

Financial Policy for Barony of Dun Carraig

1. Composition of the Financial Committee

- 1.1. The Barony shall have a Financial Committee consisting of an odd number of members for voting purposes. The Financial Committee will be chaired by the Exchequer and consists of the Exchequer, Seneschal, no more than one member of the Baronial leadership (i.e., Baron or Baroness), and select Baronial members to equal an odd number of members for the Committee, not to exceed 7 voting members in total.
- 1.2. Financial Committee members shall be listed on the Baronial webpage, under the Office of the Exchequer.
- 1.3. Any paid SCA member residing in Dun Carraig aged 18 years or older may volunteer to serve as a financial committee member, subject to approval by majority vote of sitting Financial Committee members. A minimum of two alternates will be chosen in the same manner.
- 1.4. No two financial committee members or alternates may be related, married, or live in the same household.

2. Terms of Financial Committee Members

- 2.1. Exchequer or Seneschal : Until end of warrant.
- 2.2. Baron or Baroness: Until the end of their term as Baronage.
- 2.3. Baronial Member: Two years, renewable by approval of sitting Financial Committee members.
 - 2.3.1. A Financial Committee member may step down at any time, and must step down if they no longer meet the requirements denoted above (e.g., membership lapse, moving out of the barony).
 - 2.3.2. A member of the Financial Committee may be removed by full agreement of Seneschal, Exchequer, and Baronage.

3. Timeframes for Meetings

- 3.1. Normal business of the Financial Committee shall be conducted as follows:
 - 3.1.1. During the published Baronial monthly business meeting (held on the first Tuesday of every month unless otherwise noted).
 - 3.1.2. During any special event-planning meeting.
- 3.2. Financial Committee meetings are open to the populace.

4. Timeframes and Methods for Financial Committee Approval Under Normal Circumstances

- 4.1. The Financial Committee shall review all proposed expenditures for approval.
 - 4.1.1. The Seneschal and Exchequer must be present at any Financial Committee Meeting.
 - 4.1.2. A quorum shall be a minimum of 5 people from the Financial Committee as outlined in Section 1.1.

- 4.1.3. Members of the Financial Committee shall abstain from voting on any financial decisions in which there is a conflict of interest or appearance of impropriety.
- 4.1.4. Members of the Financial Committee shall have one vote each. No proxies will be accepted, written or otherwise.
- 4.1.5. The minimum number of votes to authorize the appropriation of funds shall be 3, or a simple majority of the committee members present (whichever is greater). In the event of a tie, the issue at hand will be decided by the Seneschal.
- 4.2. The Financial Committee shall review all proposed event budgets for approval.
 - 4.2.1. For event related expenses, the Event Steward is considered to be a deputy to the Seneschal. Before funds can be disbursed, the Event Steward must specify to the Exchequer where on the budget that the expense falls.
 - 4.2.2. The potential Event Steward determines a rough outline (bid) for an event with options for dates, sites (with costs), and head cook already named. The potential Event Steward proposes the event bid at a Baronial meeting. A Baronial majority vote is required to proceed with planning the event.
- 4.3. Authorization for disbursement of funds:
 - 4.3.1. Disbursement for routine expenses (e.g. rental of meeting rooms, newsletter publication) can be authorized by the Financial Committee.
 - 4.3.2. Disbursement of funds may be approved at a Baronial business meeting.
 - 4.3.3. No funds will be disbursed without presentation of expense receipt, or approved event budget. All funds disbursed based on an event budget must then be accounted for via receipt, and any unused funds must be returned to the Barony. All receipts and unused funds will be returned to the Barony within 7 days of an event.
 - 4.3.4. Event Steward must then Spike the Event per Kingdom policy.
 - 4.3.5. Event Steward notifies Exchequer when a proposed budget is ready, and the Exchequer schedules a Financial Committee meeting to review and finalize it.
 - 4.3.6. The Financial Committee meets with the Event Steward and head cook (if available) and votes to approve the presented budget, finalizing it. Event budget approval shall grant permission for all expenditures within the submitted budget. Budget changes may still be made afterwards by approval of the Financial Committee.
 - 4.3.7. The Exchequer prints out the finalized budget on the official budget form, then routes to the Seneschal; Event Steward; and Exchequer for signature. Copies are given to the Seneschal and Event Steward.
 - 4.3.8. Event Steward notifies Exchequer of who will specifically be budgeted for each expense (i.e. prizes; decorations; tokens; etc.). Event Steward notifies each person as to what their budget is.

- 4.3.8.1. Before any funds can be disbursed, the Event Steward must specify to the Exchequer where on the budget that the expense falls.
- 4.3.8.2. No site deposit checks will be written until the event budget has been approved by the Financial Committee and the site contract has been reviewed and accepted by the Seneschal and Exchequer.

5. Timeframes and Methods for Meeting and Approval in Emergencies

- 5.1. Time-sensitive necessary business may be conducted by an Emergency Financial Committee:
 - 5.1.1. The Emergency Financial Committee will consist of the Exchequer, the Seneschal, and at least one of the other financial committee members specified in Section 1.1.
 - 5.1.2. The Emergency Financial Committee may authorize any time sensitive necessary expenditure. Emergency Financial Committee meetings may be conducted in person, by telephone, by email, or by other video/audio conferencing media. Votes may not be conducted through social media sites.
 - 5.1.3. The Exchequer shall record the purpose and results of any time-sensitive Emergency Financial Committee meeting and report this to the populace at the next group monthly business meeting.

6. Reporting Schedule:

- 6.1. Event Reports must be within 14 days after an event closes.
- 6.2. Non-Member Registration (NMR) must be submitted within 10 working days after an event closes.
- 6.3. Quarterly reports shall be done cumulatively through the year:
 - 6.3.1. Quarter 1 (1/1 to 3/31) due 4/30
 - 6.3.2. Quarter 2 (1/1 to 6/30) due 7/31
 - 6.3.3. Quarter 3 (1/1 to 9/30) due 10/31
 - 6.3.4. Quarter 4/Doomsday (1/1 to 12/31) due 1/31

7. Requirements for Baronial Reports

- 7.1. The Exchequer shall comply with reporting guidelines established by Society and Kingdom Financial Laws and Policies. This shall include but is not limited to event financial reports and quarterly financial reports.
 - 7.1.1. Event reports must include, but is not limited to:
 - 7.1.1.1. Event financial report form
 - 7.1.1.2. Receipts for all expenses
 - 7.1.1.3. Records of all deposits
 - 7.1.1.4. Records for reconciled advances
 - 7.1.1.5. Gate check in roster

- 7.1.1.6. Non-Member Registration (NMR) submission (Required only if a site fee is charged)
- 7.1.2. Quarterly reports must include, but are not limited to:
 - 7.1.2.1. Current Excel version of financial report completed, along with a pdf copy of the entire report with appropriate pages signed by the Exchequer and Seneschal.
 - 7.1.2.2. The entire quarter's bank statements must be reviewed, and reconciliation completed with all pages signed by the Exchequer and Seneschal.
 - 7.1.2.3. Account ledgers for the quarter.
 - 7.1.2.4. Property and item inventory for the quarter (if applicable; inventories must be submitted at minimum annually)
 - 7.1.2.5. Any event reports that have occurred in the reporting quarter.
 - 7.1.2.6. Any expense receipts for the quarter that have not already been reported.
 - 7.1.2.7. Any deposit records for the quarter that have not already been reported.

8. Timeframes and Methods for Review and Revision of the Financial Policy

- 8.1. Any modifications or proposed changes shall follow those procedures outlined in Baronial Policy.
- 8.2. This document is superseded by:
 - 8.2.1. Kingdom Exchequer Policy
 - 8.2.2. Kingdom Financial Policy
 - 8.2.3. Kingdom Law
 - 8.2.4. Society Exchequer Policy
 - 8.2.5. Corpora
 - 8.2.6. State and Federal Law
- 8.3. This policy will be reviewed annually during the 1st quarter of the year. It also may be reviewed and/or revisions allowed to be submitted at any group monthly business meeting.
- 8.4. This policy will be submitted to the Kingdom Exchequer for final review and will become effective upon final approval of Kingdom Exchequer.

9. Methods for Controlling Cash Receipts

- 9.1. Cash receipts are income in any form of cash currency, check, or money order, of funds received for, in regard to, but not limited to:
 - 9.1.1. Event income of all types
 - 9.1.2. Money collected from advertised fund-raising endeavors
 - 9.1.3. Donations
 - 9.1.4. Money from the sale of goods purchased with baronial funds
 - 9.1.5. Newsletter sales and subscription income
- 9.2. Cash receipts of any type must be deposited into the group bank account no later than 14 calendar days after the receipt by an officer of the SCA. Undeposited

income of any type is prohibited from being used for refunds, reimbursements, or expenses.

- 9.3. Use of online credit card or electronic payment services is restricted to approval by the Society Chancellor of the Exchequer. As an SCA branch, the barony is not to use the personal credit card or electronic payment acceptance account of an individual or other business under any circumstances.
- 9.4. Event Gatekeeper / Troll / Reservationist
 - 9.4.1. The Head Gatekeeper / Troll / Reservationist shall be an adult (18 years or older) designated by the Event Steward of an event and approved by the Exchequer, and will be ultimately responsible for accounting for all funds that pass through the gate.
 - 9.4.2. The Head Gatekeeper / Troll / Reservationist shall be recognized as a temporary deputy of the office of the Baronial Exchequer.
 - 9.4.3. Adult (18 years or older) paid members of the SCA may assist or function as the Gatekeeper / Troll at an event. An adult (18 years or older) paid member of the SCA must always be present and in charge of Gate / Troll where SCA money is collected.
 - 9.4.4. Minors may assist at the Gate / Troll but are not allowed to handle any monies at any time.
 - 9.4.5. Site owners may observe the Gate / Troll operations, but the final responsibility for the funds collected in the name of the SCA must remain with an authorized, paid SCA member who is a designated representative of the office of the Baronial Exchequer.
 - 9.4.5.1. The representative of the office of the Baronial Exchequer may not have a financial or material interest in the ownership of the site itself.

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

- 10.1. Normal admission charges shall apply to all event attendees with the following exceptions:
 - 10.1.1. All current Royalty (Crown and Crown Heirs) and their minor dependents shall have all event and feast fees waived.
 - 10.1.2. Current sitting Dun Carraig Baronage shall have event and feast fees waived.
 - 10.1.3. Event Steward and Head cook shall have all event and feast fees waived.
 - 10.1.4. All minors (under 18 years of age) attending may have a reduced event fee. Feast fees may not be reduced.
 - 10.1.5. All children of the age of 5 years and under may have all event fees waived.
- 10.2. There will be a family cap for event site fees only, being capped at two adults and two children (age 17 and under). Feast fees must still be paid by all required (i.e., age 6 years and older).
- 10.3. Event Refunds

- 10.3.1. If a person has paid for a Dun Carraig event, but is unable to attend, they may request a refund, in writing, from the Barony within 5 days of the event completion. The Barony may, at its discretion, issue a full or partial refund. Such decisions will be made on a case-by-case basis, by a refund committee consisting of the Exchequer, the Seneschal, and the event Event Steward.
- 10.3.2. When determining whether to issue a refund, the refund committee will consider the following:
 - 10.3.2.1. What is the nature of the situation that caused a refund request? (Higher priority will be given when circumstances beyond a person's control prevent his or her attending the event or feast).
 - 10.3.2.2. Any/all refunds will be sent no later than 14 days after event report completion.
 - 10.3.2.3. All refunds shall be paid by check from the Barony's checking account.

11. Policy Regarding Asset Management and Control of Inventory

- 11.1. Items belonging to the barony, shall be stored, and maintained by an officer in the barony as covered in Baronial Policy.

12. Prohibited Activities

- 12.1. Raffles and online auctions are prohibited.
- 12.2. 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 barony must request approval through the Kingdom Seneschal and the Kingdom Exchequer who will contact their Society Superiors for instructions.
- 12.3. Purchase of alcoholic beverages with the exception of alcohol that is used for cooking.

13. Policy on Sales Tax

- 13.1. Not applicable in the Kingdom of Atlantia.

14. Special Purpose and Dedicated Funds

- 14.1. Not applicable