

# Financial Policy for Barony of Stierbach, Kingdom of Atlantia

Approved by Financial Committee – June 2022

Approved by Kingdom of Atlantia – August 2022

## 1. Composition of the Financial Committee.

- a. The Financial Committee shall consist of at least six voting members: the Baronial Seneschal (Seneschal), the Baronial Chancellor of the Exchequer (Exchequer), The Baronage (who counts as one vote), two warranted Baronial Officers, and one Non-Officer Member (NOM) of the populace who is not a Baronial officer. The Financial Committee must have a quorum of 5/6 of its members for any vote. The Exchequer will chair the committee and will only vote in the event of a tie.
- b. All members of the Financial Committee will be current, paid members of the SCA.
- c. 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 Seneschal or Exchequer for an incipient group may fill one of the committee positions.
- d. Officers holding incipient group positions, 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 NOM position.

## 2. Terms of Financial Committee members.

- a. The terms of the Exchequer and Seneschal will be concurrent with their respective signed warrants.
- b. The warranted Baronial Officers will be selected by the other members of the Financial Committee and may change on an ad-hoc basis, based on attendance.
- c. The NOM will be chosen by the populace present at a regularly scheduled business meeting where the decision to choose a new NOM has been previously published in the baronial newsletter. The NOM will serve a term of two years and may be re-selected for sequential terms.

## 3. Timeframes and methods for meetings.

- a. The Committee will meet at a minimum once per quarter. Meetings may be held in person, by telephone, by virtual meetings, or by electronic means (e.g., by exchange of email).
- b. 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.

- c. The Exchequer will create and preserve a written record of all decisions of the Committee if such meetings are held in person, by telephone, or virtually. If the meeting is held by email, then the Kingdom Exchequer will retain copies of all relevant emails as the permanent record of the meeting. Voting will not take place on Facebook or any other social media avenues.
  - d. Except as otherwise specified, a simple majority is required for a decision.
4. Timeframes and methods for action approval under normal circumstances.
- a. Non-event expenditures over \$300.00 and all event expenditures will be discussed at baronial business meetings.
  - b. The full financial committee will vote on all expenditures over \$300.00. A simple majority is needed for approval
  - c. A smaller financial committee composed of the Exchequer, the Seneschal and one other financial committee 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.
  - d. In-person meeting of the financial committee are open to the populace.
5. Timeframes and methods for meeting and approval in emergencies.
- a. In the case of an emergency funding need, any three members of the full financial committee may approve true emergency expenditures. Prior to a final decision, every effort should be made to contact the Exchequer and/or Seneschal for verbal approval. Three votes in favor of the expenditure are needed for approval. Emergency expenditures are those which 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.
  - b. Meetings may be held in person, by telephone, by virtual meetings, or by electronic means, and will be conducted as soon as two members know of the emergency funding need.
6. Reporting Schedule for Branches
- a. The Barony will follow the reporting schedule as specified in the Kingdom of Atlantia Financial Policy. The Barony must submit quarterly reports to the Kingdom Exchequer or a designated representative.
  - b. Reports will be cumulative, and are due as follows:
    - (1) January 1 – March 31 (First Quarter Cumulative), due April 30th
    - (2) January 1 – June 30 (Second Quarter Cumulative), due July 31st
    - (3) January 1 – September 30 (Third Quarter Cumulative), due October 31st
    - (4) January 1 – December 31 (Fourth Quarter Cumulative/Domesday), due the following January 31st.
  - c. Non-Member Registration (NMR) reports and monies are due to the Kingdom Exchequer Deputy for the NMR no later than 10 business days after the event closes.

- d. Event reports shall be submitted for every event held by a local group. These shall be completed with copies of the event receipts attached and sent with the corresponding quarterly reports.
- e. Reports will be considered late if they are not received within five (5) business days of the due date or if they are incomplete.
- f. Any Exchequer with two late or missed Quarterly reports will be subject to a review of books and the possibility of suspension. Any group failing to submit the fourth quarter/Domesday report by the deadline will be suspended. Any group failing to submit a Non-Member Registration report within 10 business days after the event may be subject to suspension. Groups with a pattern of missing/late/incomplete reports shall be remanded to the Kingdom Seneschal for action.

7. Reporting requirements for branch reports. Quarterly reports should include the following documents:

- a. Financial activity such as a journal or ledger,
- b. A current list of variances in effect,
- c. Bank statements for all accounts for the quarter.
- d. The Excel report form
- e. A PDF of the report, signed by the branch Exchequer and Seneschal
- f. Copies of receipts for monies spent, if applicable
- g. Event reports, if applicable

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

- a. The Financial Policy will be maintained by the Stierbach Financial Committee and will be reviewed annually by the Committee for compliance with Society and Kingdom requirements and appropriateness for the Barony.
- b. Proposed changes to Stierbach Financial Policy will require approval by a simple majority of the Committee to be forwarded for ratification by the Kingdom Exchequer. If the proposal is disapproved by the Kingdom Exchequer, the Committee may rework or resubmit during the following reign. Upon approval by the Kingdom Exchequer, changes will be forwarded for review to the Society Exchequer and approval by the Board of Directors.
- c. Changes that do not affect disbursements will become effective immediately following their publication in The Bull.
- d. Changes that do affect disbursements will become effective at the start of the next quarter and following their publication in The Bull.

9. Methods for controlling cash receipts.

- a. Cash receipts shall include but are not limited to event income of all types, money collected from advertised fund raising endeavors, donations, money from the sale of goods purchased with group funds, and newsletter sales and subscription income.
- b. Cash receipts of any type and in any amount must be deposited in the appropriate account no later than 14 calendar days after receipt by an officer of the SCA. No incoming funds of any type are to be kept out of the appropriate account longer than 14

calendar days. 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 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. 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.
- 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.
- g. Individual groups 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.

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

- a. Event fees for the following individuals may be waived:
  - (1) The current reigning King and/or Queen of any Kingdom,
  - (2) The current Prince and/or Princess for any kingdom,
  - (3) The Baron and/or Baroness of Stierbach
  - (4) The Event Steward / Autocrat
  - (5) Children age 6 and under. Children age 7 to 17 may be offered a reduced rate.
- b. The Financial Committee may choose to waive event fees for other individuals based on position or job function at a given event.
- c. To waive the fees of any other attendees, the Financial Committee must approve the request and include a list of those approved for waived fees Event Budget and Event Report. Fees may not be waived for non-members.
- d. Event profits are those monies remaining from event receipts after all expenses have been paid. Cost of the site, food, prizes, supplies for decoration, advertising, or administrative purposes are acceptable expenses to be charged to an event. Acquisition of items which will be retained by the Barony (such as serving gear or cooking gear) are not considered expenses of the event.
- e. Refer to the Kingdom Financial policy for special guidance for Kingdom Events
- f. Finances for baronial Events
  - (1) Event proposals (ideas) should be presented to the Seneschal, or their designated representative. If an event proposal is approved, the Event Steward / Autocrat will be asked to prepare an event bid.

- (a) Event bids should be presented to the Seneschal and Exchequer, or their designated representatives.
  - (b) 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.
  - (c) The Seneschal, or representative, will schedule the bid to be discussed at an appropriate baronial business meeting.
  - (d) 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.
  - (e) The Event Steward / Autocrat may adjust the bid after hearing the concerns of the populace.
  - (f) The financial committee will then meet to vote on the bid.
  - (g) The financial committee may work with an Event Steward / 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.
  - (h) Once an event bid is approved the Exchequer will set up a dedicated fund in the amount of the total event budget. Any unspent funds will automatically revert to the general fund 30 days after all expenses have cleared.
- (2) The Event Steward / Autocrat will meet with the Exchequer before the event to determine how to handle the funds and receipts from the event.
    - (a) Site deposits should be paid as necessary to secure sites.
    - (b) Cash advances should be cleared within 60 days. Cleared means cash and/or receipts turned into the Exchequer.
    - (c) The reservationist and troll should be acceptable to the Exchequer. They should be trained in record keeping and cash handling procedures. They should know what to do with the funds.
    - (d) The Event Steward / Autocrat should know what to do with cash and checks on hand when troll closes.
    - (e) All receipts are due to the Exchequer no later than 5 days after the event.
  - (3) Non-member registration (NMR) payments to the kingdom should be determined at the event whenever possible.
  - (4) The Event Steward / Autocrat is responsible for ensuring the event stays on budget. Unforeseen expenses should be presented to the financial committee for approval or disapproval.
  - (5) Event Steward / Autocrats will work with the Exchequer to complete the event report by a specified date based on quarterly reporting deadlines and no later than 14 days after the event.
  - (6) Event reports will be sent to the Seneschal, the Exchequer, and made available to the Financial Committee.
  - (7) The Exchequer must receive event-related receipts and requests for reimbursement no later than 14 days after the event.
  - (8) For events sponsored by the Barony, Event Refunds shall be provided as follows:

- (a) Refunds for event or feast cancellations will only be made upon request. The Exchequer must receive refund requests in writing (email is acceptable) no later than five (5) business days after the event.
- (b) Site and NMR fees will be refunded if a request for cancellation is received before the event registration closes.
- (c) Feast refund will be provided if the feast spot was resold to another attendee.
- (d) Complimentary or waived items will be refunded upon request. For example, individuals who paid for feast and later become servers who are entitled to complementary or waived feast.
- (e) Other fees may be refunded based upon a decision by the Financial Committee.
- (f) All refunds shall be paid by check from the Barony of Stierbach checking account.
- (g) No refund shall be issued until the event books have been closed and all reservation checks have cleared.
- (h) No refund shall be issued if the event has not made a profit. This policy may be waived by unanimous vote of the Baronial Financial Committee in cases of event cancellation or other extreme circumstances, provided that such action does not put the Barony in financial jeopardy.

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

##### a. Baronial property

- (1) An inventory will be maintained of all Baronial assets.
- (2) The inventory shall be maintained by the Exchequer or a designated deputy (Chamberlain or Quartermaster)
- (3) The inventory will include location of the property, and purchase price and date if known.
- (4) Property management will include
  - (a) Storing the Barony's assets in a secure place
  - (b) Checking assets out to users as needed
  - (c) Checking assets in when returned to storage
  - (d) Inspecting assets upon return to storage to determine
    - i. If maintenance is required for routine wear and tear, such as repairing tears, replacing grommets, ropes, etc., cleaning, and other similar issues.
    - ii. If asset has been damaged by neglect, such as mold/mildew due to being kept in damp conditions
    - iii. If asset has been damaged by abuse, such as cutting, bending, or otherwise modifying the borrower.
    - iv. Arranging for maintenance or repair as needed.
    - v. The Baron and/or Baroness will sign a document stating that They will be responsible for the security and maintenance of the Coronets while such Coronets are in Their possession. It is strongly recommended that the Baron/Baroness will add the Coronets to Their homeowner's or rental insurance, if permissible. The Exchequer and Chamberlain will provide documentation as needed.

##### b. Baronial Trailer.

- (1) All trailers owned by the Barony are to be used for storing and transporting Barony property to and from SCA functions. Trailers owned by the Barony may not be used for strictly personal purposes by the members of the branch.
- (2) Anyone towing a trailer owned by the SCA or one of its branches shall be a member in good standing and tows the trailer at their own risk.
- (3) 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.
- (4) 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.
- (5) If there is available capacity in the trailer after the Baronial property is loaded, and there is a desire to transport additional personal property in the trailer, additional personal property owned by Barony members may be placed in the trailer. Any personal property is loaded into the trailer and transported at the property owner's risk.

## 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.
- c. Purchase of alcohol other than small amounts used for cooking.

## 13. Policy on sales tax

Not required in the Kingdom of Atlantia

## 14. Special Purpose and Dedicated Funds

- a. General Funds are defined as monies collected by the Barony to support the administrative and event related functions of the Barony. Unless otherwise specified all money collected will be considered to be General Funds.
- b. The financial committee may direct the Exchequer to assign money to special funds. These funds may either be permanent or set term funds.
- c. Set Term funds will have an end date specified to achieve the fund's goal. If the goal is not met by the set date, or if there are residual funds after the goal is met, the money will return to the general fund. Information on Set-Term funds will be included as an appendix in the financial policy.

- d. Permanent funds do not have an end date. If the purpose for the fund ceases to exist, the money will return to the general fund, unless another secondary purpose is specified. Information on Permanent funds will be included in the financial policy.
- e. All funds must have a secondary fund purpose in the event that the primary purpose ceases to exist.
- f. A permanent fund will be set up for each incipient group the Barony sponsors to track their income and expenses. When the group achieves full status, the funds will be turned over to the new group. If the incipient group dissolves, the money will return to the Barony's general fund.
- g. Permanent Funds
  - (1) Their Excellencies' Travel Fund
    - (a) Primary Purpose. A Travel Fund shall be established to partially defray the costs associated with travel to official Society Functions. The Travel Fund shall be opened and maintained with an allocation specified in the annual budget from the General Funds for reimbursement of travel expenses as soon as the Coronet has been chosen.
      - i. The Travel Fund will reimburse 100% of authorized submitted receipts for Baronial Sponsored Events.
      - ii. The Travel Fund will reimburse 50% of authorized submitted receipts for Events not sponsored by the Barony, including out of Kingdom events.
    - (b) The Travel fund may accept donations in addition to those allocated from the General Funds. Any donation made to the Travel Fund may exceed the maximum fund balance and is available for the use of the current Baron and Baroness. In the event that donations cause the fund balance to be exceeded, additional allocations from the General Fund will not be made until disbursements reduce the fund below the maximum balance set in the annual budget.
    - (c) The Travel Fund will be available for disbursements for the entire duration of the Baron and Baroness' appointment. Disbursements to the outgoing Baronage may not exceed funds available in the Travel Fund on the day prior to the Investiture of Their Heirs. Requests for reimbursement from the outgoing Baronage must be submitted within 14 days of the day of the Investiture of Their Heirs. Disbursements to the incoming Baronage will be held until the expiration of the 14- day period.
    - (d) Should the Baron and Baroness choose to submit receipts separately, the travel fund is to be divided equally, unless both agree in writing to a different split. Any additional allocations and funds raised are also to be divided in the same proportion.
    - (e) Only the following expenses may be reimbursed from the Travel Fund: gas, event fees, lodging, commercial transportation fares, and vehicle rentals. Other categories of Travel Fund reimbursement requests shall be addressed by the Financial Committee on a case-by-case basis.
    - (f) All reimbursements will be made from the appropriate Travel Fund. No reimbursement shall be made that exceeds the amount available in the fund.



- (g) Any donated funds remaining at the end of each reign shall be transferred to the next Excellencies' Travel Fund.
- (h) Reimbursements to their Excellencies for travel and associated expenses may be held to offset the cost of repairing or replacing regalia and other Baronial property which has been signed out to Their Excellencies that is lost or damaged through abuse or neglect by Their Excellencies (see 11.a.(4)(d)v.). If the Chamberlain identifies loss or damage through abuse or neglect, this will be confirmed by the Exchequer and the Seneschal before determining that reimbursement for travel expenses will be held.
- (i) The Baron and/or Baroness will submit authorized receipts for expenses within 14 days of the event for which it was generated.
- (j) Secondary Purpose – If the primary purpose of this fund ceases to exist, the funds will be returned to the General Fund of the Barony of Stierbach.
- (k) Inactivity Expiration – this fund is a Permanent Fund, to be part of the annual budget and voted on by the Financial Committee annually.
- (2) Storage Locker
  - (a) Primary Purpose. Monies in this fund are used for allowable expenses associated with rental fees for the Baronial storage locker.
  - (b) Secondary Purpose. If the primary purpose of this fund ceases to exist, the funds will be returned to the General Fund of the Barony of Stierbach.
  - (c) Inactivity Expiration. This fund is a Permanent Fund, to be part of the annual budget and voted on by the Financial Committee annually
- (3) Trailer Expenses
  - (a) Monies in this fund are used for allowable expenses associated with the maintenance, insurance, taxes, and storage for the Baronial trailer.
  - (b) Secondary Purpose – If the primary purpose of this fund ceases to exist, the funds will be returned to the General Fund of the Barony of Stierbach.
  - (c) Inactivity Expiration – this fund is a Permanent Fund, to be part of the annual budget and voted on by the Financial Committee annually.
- h. Other permanent funds or activity-related funds may be established by a majority vote of the Stierbach Financial Committee.
- i. Temporary funds / Set Funds may be established for use as short-term obligations occur. These funds will not exceed one calendar year or the designated period of use, whichever is longer. Funding for temporary funds will be determined by the purpose of the fund. Temporary funds will be listed in Appendix 2 of the Financial Policy.

## 15. Additional policies

### a. Bank Accounts

#### (1) Baronial Accounts

- (a) Accounts must be administered to follow policies set forth in the Exchequer's Handbook, including but not limited to the following:
  - i. At a minimum, the Exchequer and the Seneschal will each be a signatory on the baronial account. Additionally, the deputy Exchequer and deputy Seneschal should each be a signatory on the baronial account.

- ii. Reigning Monarchs may not be signatories on an account
  - iii. Territorial Baronage may not be signatories on their Baronial accounts
- (b) If any branch can demonstrate an undue hardship in following any of these dictates, they may request a variance from the Kingdom Exchequer.
- (c) If a branch or guild of the Society dissolves for whatever reason, the monies held in the group account shall be returned to the Kingdom General Fund. At the request of the majority of the officers of the disbanding group, another fund may be selected. In the case of a disbanding Canton, the Baronial account may be selected.
- b. Cash Controls. 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 Baronial Seneschal and the Exchequer.
- c. Disbursements
  - (1) Definition. Disbursements are any monies released from a Society account for the purposes of funding events, activities, or administration of the Kingdom.
  - (2) Controls
    - (a) All disbursements will be made by bank draft (check) in accordance with Stierbach Financial Policy.
    - (b) Advance payments can only be made with the prior approval of the Stierbach Financial Committee in accordance with Stierbach Financial Policy.
    - (c) No advances will be given to any individual who has not yet cleared (returned receipts and excess monies) a previous advance.
    - (d) Disbursements which are reimbursements for approved expenditures will require the request for reimbursement, which includes the legal and society name of the individual requesting reimbursement, explanation of expenditures and documentation of their approval, and all receipts.
    - (e) Under no circumstances will reimbursement be made without a receipt of expenditure. All receipts must be presented to the Exchequer for reimbursement within 14 days of the end of the event in which they were incurred.
    - (f) Disbursements for items not specified in this document or otherwise budgeted for may be requested by individuals. Such requests should be made to and approved by the Stierbach Financial Committee in advance of purchase.
    - (g) An accounting of expenditures shall be made at the next monthly business meeting.
    - (h) The Exchequer is authorized to make disbursements from General Funds based upon the Budget as approved by the Stierbach Financial Committee.
    - (i) All receipts must be submitted to the Exchequer within 14 days of incurring the expense.
    - (j) All postage costs associated with the execution of an office will be reimbursed and will not be considered as part of the Officer's budgeted allocation.
    - (k) Telephone expenses of Officers and Excellencies will not be reimbursed under any circumstances.
    - (l) Postage costs incurred by Their Excellencies shall be reimbursed upon receipt to the Exchequer.

- (m) Should the Exchequer deem any requested amounts unreasonable, he/she shall consult the Stierbach Financial Committee.
- d. Budget. The Exchequer will submit an annual budget to the Stierbach Financial Committee for approval. Based on the recent history of expenditures, expected activity, and the current financial health of the Barony, funding levels will be proposed and allocated for the following Budget Line Items:
- (1) Baronial Seneschal Office Expenses.
  - (2) Baronial Exchequer Office Expenses.
  - (3) Baronial Chatelaine Office Expenses.
  - (4) Baronial Chronicler / Baronial Newsletter Expenses.
  - (5) Baronial Earl Marshal Office Expenses.
  - (6) Baronial Herald Office Expenses.
  - (7) Baronial Minister of Arts and Sciences Office Expenses.
  - (8) Baronial Minister of the Lists.
  - (9) Baronial Web Minister Office Expenses.
  - (10) Baron/Baroness Travel and Office Expenses
  - (11) Storage locker fees.
  - (12) Trailer expenses.

16. This policy is effective upon approval of the Baronial Financial Committee and the Office of the Atlantian Chancellor of the Exchequer. The policy covers all incipient groups sponsored by the Barony unless they have their own financial policy approved by the baronial financial committee and the Atlantia Chancellor of the Exchequer.

Appendix 1: Financial Committee members and terms  
For Calendar Year 2022, A.S. 56

Office	Name	MKA
Seneschal	Master Adelic Falke	Darrell Newman
Exchequer	Lord Dunstan Stonehill	Donald Sutton
Baronage	Baron Wulff Nuremberger, Baroness Genefe Wölfelin	Jeff Pruitt Mary Pruitt
Baronial Officer (Warranted)	Jenefer De Winter	Jennifer Rose
Baronial Officer (Warranted)	Lord Johannes Reinhart von Falkenstein	Ken Stone
Baronial Officer (Warranted)	Noble Ahmed Mustafa	Beckett Knell
Baronial Officer (Warranted)	Lor Thorgrimr Kraka	Scott
Baronial Officer (Warranted)	Mistress Ceridwen ferch Rhys ap Michael	Lisa Mitchell
Baronial Officer (Warranted)	Master Richard Wymarc	Timothy Mitchell
Populace Representative (NOM)	Mistress Aine ingen Chuimin	Beth McAllister

## Appendix 2: Temporary (Set Term) Funds

Temporary funds will be established for use as short-term obligations occur. These funds will not exceed one calendar year or the designated period of use, whichever is longer. Funding for temporary funds will be determined by the purpose of the fund.

### 1. Archery

- a. [Purpose]. [What the fund is for]
- b. [Secondary Purpose] If the primary purpose of this fund ceases to exist or the funds expire, the funds will [Secondary Purpose] [or] [be returned to the General Fund of the Barony of Stierbach].
- c. Expiration/Goal. This fund will exist until [goal is met] [or] [date].
- d. Balance. \$2,155.16 (as of 5/1/2022)

### 2. Camping

- a. [Purpose]. [What the fund is for]
- b. [Secondary Purpose] If the primary purpose of this fund ceases to exist or the funds expire, the funds will [Secondary Purpose] [or] [be returned to the General Fund of the Barony of Stierbach].
- c. Expiration/Goal. This fund will exist until [goal is met] [or] [date].
- d. Balance. \$2,585.72 (as of 5/1/2022)

### 3. Cook's Guild

- a. [Purpose]. [What the fund is for]
- b. [Secondary Purpose] If the primary purpose of this fund ceases to exist or the funds expire, the funds will [Secondary Purpose] [or] [be returned to the General Fund of the Barony of Stierbach].
- c. Expiration/Goal. This fund will exist until [goal is met] [or] [date].
- d. Balance. \$109.14 (as of 5/1/2022)

### 4. St. Anne's Clothier's Guild

- a. [Purpose]. [What the fund is for]
- b. [Secondary Purpose] If the primary purpose of this fund ceases to exist or the funds expire, the funds will [Secondary Purpose] [or] [be returned to the General Fund of the Barony of Stierbach].
- c. Expiration/Goal. This fund will exist until [goal is met] [or] [date].
- d. \$488.08 (as of 5/1/2022)

### 5. Silk Banners

- a. [Purpose]. [What the fund is for]
- b. [Secondary Purpose] If the primary purpose of this fund ceases to exist or the funds expire, the funds will [Secondary Purpose] [or] [be returned to the General Fund of the Barony of Stierbach].
- c. Expiration/Goal. This fund will exist until [goal is met] [or] [date].
- d. Balance. \$250.00 (as of 5/1/2022)

6. Holiday Faire 2022

- a. [Purpose]. [What the fund is for]
- b. [Secondary Purpose] If the primary purpose of this fund ceases to exist or the funds expire, the funds will [Secondary Purpose] [or] [be returned to the General Fund of the Barony of Stierbach].
- c. Expiration/Goal. This fund will exist until [goal is met] [or] [date].
- d. Balance. \$212.67 (as of 5/1/2022)

1. [Temporary Fund Name]

- a. [Purpose]. [What the fund is for]
- b. [Secondary Purpose] If the primary purpose of this fund ceases to exist or the funds expire, the funds will [Secondary Purpose] [or] [be returned to the General Fund of the Barony of Stierbach].
- c. Expiration/Goal. This fund will exist until [goal is met] [or] [date].
- d. Starting amount or current balance

2. [Activity Fund]

- a. Proceeds from [Activity], or fundraisers and donations specifically for the [Activity] fund, shall be used to fund future sessions of the [Activity] and shall be reserved to the [Activity] fund for that purpose.
- b. Secondary Purpose – If the primary purpose of this fund ceases to exist, the funds will be returned to the General Fund of the Barony of Stierbach
- c. Inactivity Expiration – this fund is considered a Permanent Fund, to be approved by vote of the Financial Committee each year

### Appendix 3: Amendments between annual updates