Barony of Elfsea Financial Policy

(2026 - Final)

The Barony of Elfsea adheres to all Society and Kingdom of Ansteorra Financial Policies with the addition of any specific policies outline below:

1. **Composition of the Finance Committee.**
    a. The Finance Committee shall consist of the Seneschal, Exchequer, the Landed Nobility of Elfsea (who share a composite vote) and two at-large members.

2. **Terms of the Finance Committee Members.**
    a. The two at-large finance committee members will be elected by Elfsea Populace members
    b. The Seneschal office must announce any vacancies at the monthly populace meeting as well as via Barony email list and published in the newsletter if possible.
        i. The replacement process for vacancies shall be started within 30 days of the position being vacated.
        ii. Nominees for the at-large representatives can be submitted by any member of the Populace, with prior approval of nominees.
        iii. All submitted names will move forward to vote.
    c. Elections must be conducted during an official Populace meeting. In the event of a tie vote, an immediate revote will occur during the same meeting. In the event of a second tie vote, the Populace will vote at the next scheduled meeting.
    d. Finance Committee members who miss more than two consecutive meetings shall be reviewed at any official meeting of the officers to determine if removal from the Finance Committee is warranted.

3. **Timeframe and Methods for Meetings.**
    a. Notice of meetings will be posted to the Baronial email list and approved social media, with a 48-hour minimum notice. Finance Committee meetings are open to the Populace.

4. **Timeframes and Methods for Action Approval Under Normal Circumstances.**
    a. The Finance Committee will meet quarterly under normal circumstances.

5. **Timeframes and Methods for Meetings and Approval in Emergencies.**
    a. The Finance Committee will meet more often in case an emergency action request is made by the Seneschal or Exchequer.

6. **Report Schedule for Branches.**
    The Barony's monthly financial reports shall be submitted by the Exchequer to the Central Regional Exchequer each month for the preceding month (i.e., the report for the month of July will contain financial information for June). A copy of the report (approved and signed by the Exchequer and Seneschal) will also be provided to the Landed Nobility of Elfsea and the Seneschal.

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7. **Reporting Requirements for Branch Reports.**
    a. A full copy of the monthly financial report in electronic format
    b. Bank account ledger in electronic format
    c. Copy of the current bank statement in PDF format
    d. All pages requiring Seneschal and Exchequer signatures in PDF format
    e. A current list of any variances in effect

8. **Timeframes and Methods for Review and Revision of the Financial Policy.**
The Baronial Financial Policy will be reviewed for possible revisions no less often than every other year by the Financial Committee.
    a. If the Financial Committee decided that revisions are needed, the revised Financial Policy will be presented to the Officers of the Barony for Approval.
    b. The Financial Policy will be submitted to the Populace for approval no later than the Populace meeting in July for submission to the Central Regional Exchequer no later than July 31.

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, and heraldry submissions.
    a. Cash receipts of any type totaling more than $50.00 must be deposited in the Barony's bank account no later than 14 days after having been received by an Officer of the Barony. Cash receipts of any amount must be deposited into the Baronial bank account no later than 30 days after receipt. No incoming funds of any type of any amount may be kept out of the account longer than these timeframes.
    b. Gate receipts will be deposited into the Baronial account within five (5) business days after the close of the event.
    c. Undeposited income of any type is not to be used for refunds, reimbursements, or expenses.
    d. Elfsea will comply with Society and Kingdom policies regarding online payment systems.
    e. Elfsea will comply with Society and Kingdom policies regarding gate operations at events.

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10. Policies Regarding Event Admission Charges, Refunds, or Complimentary Passes

a. Event Admission Charges:
Site registration for Minors: At Baronial events the site registration for minors (17 years and under) will be $0.00 (free) unless otherwise specified in the event bid.

b. Refund Policy:
Requests for refunds must be sent by email to Elfsea's Exchequer within three (3) business days after the close of the event. If a refund is granted, then a Baronial check will be mailed to the person making the request. Any service fees generated by electronic payment methods (e.g., PayPal) will not be refunded.

c. Complimentary Passes:
Individuals who may receive complimentary admission (with proof of membership).

1. Ansteorra Sovereign +1 entourage
2. Ansteorra Consort +1 entourage
3. Ansteorra Heir Sovereign +1 entourage
4. Ansteorra Heir Consort +1 entourage
5. Vindheim Sovereign +1 entourage
6. Vindhiem Consort +1 entourage
7. Landed Nobility of Elfsea
8. Any currently seated Landed Nobility
9. Current Bardic Champion
10. Current Artisan Champion
11. Current Rapier Champion
12. Current Archery Champion
13. Current Chivalric Champion
14. Current Cut and Thrust Champion
15. Event Steward(s)
16. Event Feast Steward

11. Policy Regarding Asset Management and Control of Inventory, including Trailer Policy:

a. The Baronial physical assets will be stored under the supervision of the Baronial Chamberlain. Access to the Baronial assets is limited to the Landed Nobility of Elfsea, Seneschal, Chamberlain, and Exchequer.

b. An inventory of all the Baronial property will be conducted not less than once a year and a copy of the inventory listing will be forwarded to the Central Regional Exchequer by November 30th.

c. The inventory listing will be available to any member of the Barony who requests a copy.

d. Propery Disposal:
   i. Property disposition shall be determined by the Finance Committee. Any item with a value of $100.00 shall require a majority vote of the Finance Committee to approve the item(s) disposal.
   ii. Artisan donations that do not have a letter of disposal shall be subject to the property disposition rules.

e. Elfsea complies with Society and Kingdom policies regarding the ownership and use of trailers.

12. Prohibited Activities:

a. Raffles and Online Auctions are prohibited.
b. The purchase, ownership, or sale of fireworks is prohibited.
c. Elfsea will comply with Society and Kingdom policies regarding the purchase, sale, and use of alcohol.

13. Policy on Sales Tax:

a. Elfsea will comply with all Society and Kingdom policies regarding sales tax collection.

14. Special Purpose and Dedicated Funds:

a. Dedicated funds' primary purpose will be defined and described in the Baronial Financial report.
    i. At the time of donation, any donor of dedicated funds may specify a period of time the funds may exist unused and a disposition after that time.
    ii. Lacking direction from the donor, the Finance Committee may transfer dedicated funds back to the general fund if there has been no activity within a two-year period or the need for the fund no longer exists.

15. Budget:

a. Each Baronial Officer should list anticipated expenses for that office (for the coming year) and submit them to the Exchequer for review by the Finance Committee prior to the September populace meeting. If no budget is submitted, the Finance Committee will assign a budget to that office.
b. The Barony's yearly budget shall be presented to the Populace at the September populace meeting and submitted to the Central Regional Exchequer by November 30th.
c. An acting officer shall have the power to access and spend the funds budgeted for their assigned office.

16. Expenditures:

a. All reimbursement requests (budget and unbudgeted) will require the advance completion of the Check Request Form.
    i. Check Request Forms require the approval of the Exchequer and Seneschal
    ii. Unbudgeted expenditures must be approved by the majority of the Finance Committee.
    iii. An unbudgeted expenditure with a total value of over $200.00 must have the prior approval of the Populace. This includes one-time expenditures and/or any purchase paid by installments.
b. Any expenditure that requires payment in advance must have an official quote or invoice submitted before the payment can be made.
c. Receipts for out-of-pocket expenses must be submitted within 30 days from the date of purchase. Check requests submitted in December may not be honored until the following year.

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17. Event Bid Process and Event Requirements:

a. All bids must adhere to the Baronial, Kingdom, and Society laws and include the following information:
   i. Event steward's SCA or mundane resume. A brief note about history or qualifications will suffice.
   ii. Basic budget for the event must include the following expenditures (but is not limited to): site cost, port-a-john costs, prizes, mailings, site tokens, feast/sideboard/food, and miscellaneous anticipated items.
   iii. A copy of the official quote from the planned site.
   iv. Basic ideas for the event such as a theme, contests, food, youth activities, and other plans for the event.
   v. Description of any Baronial championships to be decided at the event
   vi. List of comps for the event (see Elfsea Financial Policy, section 10.c for the list of complimentary passes for the event)
   vii. The Finance Committee must determine the financial viability of all event bids and approve, by majority vote, forwarding to the Populace.
   viii. All viable bids shall be presented to the Populace at the next scheduled Populace meeting. A majority vote (51%) will approve the event bid.
      1. With sufficient notice, an out of session Populace meeting may be called to vote on an event bid.
   ix. Bids are to be presented by the person submitting the bid or by the office of the Seneschal.

b. Requests for reimbursements for event purchases must be turned into the Exchequer no later than five (5) business days after the event ends in order for the event report to be prepared and submitted on time.

c. Joint events will be subject to all regional financial policies with Baronial representation.

d. Gate reconciliation:
   i. Gate funds will be reconciled at the end of each gate shift
   ii. Final accounting and reconciling of the gate sign-in sheets and money envelopes will be the responsibility of the Exchequer or his/her/their appointed deputy and the Gate Coordinator. If these two persons are related or reside in the same household, then a suitable replacement will be chosen before the start of the event.

18. Miscellaneous Polies:

a. The Barony shall loan funds or property only to SCA, Inc. and its subsidiaries.

b. Prior to lending or borrowing funds or property, the Barony will have, in writing, the method of repayment, liability, and/or profit disbursement available for review by the Finance Committee.

Barony of Elfsea Financial Policy
(2026 - Proposed)

Financial Committee Approval:

Date of Approval by the Financial Committee: 10/14/2025

Confirmation Signatures:

Their Excellencies Elfsea

Acting Elfsea Exchequer

Acting Elfsea Seneschal

Financial Committee Representative

Date **scheduled for presentation** to the Populace of Elfsea: 10/27/2025

Populace Approval:

Date of Approval by the Populace: 10/27/2025

Confirmation Signatures:

Their Excellencies Elfsea

Acting Elfsea Seneschal

Acting Elfsea Exchequer