

Financial Policy – SCA Barony of Namron

Revised by Kelly McKinnon (Koia Karasova) October 2019

**Article I. Financial Committee, Accounts and Financial Policies**

*Section 1.01 Financial Committee*

- A. The Financial Committee for the Barony of Namron will include the Seneschal, Exchequer, the Baron/Baroness, and 2 members of the populace.
- B. All Financial Committee members will get one (1) equal vote on all financial matters, except the Baron/Baroness get one (1) total vote.
- C. Financial Committee positions that are comprised of populace members must apply (using the officer application) and must meet the following criteria:
  - a. Be sustaining or family paid members of the society in good standing.
  - b. Not share the same address as the Seneschal or Treasurer (in order to keep signatory duties separate)

*Section 1.02 Account Signatories*

- A. The signatories on the Baronial checking account shall consist of the following: the Seneschal, the Exchequer both other members of the financial committee, and the regional Exchequer or the Kingdom Exchequer.
- B. No two signatories shall share the same address. In instances where a check recipient is familial related to a signatory, a non-related signatory must be on the check.

*Section 1.03 Financial Policies*

- A. All votes are calculated on the majority
- B. All expenditures (beside annual or event budgets) over \$500.00 will need to be taken to the populace for a vote.
- C. Financial Committee meetings will be held on the same dates as populace and officers meeting, either before or after.
- D. Requests will only be approved at Financial Committee meetings, and non-event related reimbursement checks will only be written at these times. Emergency Financial Committee meetings can be called at the discretion of the Financial Committee.
- E. The financial policy will be reviewed yearly at the October business meeting.

**Article II. Annual Budgets**

*Section 2.01 Budgeted Expenses Approval*

- A. All expenses must be approved by financial committee members before a reimbursement check can be written.

*Section 2.02 Budget deadlines*

- A. The annual budget for the following year should be approved by the financial committee, no later than October 31<sup>st</sup>. Current officers need to submit a proposed budget. If the proposed

budget is not accepted, then amendments will need to be made and the budget resubmitted.

- B. Final annual budgets are due to the Kingdom by November 30<sup>th</sup>

*Section 2.03 Dedicated Funds*

- A. All dedicated funds shall have a secondary use of reverting back to the General Fund.

<u>Dedicated Fund</u>	<u>Date to Reassess Reverting to Barony</u>
Gulf War	Ongoing Year to year
Oak Springs	To be reassessed in 2020 during budget

**Article III. General Expense Reimbursement and Advances**

*Section 3.01 Expense Reimbursement*

- A. Non budgeted expenses must be reviewed and approved by the financial committee prior to the funds being spend.
- B. Baronial funds may not be spent on the "say so" of a single member of the financial committee.
- C. Financial Committee approval for non-event related expenses will expire 60 days from the date the requester is notified of the approval.
  - a. Exceptions may be made by the Exchequer, if a good and sufficient reason is presented for exceeding the 60 day limit.
  - b. Exception must be requested prior exceeding 60 days.

*Section 3.02 Expense Advancements*

- A. For event related advances, you have until the closing of the gate for that specified event, to provide receipts and/or refunds totaling the amount of the advance.
- B. For nonevent related advances, you have up to 60 days from the date of the advance, but not to exceed 30 days of the receipt or invoice, to provide receipts and refunds totaling the amount of the advance.

*Section 3.03 Expense Agreements*

- A. Only the Seneschal may sign contracts or make business agreements in the name of the group. Agreements made by anyone else will be considered non-binding.
- B. Gas Reimbursement for Trailer- Gas reimbursement for hauling a trailer for SCA business is allowable with prior approval from the Financial Committee at the rate set by SCA Corporate. For 2020 that will be \$.14 per mile.
- C. Propane procedures- Propane tanks are to be full when they are put back into storage. When used at an event, they should be filled immediately after the event and that cost will be associated with the event budget.

## **Article IV. Events**

### *Section 4.01 Event Budget Planning*

- A. A preliminary budget must be submitted with every event bid.
- B. Upon being awarded an event, each event steward must complete a final budget (if it differs from the preliminary budget) to be approved by the financial committee prior to any expenditure for that event. Ensure that the budget includes the cost of hauling the trailer, and the propane cost procedures.
- C. An attempt to make a profit should be made on all events. Even as a worst case scenario, event budgets should plan to make a profit assuming minimum attendance. These numbers are to be stated in the event budget.
  - a. The profit requirement may be waived by request of the Financial Committee.
  - b. Once requested, a majority vote of approval by the populace at a scheduled populace meeting.
- D. Chosen event stewards (autocrats) MUST spend no more than the approved budget.
  - a. A member of the financial committee must be immediately notified when anticipating an overage.
  - b. Any anticipated overages must be approved by the Financial Committee.
    - i. An adjusted budget must be submitted to the Financial Committee prior to approval.

### *Section 4.02 Multi-Group Events*

- A. The Financial Committee of both groups must review and approve the budget for the event.
- B. One group will be designated as the principal financial group.
  - a. The principal is responsible for all event expenditures and reimbursement checks.
  - b. After the joint event, the NET income will be divided amongst the other groups involved.
    - i. Equal percentage division of NET unless otherwise noted in the event bid and budget, or in the event of Kingdom Events.

### *Section 4.03 Gate Policies*

#### **Complementary Fees Waived:**

- A. Comp list for any given event shall include: (it shall be noted that any comped adult MUST be a paying member of the SCA.)
  - a. Every event
    - i. Any reigning Royalty (throughout the Known World), feast and site are comped.
    - ii. One member of entourage, for each Royal attending, site is comped.
    - iii. One member of entourage, for each Royal attending, feast (if there is one) is comped.
    - iv. Any dependent children, of any reigning Royalty attending, feast and site are comped.
    - v. Autocrats (up to 2)

- vi. Any sleeping arrangement cost that would otherwise be paid by the person (cabin fee, rv fee) for all Royals (and dependent children).
    - vii. Current Landed Baron and Baroness of Namron are comped site and feast.
  - b. Beltane
    - i. Any current Namron Baronial Champion (Archery, A&S, Bardic, Thrown Weapons, Brewing, Protector, Rapier, Foolery) will be comped feast (if there is one) and site (if verified as paid members)
  - c. Protectorate
    - i. Any current Namron Baronial Champion (Archery, A&S, Bardic, Thrown Weapons, Brewing, Protector, Rapier, Foolery) will be comped feast (if there is one) and site (if verified as paid members)
    - ii. All past Namron Landed Baron/ess will be comped site.
- B. Checks
  - a. If a check is returned for non-sufficient funds, the Barony reserves the right to refuse that form of payment at future events. There is a processing fee of \$25.00 on ALL returned checks.
- C. Gate Coordinator
  - a. The treasurer will take applications to appoint the Gate Coordinator for each event held. The Gate Coordinator will be an acting deputy treasurer until gate is closed and all paperwork has been signed.
- D. Family Max Pricing
  - a. The event steward will set the Family Maximum Fee for non-members as equal to the site fee of 3 member adult site fees + a \$5.00 fee for every non-member adult.
  - b. A "household" is defined as all members living under one roof and purporting themselves to be a family unit and residing at the same address. This does not limit the number of adults who can be included in the household.
- E. Disputes
  - a. Any dispute of gate policies may be appealed to the gate coordinator.
    - i. Then to either the Seneschal or Exchequer.
  - b. There will be no refunds of paid site fees after signing into the gate. Site tokens may not be passed, sold, or transferred to other individuals.
  - c. There will be no refund of feast fees after signing into gate.
    - i. The holder of the feast tokens may sell or transfer them to another individual.
  - d. All requested refunds of prepaid fees will be processed at the discretion and agreement of both the Exchequer and the Autocrat, and only for serious situations that would result in someone not attending the event. These must be requested within 5 days of the close of gate.
  - e. The financial committee reserves the right to charge a processing fee of \$5 on ALL refunds.
  - f. All refunds are given by check and never by cash.
  - g. Receipts will be issued upon request.
- F. Children Pricing
  - a. When possible, Namron will waive the site fee for all minor children.

- i. If the event site requires a “per person” pricing instead of a flat rate for site, then the event stewards and the financial committee members will discuss absorbing that cost and keeping the minor fee \$0, or charging a nominal fee only to cover this amount.
- G. Gulf War
  - a. All monies for Gulf War (camp fees) will be collected by a 3<sup>rd</sup> party. The remaining money will be saved by a third person, also keeping it separate from all Baronial monies.
  - b. All allowable costs for Gulf War will be paid for by the Barony out of the previous years dedicated Gulf War funds. These include (but are not limited to): Gas for trailer, propane, trash bags, Etc. (Food plan fees are separate from all baronial accounts). If this amount is more than what is in the Gulf War funds, the remainder will come out of the camp fees.

#### *Section 4.04 Event Expense Reimbursements*

- A. Only pre-approved event expenditures are eligible for reimbursement. Receipts and a completed check request are required for any reimbursement to be given.
- B. During an event, the event steward has the authority to authorize emergency event expenditures, but only to the amount of the event’s previously approved miscellaneous budget. Expenditures above that amount can be submitted to the Financial Committee for approval on a case by case basis.
- C. All requests for reimbursement must be in the hand of the Exchequer by the closing of gate for that event.
  - a. A grace period may be granted by the Exchequer, if requested by a member of the Financial Committee, on a case by case basis. (Period not to exceed 5 days from the close of the event).
  - b. Clear scans or faxes of the receipts are acceptable to meet the reimbursement deadline with prior approval by both the Exchequer and Seneschal. In this case, the original receipt must be given to the Exchequer by the next business meeting.
- D. After the reimbursement period has passed, all non-reimbursed expenses are treated as donation to the Barony and the full balance of all advances, less receipts submitted, immediately become a receivable due to the Barony to be paid by the next official business, Baronial Meeting.
  - a. The maximum reimbursement period is 5 days from the close of the event.
  - b. In extreme circumstances only, the reimbursement period may be extended by approval of both the Seneschal and Exchequer.
    - i. Not to exceed the event report filing deadline.

#### *Section 4.05 Prizes*

- A. Pass down prizes for Namron titled competitions are Baronial assets and the responsibility of the winner until the next competition. Original creation and upkeep costs are expensed as capital, not as event expenses.
- B. Take home prizes are event expenses and become the property of the recipient
  - a. The cost of all take home prizes (gift baskets) must be included in the event bid.

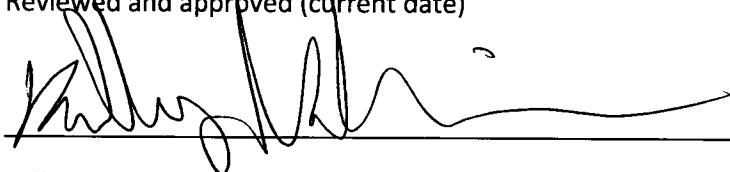
- b. All stepdown prizes will be budgeted at \$30 per adult champion and will be included on the annual budget and not the event budget.

**Article V. Financial Audit**

*Section 5.01 Audit Requests*

See Kingdom Law

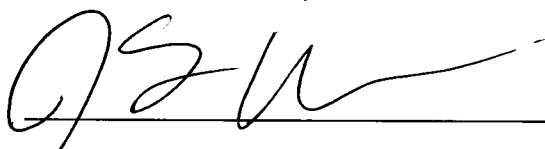
Reviewed and approved (current date)



11-7-19

Kelly McKinnon, Exchequer


Date



11/7/19

Jim Couch, Seneschal

Date



11/7/19

Julia Haiduk, Baroness

Date