

Barony of Stierbach Financial Policy

Revised June 8, 2008

- 1.1 This Policy is superseded by: Kingdom Chancellor of the Exchequer Policy, Kingdom Financial Policy, Kingdom Law, Society Chancellor of the Exchequer Policy, Corpora, Commonwealth Law, and Federal Law.
 - 1.2 This Policy shall be accepted by a majority vote of the paid SCA members at a baronial meeting and replace all previous financial policies. It may be amended or replaced by a majority vote of the financial committee. It may be reviewed at any group meeting.
- 2 A financial committee will vote on expenditures of SCA funds.
- 2.1 The financial committee will be composed of the baronial Chancellor of the Exchequer, the baronial seneschal, one member of the populace who is not a baronial officer, and two other warranted baronial officers.
 - 2.1.1 All members of the financial committee will be current, paid members of the SCA.
 - 2.1.2 The Chancellor of the Exchequer will be the chairman of the committee.
 - 2.1.3 The non-officer member of the financial committee will serve a term of two years and may be reselected. The non-officer member will be chosen by the populace present at a regularly scheduled business meeting where the decision to choose a new non-officer member has been previously published in the baronial newsletter.
 - 2.1.4 The two other warranted baronial officers may change on an ad hoc basis.
 - 2.1.5 Warranted baronial officers are herald, knight marshal, chronicler, minister of arts and sciences, minister of lists, chatelaine, and web minister. The warranted chancellor minor, and deputy knight marshal for a discipline (heavy, rapier, archery, horse, thrown, or siege) may fill one of the officer positions if the decision pertains to their area of expertise or if one of the other officers is not available. A warranted deputy seneschal or Chancellor of Exchequer for an incipient group may fill one of the committee positions for decisions regarding incipient group expenditures.
 - 2.1.6 Other officers holding incipient group positions (except as noted above), at-large warrants, or other warrants not specifically assigned to the barony may not fill an officer position on the committee. They may fill the non-officer member position.
 - 2.2 The financial committee will meet as needed. Meetings may be held in person, via telephone, via e-mail, or a combination of these methods.
 - 2.2.1 The Chancellor of the Exchequer will keep a record of the decisions of the financial committee. The record will include the date of the decision, purpose and amount of the expenditure, decision (approved, not approved, returned for more information), and the members of the committee by name and position. This record will be published monthly in the baronial newsletter.
 - 2.2.2 Non-event expenditures over \$300.00 and all event expenditures will be discussed at baronial business meetings.
 - 2.2.3 The full financial committee will vote on all expenditures over \$300.00. Four out of five votes in favor of the expenditure are needed for approval.
 - 2.2.4 A smaller financial committee composed of the Chancellor of the Exchequer, the seneschal and the non-officer member may vote on expenditures less than or equal to \$300.00 and unforeseen expenses that need a decision in 72 hours or less. Three votes in favor of the expenditure are needed for approval.
 - 2.2.5 Any three members of the full financial committee may approve true emergency expenditures; however every effort should be made to contact the Chancellor of the Exchequer and/or seneschal for verbal approval. Three votes in favor of the expenditure are needed for approval. Emergency expenditures are unforeseeable and necessary for the continuance of the activity. Examples: replacing spoiled food for a feast on the day of the event or renting a new site after the original site is damaged in a storm.

- 2.2.6 Any member of the populace is welcome to attend meetings of the financial committee when they are held in person; however they will not have a vote on the decisions.
- 3 The deputy Chancellor of the Exchequer and the deputy seneschal should each be a signatory on the baronial account.
- 4 Local Group Events
 - 4.1 Event proposals (ideas) should be presented to the seneschal, or their designated representative. If an event proposal is approved, the autocrat will be asked to prepare an event bid.
 - 4.2 Event bids should be presented to the seneschal, or their designated representative.
 - 4.2.1 The event bid should include all the financial information about the event (income and expenses), as well as site information and details of the event staff.
 - 4.2.2 The seneschal, or representative, will schedule the bid to be discussed at an appropriate baronial business meeting.
 - 4.2.3 The populace will discuss the bid to identify any concerns the financial committee may want to take into consideration. If the full financial committee is not present, the seneschal will note any concerns to share with the absent members.
 - 4.2.4 The autocrat may adjust the bid after hearing the concerns of the populace.
 - 4.2.5 The financial committee will then meet to vote on the bid.
 - 4.2.6 The financial committee may work with an autocrat to improve an event bid before approval. The financial committee will determine whether the changes are significant enough to share at a baronial business meeting.
 - 4.3 The autocrat will meet with the Chancellor of the Exchequer before the event to determine how to handle the funds and receipts from the event.
 - 4.3.1 Site deposits should be paid as necessary to secure sites.
 - 4.3.2 Cash advances should be cleared within 60 days. Cleared means cash and/or receipts turned into the Chancellor of the Exchequer.
 - 4.3.3 The reservationist and troll should be acceptable to the Chancellor of the Exchequer. They should be trained in record keeping and cash handling procedures. They should know what to do with the funds.
 - 4.3.4 The autocrat should know what to do with cash and checks on hand when troll closes.
 - 4.3.5 A date should be set as to when all receipts are due to the Chancellor of the Exchequer. This date should be no later than 14 days after the event. This date may be sooner to meet quarterly report filing deadlines.
 - 4.4 Non-member surcharge (NMS) payments to the kingdom should be determined at the event whenever possible.
 - 4.5 The autocrat is responsible for ensuring the event stays on budget. Unforeseen expenses should be presented to the financial committee for approval or disapproval.
- 5 Kingdom Events and events hosted by more than one group
 - 5.1 The financial committee may approve a bid to be submitted for a Kingdom Event or an event that will be hosted by more than one group. This is to allow for bid submission deadlines and negotiations between financial committees.
 - 5.2 Every effort will be made to discuss the bid at a baronial business meeting before the bid is submitted; however, when this is not possible, the bid will be discussed at the next business meeting.
 - 5.3 After the bid is accepted, the financial committee will meet to approve the final budget.
- 6 Event refunds (Local Group and Multi-group):
 - 6.1 Site (and NMS) fees will be refunded if notification is received before the event.
 - 6.2 Feast fees will be refunded if the place can be resold.
 - 6.3 Complimentary items will be refunded. (Example: Individuals that paid for feast become servers who are entitled to complimentary feast.)
 - 6.4 Other refunds may be granted by the financial committee.

- 6.5 When working with other groups, the refund policy may be amended for that event. This should be detailed in the budget.
- 7 The financial committee will waive the event fees (agree to absorb the cost themselves) for the following event attendees: the King, Queen, Prince, Princess, and local Landed Baronage.
 - 7.1 To waive the fees of additional attendees, the financial committee must approve the request and a list of those approved for waived fees, with justification/documentation for the additional names, will be noted on the Event Report.
- 8 The financial committee may direct the Chancellor of the Exchequer to assign money to special funds.
 - 8.1 A set term fund will have a date to achieve a goal. If the goal is not met by the specified date, the money will return to the general fund. After the goal is met, any residual money will be returned to the general fund. Example: money raised to buy a new baronial pavilion by Pennsic.
 - 8.2 An ongoing fund does not have an ending date; however, if the purpose for the fund goes away then the money will return to the general fund. Example: money regularly set aside to pay for the baronial storage locker.
 - 8.3 A special fund will be set up for each incipient group the barony sponsors to track their income and expenses. When they achieve full status the funds will be turned over to the new group. If the incipient group dissolves, the money will return to the general fund.
- 9 This policy covers all incipient groups sponsored by the barony unless they have their own financial policy approved by the baronial financial committee and the kingdom Chancellor of the Exchequer.