

Financial Policy for Barony of Storvik

Preamble

This document is established to provide financial policies and controls for the Barony of Storvik in accordance with the laws of the land, regulations of the Society of Creative Anachronism, and the Kingdom of Atlantia. It shall serve as the Barony of Storvik's operational protocol for financial matters. These policies will ensure our compliance with regulations pertaining to our tax-exempt status and maintain the continuity of our administrative functions in support of our event-related activities.

The Barony of Storvik is a Barony in the Kingdom of Atlantia of the Society for Creative Anachronism that includes the District of Columbia, Prince George's County, and a portion of Montgomery County residing within the Washington Beltway.

This document is superseded by: Kingdom Financial Policy, Kingdom Law, Society Financial Policy, Corpora, State and Federal Law.

- 1. Composition of the Financial Committee.**
 - a. The Financial Committee consists of the Seneschal, Exchequer, and the voting populace in attendance at the meeting.
 - i. Voting populace is defined as those who have an active membership in the SCA.
- 2. Terms of Financial Committee members.**
 - a. The elected members serve for the duration of their elected term, whereas the voting populace are members for the duration of the meeting.
- 3. Timeframes and methods for meetings.**
 - a. The Barony meeting date, time, and location shall be publicized on the website, social media, and/or in the newsletter monthly.
 - b. Meetings are held either in person at a designated location or virtually.
 - c. Attendance of voting members is taken at each meeting.
- 4. Timeframes and methods for action approval under normal circumstances**
 - a. The Financial Committee is responsible for allocation of funds, approval of event budgets, approval of Baronial budget, reimbursements, and advance notice for purchases.
 - b. Members of the Financial Committee shall have one vote and recuse themselves from voting on any financial decisions in which there is a conflict of interest or appearance of impropriety.
 - c. All Financial Committee votes, to approve or disapprove decisions, require 2/3 majority. Abstainers are not counted towards the total votes.
 - d. Any Officer of the Barony can require a vote be postponed for one business meeting.
 - i. Any further postponements require a Financial Committee official vote.

5. Timeframes and methods for meeting and approval in emergencies.

- a. In cases of emergency, a separate committee can be formed of the following three members, called the Emergency Financial Committee:
 - i. Exchequer
 - ii. Seneschal
 - iii. The Baronage or another warranted officer of the Barony who does not share the same address and are not immediately related to the Exchequer or Seneschal.
- b. The Committee will meet to approve emergency expenses, as defined as any financial transaction which, if not entered into, would cause the group harm or which must be concluded before the normal procedure for that type of expense can be enacted.
- c. Spending approval is permitted up to \$1000 unless the spending is for a site fee. Spending approval is permitted up to \$2000 for a site fee.
- d. The Emergency Financial Committee may meet at any time any member of the Committee deems, as defined above, it necessary in person, over the telephone, or by electronic means to conduct business. Any actions taken will be reported to the populace no later than the next business meeting for inclusion in normal minutes.
- e. Members of the Emergency Financial Committee shall have one vote and recuse themselves from voting on any financial decisions in which there is a conflict of interest or appearance of impropriety. When a member of the Emergency Financial Committee recuses themselves from voting, another warranted officer must replace them for the vote.
- f. The vote of the Emergency Financial Committee must be unanimous.

6. Reporting Schedule for Branches

- a. Reports due to Kingdom must be done within the required Kingdom timeline.
- b. Event reports, must be done no later than two weeks after the event to allow for their inclusion in Exchequer Quarterly reports. Event Reports must include all receipts for Event expenditures, including receipts to be reimbursed. The Autocrat and the Exchequer will work together to complete the report.
- c. The event financial report shall be presented by the autocrat or the Exchequer to the populace at the first regular business meeting of the group after the event books have been closed.

7. Reporting requirements

- a. All Reports should use standard Society and/or Kingdom reporting templates.

8. Timeframes and methods for review and revision of the financial policy.

- a. The Financial Policy will be reviewed annually in 4th quarter by the Financial Committee.
- b. Proposed changes will be published in the next newsletter and voted on at the following Baronial Meeting. (This excludes Society/Kingdom mandated changes).

9. Methods for controlling cash receipts.

- a. Cash receipts shall include but are not limited to:
 - i. Event income of all types.
 - ii. Money collected from advertised fundraising endeavors.
 - iii. Donations.
 - iv. Money from the sale of goods.
- b. Cash receipts of any type 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. Undeposited income of any type is not to be used for refunds, reimbursements or expenses.
- c. 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.
- d. 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.
- e. 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.
- f. All cash received at an event shall be counted and recorded by two people (not of the same family or address and not in a personal relationship) before the cash is removed from the site. Copies of the cash record will be provided to the Branch Seneschal and the Exchequer.

10. Policies regarding event admission charges, refunds, or complimentary passes.

- a. Waiving Event Fees:
 - i. The Barony may waive fees for the following event attendees per Kingdom Financial Policy: King, Queen, Prince, Princess, and local Landed Baronage.
 - ii. To waive the fees of additional attendees, the Barony must include a list of those approved for waived fees in the budget or be approved by the Financial Committee with justification/documentation for the additional names added to the Event Report.
 1. Possible other attendees include but are not limited to Autocrat, Gate, specific teacher volunteering for core event activity, etc.
 2. Per Society policy, non-members may not receive complimentary passes. However contractual obligations may be exempted on a case-by-case basis. An example would be an outside expert hired to offer classes. This is tracked in expenses as Fees and Honoraria.

b. Refunds

- i. All refund requests received in writing (including e-mail) by the Exchequer no later than 5 days after the event will be considered.
 1. Refund requests made before the event will be honored.
 2. Requests made after the event will be determined on a case-by-case basis by the autocrat and the Exchequer.
- ii. All refunds shall be paid by check from the group's checking account. Checks will be issued no later than 60 days from the end of the event.
- iii. No refund shall be issued until the event books have been closed and all reservation checks have cleared or come back as Not Sufficient Funds.

c. **General Event Operating Procedure.**

- i. An itemized event budget shall be presented for review and approval by the populace at a Barony meeting at least three months prior to the event date and before any expenditure for the event is made.
 1. The Financial Committee may vote to waive this provision under exceptional circumstances. (Example: The Barony is asked to host a Kingdom event in less than three months.)
 2. The Financial Committee may approve site reservation fees before an event budget has been presented.
 3. See Section 10(a)ii regarding complimentary passes and the budget.
 4. Any amendments to the budget are required to be voted on by the Financial Committee or the emergency financial committee.
- ii. The Seneschal will cancel the event if the final event budget has not been approved by one month before the event date.
- iii. The Seneschal will cancel the event if an autocrat has not been found by two months before the event date.
- iv. No money shall be removed from the event cash box except as change for funds received.
- v. The Exchequer will provide a check for starter money for the cash box to the autocrat or person responsible for handling Gate admittance before the start of the event. Personal money may not be used for the cash box.
- vi. Reservations will be handled by the event reservationist, who will provide the autocrat and head gate steward (troll) with a copy of the event pre-registration list prior to the event start.
- vii. The head gate steward and Exchequer are responsible for reconciling the gate before leaving site. Reconciliation includes balancing the cash box to gate sheets and reconciliation of Non-Member waivers to Non-Member Registration Fees collected.

- viii. If the Exchequer is not present, the Autocrat or other designated officer may complete this reconciliation.
- ix. Receipts for event expenditures must be turned in to the autocrat within 5 days of the end of the event.
- x. Any advanced money not supported by a receipt must be returned within 5 days of the end of the event.

11. Policy regarding asset management and control of inventory including trailer policy

- a. TRAILERS: Not applicable to this group.
 - 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 branch.
 - ii. Anyone towing and/or storing a trailer owned by the SCA or one of its branches shall be a member in good standing and tow 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 the branch owning 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 branch members is placed in the trailer. Any personal property is loaded into the trailer at the property owner's risk.
- b. Baronial Property
 - i. Baronial property is defined as individual items, Barony constructed items, or item sets valued at over \$100 to replace.
 - ii. All Baronial property shall be tracked and a record kept of their location.
 - 1. Locations of property include the following:
 - a. Practice Rental Site – Contract for site, renewed yearly in December /January timeframe and lasting for the calendar year, includes rental of a locked storage closet
 - b. Baronial Storage Shed – The Barony has a locked storage shed on member property, located near the Battle on the Bay site
 - c. Baronial House – See section below
 - d. Chatelain’s Residence – Typically newcomer gear for events
 - ~~ii~~2. All property must be at a SCA member’s location or have a contract in place for its storage.
 - ~~iii~~iii. Baronial officers, with approval of the Exchequer, may dispose of damaged or excess Baronial property.

- ~~iii~~.iv. It is recommended that Baronial property valued at over \$1,000 be stored at the home of the Baronage or another accessible location. As part of that:
 1. The Baronage will sign a document stating They will be responsible for the security and maintenance of the Baronial property in their possession. If stored with another Member, they will sign a similar document.
 - a. Pictures should be included.
 2. The Exchequer and/or Seneschal will provide whatever documentation is needed to assist the Baronage or members to do so.
- c. Borrowing Baronial Property
 - i. Baronial members using baronial property for baronial events and activities does not constitute borrowing property
 - ii. Any individual borrowing Baronial property must sign for all items borrowed and assumes the responsibility for the condition and safe return of those items
 1. Any borrowed Baronial property lost or damaged due to misuse will be replaced by the borrower and at their cost, within a negotiated time frame set by the Financial Committee.
 - iii. All Baronial property borrowed must be returned within 14 days of its intended use unless prior arrangement is made with the Exchequer or Seneschal of the Barony.

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.

~~b~~.c. Purchase of alcohol other than small amounts used for cooking.

13. Sales Tax: Not required in the Kingdom of Atlantia.

- a. Not required in the Kingdom of Atlantia.

14. Special Purpose and Dedicated Funds

- a. Funds will be established to raise money for significant, one-time expenditures on a case-by-case basis. No fund will be used for an ongoing expense.
- b. Additional Funds may be created by vote of the populace at a Barony meeting. All Funds will have an estimated expiration date at time of creation. If that date is reached and the purpose of the funds is not complete the Barony must vote to continue the project and establish a new expiration date or return the funds to general funds.
- c. All fundraising for a specific Fund must be used for that Fund as long as it is in existence. The following language must be prominently displayed at all fundraising activities dedicated to a specific Baronial Fund: “This fundraiser will be used to (Purpose of fundraiser) any remaining proceeds above required amount will be returned to the general fund to cover the costs of baronial activities.”

Barony of Stovrik Financial Policy

Approved by Financial Committee - July 18, 2021

Approved by Kingdom Exchequer – 02/03/2022

- d. All money from disbanded Funds will revert to the General Fund.
- e.