchequer Policy, Corpora, State Law, and Federal Law.
- 1.2. HMFP shall be reviewed at least annually.
  - 1.2.1. Any changes or additions to HMFP as part of the annual review must be approved at a Baronial Commons by a majority vote of paid members of the Barony who are present at the time of the vote or who submit a written proxy to any member of the Hidden Mountain Financial Committee (hereafter referred to as HMFC).
  - 1.2.2. If there no modifications to HMFP, continuation of the current policy must be explicitly approved at a Baronial Commons by a majority vote of paid members of the Barony who are present at the time of the vote or who submit a written proxy to any member of the HMFC.
- 1.3. Current approved policy shall immediately replace all previous versions of HMFP.

## **2. Eligibility to Vote Upon Financial Matters**

- 2.1. For all votes pertaining to financial matters put before the populace, proof of membership shall be provided in order to vote.
  - 2.1.1. The Exchequer and/or Seneschal shall be responsible for verifying proof of membership either by examination of membership cards and/or proofs of membership provided by the Society Membership Office or by reference to a current roster of paid members of the Barony provided by the Corporate Office.

## **3. Baronial Bank Account(s)**

- 3.1. All monies shall be held in bank accounts under the name of SCA, Inc. Barony of Hidden Mountain.
- 3.2. Online access to such accounts shall be allowed in accordance with Society and kingdom policy with the following restrictions:
  - 3.2.1. The baronial exchequer and baronial seneschal must have online access to facilitate reporting. With the permission of the kingdom exchequer either may appoint an online verification deputy if this is not technically feasible.
  - 3.2.2. Other signatories on a baronial account may have online access with the permission of the baronial seneschal and baronial exchequer. Only signatories on the account may be allowed such access.
  - 3.2.3. Online access shall be for the purpose of viewing statements and/or current transactions only. No disbursement or movement of funds may be made online.

## 4. Financial Committee

- 4.1. The HMFC shall serve as advisors to the Barony and its officers on all financial matters.
- 4.2. The HMFC shall also constitute the Barony's Emergency Financial Committee as noted below.
- 4.3. Membership of the HMFC
  - 4.3.1. The HMFC shall be comprised of at least five members.
    - 4.3.1.1. Baronial Exchequer
    - 4.3.1.2. Baronial Seneschal
    - 4.3.1.3. At least three other members. These members may not be family members of nor reside with, any other member of the HMFC.
    - 4.3.1.4. The HMFC shall include at least one resident of each Canton in the Barony.
    - 4.3.1.5. The Baronial Exchequer and Baronial Seneschal serve on the Financial Committee as long as their respective warrants are valid.
    - 4.3.1.6. The term of office for other members of the Financial Committee shall be two years. Members may be elected for more than one term.
    - 4.3.1.7. Members of the Financial Committee other than the Baronial Exchequer and Baronial Seneschal shall be elected by a majority vote of all paid members held at a regularly scheduled Baronial Commons.
  - 4.3.2. All members of the HMFC must physically reside within the zip codes that define the boundaries of the Barony.
  - 4.3.3. All members of the HMFC must maintain paid membership throughout their tenure. Failure to do so shall be considered tantamount to resignation from the HMFC.
- 4.4. Votes of the HMFC
  - 4.4.1. Because of the geographic distribution of the HMFC the preferred mechanism for voting on expenditures and other issues shall be by a polling via electronic mail with the results of that polling to be printed out and retained by the Baronial Exchequer to document the actions of the HMFC.
  - 4.4.2. Upon the request of any Baronial Officer or member of the HMFC votes may be held in person upon three days notice via email to all members of the HMFC and a notice of the time and place of the meeting to the Hidden Mountain email list.
    - 4.4.2.1. In the case of such in person votes, any member of the HMFC who cannot attend the meeting may participate via telephone in any discussion or vote.
    - 4.4.2.2. For any in person vote of the HMFC the Baronial Exchequer shall be responsible for recording a detailed tally of the votes and filing it in the Exchequer's records to support any expenditures authorized by such a vote.
  - 4.4.3. Votes of the HMFC shall be by a simple majority of the members participating.
    - 4.4.3.1. In the case of votes by electronic mail at least three members of the HMFC must vote affirmatively for a motion to carry.
    - 4.4.3.2. In the case of a tied vote the issue may be repolled 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.
  - 4.4.4. Any member of the HMFC may recuse himself or herself from any vote for any reason.

- 4.4.5. The HMFC shall report all votes of the Committee at the next scheduled Baronial Commons for review and approval by a majority vote of paid members of the Barony who are present at the time of the vote or who submit a written proxy to any member of the HMFC.
- 4.4.6. The ability of the HMFC to authorize non-emergency expenditures from baronial accounts shall be subject to the limits noted below under Disbursements.

## **5. Emergency Committee**

- 5.1. The HMFC shall constitute *ex officio* the Hidden Mountain Emergency Committee to authorize expenditures on an emergency basis between scheduled meetings of the Hidden Mountain Baronial Commons.
- 5.2. When functioning as the Emergency Committee for the Barony, the HMFC shall adhere to all requirements for meetings and votes outlined above for the Financial Committee.
- 5.3. The ability of the HMFC to authorize emergency expenditures from baronial accounts shall be subject to the limits noted below under Disbursements.

## **6. Accounting Structure**

- 6.1. General Fund (unallocated funds)
  - 6.1.1. Comprised of monies collected by the Barony to support the functions of the Barony. Unless otherwise specified, all monies collected shall be included in General (unallocated) funds.
- 6.2. Temporary Allocated funds may be established for use as short term obligations occur. These funds shall not exceed one calendar year or the designated period of use, whichever is longer. Funding for temporary funds and an expiration date shall be specified upon establishment of the fund. Any funds remaining after the expiration of the time limit will revert to the general (unallocated) fund.

## **7. Disbursements**

- 7.1. Two signatures are required on all checks.
- 7.2. No individual who is a signatory on the account may draft a disbursal in his or her own name.
- 7.3. All disbursements shall have prior approval by a majority vote of the HMFC and/or a majority vote of paid members either present at the time of a vote of the populace at a Baronial Commons scheduled and publicized as required by the current Hidden Mountain Book of Policy or who have submitted a written proxy to any member of the HMFC for such vote.
  - 7.3.1. (For information) As of January, 2012, the Hidden Mountain Book of Policy specifies that Commons shall normally be held every other month with the time and location for each Commons being decided at the previous meeting and published in the Mountain Mayhem and on the email list.
- 7.4. Authorization of Expenditures

- 7.4.1. Both normal and emergency expenditures of no more than \$500 may be approved by a majority vote of the HMFC following the procedures outlined above with a full accounting to be given at the next Baronial Commons.
- 7.4.2. Normal expenditures greater than \$500 must be approved by a majority vote of paid members of the Barony who are present at the time of the vote at a scheduled Baronial Commons or who submit a written proxy to any member of the HMFC.
- 7.4.3. Emergency expenditures greater than \$500, which require immediate attention (i.e., before a Baronial Commons can be scheduled or held), must be approved by a majority vote of the HMFC functioning as the Baronial Emergency Committee following the procedures outlined above with a full accounting to be given at the next Baronial Commons.

## **8. Autocrat Responsibilities**

### **8.1. Event Budgets and Reports**

- 8.1.1. A budget shall be submitted with each bid, to include all projected event expenses.
  - 8.1.1.1. Event bids shall be provided to the Seneschal and Exchequer at least three months prior to the month of all events.
  - 8.1.1.2. All budgets or modifications thereof over the original budget must be approved by the HMFC or by a majority of the paid members either present at the time of a vote of the populace at a Baronial Commons scheduled and publicized as required by the current Hidden Mountain Book of Policy or who have submitted a written proxy to any member of the HMFC for such vote..
  - 8.1.1.3. 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 HMFC or a majority of the paid members either present at the time of a vote of the populace at a Baronial Commons scheduled and publicized as required by the current Hidden Mountain Book of Policy or who have submitted a written proxy to any member of the HMFC for such vote
- 8.1.2. The autocrat is responsible for completing an event report within 14 days after the event and providing a copy to the Baronial Exchequer, including all receipts.
  - 8.1.2.1. The Baronial Exchequer is responsible for ensuring that a financial report on the event is presented at the next Baronial Commons.

### **8.2. Reservations and Gate Responsibilities**

- 8.2.1. The autocrat in conjunction with the Baronial 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).
- 8.2.2. The members of the HMFC apart from the Baronial Exchequer shall play no *ex officio* role in selection of event staff.
- 8.2.3. Both reservationist and head troll serve as temporary deputies to the Baronial Exchequer. As such they must be over 18 and paid members of the Society.
- 8.2.4. The same individual may serve as both reservationist and head troll.
- 8.2.5. All monies, cash or check, received in advance reservations or at the gate shall be handled in accordance with Atlantian Financial Policy.

- 8.2.6. 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.
- 8.2.7. 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 Baronial Exchequer and for maintaining custody of any funds until such time as they can be transferred to the Baronial Exchequer for deposit.

### 8.3. Event Fees

- 8.3.1. 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.

#### 8.3.2. Gratis Attendees

- 8.3.2.1. The Baron/Baroness of Hidden Mountain may attend Baronial events free of charge.
- 8.3.2.2. The Crowns and their Heirs, may attend Baronial events free of charge.
- 8.3.2.3. Others may attend free of charge at the discretion of the autocrat.

### 8.4. Refunds

- 8.4.1. All requests for refunds shall be made in writing prior to the end of the event.
  - 8.4.1.1. Refund requests from those not in attendance at the event should be made via email to the autocrat and/or Baronial Exchequer at their published email addresses. Such requests must be dated no later than midnight of the day of the event.
- 8.4.2. All refunds will be at the discretion of the HMFC. While the Barony 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.
- 8.4.3. All refunds will be made by check drawn on the Hidden Mountain account to be mailed no later than 15 days after the end of the event.
- 8.4.4. The Hidden Mountain Refund Policy shall be posted on the Hidden Mountain web site and at the check-in for each event.

## 9. Other Monies

- 9.1. All other monies shall be handled in accordance of Atlantian Financial Policy. In particular, all cash must be deposited in the Hidden Mountain account.

## 10. Baronial Property

- 10.1. The Baronial Exchequer shall keep a list of Baronial property and its location.
- 10.2. The Baronial Exchequer and Baronial Seneschal shall be notified of any Baronial 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.
- 10.3. Anyone with custody of Baronial property shall be responsible for its care and maintenance.
- 10.4. Maintenance of the Baronial pavilion shall fall under the standard procedures for Baronial expenditures.