

Approved by Financial Committee (3/8/2022)
Approved by Kingdom Exchequer 03/29/2022

Financial Policy for Barony of Marinus; SCA, Inc.

1. Financial Committees

- a. The Financial Committee is composed of the Exchequer, Seneschal, and the assembled members of the Barony of Marinus during their monthly business meetings (known as MOOTs). Each assembled member can comment and vote on the financial issues proposed. A simple majority is needed to carry any issue requiring a vote. Financial Committee members must be paid members of the SCA.
- b. The Emergency Financial Committee consisting of the current Seneschal, the current Exchequer and a select Populace Member. This group has the onus of dealing with any emergency financial business that arises between MOOTs (Baronial Business Meetings). The Emergency Financial Committee members must be paid members of the SCA and cannot reside within the same household.
 - i. The duly invested Baronage of Marinus have a seat on the Emergency Financial Committee in a consulting capacity but have no vote on issues before the committee and cannot serve as the Populace Member.
 - ii. The Populace Member is to be chosen by a simple majority vote at a regularly scheduled business meeting of the Barony.
 - iii. The Emergency Financial Committee shall also include three alternate, non-voting members: the primary deputies to the Baronial Seneschal and Exchequer, and a third alternate to be chosen by the Populace Representative.
 - 1) When the primary member is unable to attend or cast their vote in a meeting of the Emergency Financial Committee, they may designate their alternate to act in their stead as proxy.
 - 2) At least one primary member must participate in all activities of the committee – the alternates alone shall not conduct the business of the committee.

2. Terms of Financial Committee Members.

- a. No terms are set for the Financial Committee as it is composed of all paid members of the SCA who attend the baronial business meeting.
- b. The Emergency Financial Committee members are set to the following terms:
 - i. The Baronial Seneschal and Baronial Exchequer are members for the duration of their applicable warrants.
 - ii. The Populace Member term shall be two years unless they resign or are relieved of their responsibilities.
 - 1) Multiple terms are permitted.
 - 2) The Populace Member may be removed by a vote of the financial committee.
 - 3) A Populace Member who does not communicate with the Seneschal or Exchequer for more than three months will be assumed to have resigned.

Commented [1]: Since Exchequer and Seneschal are required to be members of the financial committee (review your choices on the Financial Committee page of the quarterly report), you would have to specify terms here.

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- iii. The Alternatives for the Seneschal, Exchequer, and Populace Member shall serve at the whim of the member they represent.

3. Timeframes and Methods for Meetings.

- a. All normal day-to-day business of the Financial Committee may be conducted electronically or in-person.
- b. Standard Financial Committee meetings will occur during Baronial business meetings.
- c. Financial Committee meetings held during non-Baronial Business meetings may occur if agreed upon by the Financial Committee during a Baronial business meeting.
- d. The Baronial Exchequer shall chair all meetings of the financial committee and emergency financial committee. If absent, it will be chaired by the Baronial Seneschal.

4. Timeframes and Methods for Action Approval under Normal Circumstances

- a. Any member of the populace may propose an expenditure.
- b. The written purchase request must contain the modern name of the requestor, the date of the request, a description of the item(s), the cost of the item(s), and the reason for the purchase.
- c. It is recommended that the proposer consult with the Quartermaster to verify the need before proposing.
- d. If time allows, the proposer should ask the Seneschal to place the proposal on the business agenda.
- e. Approval of an action requires a simple majority by the financial committee at the upcoming business meeting.

5. Timeframes and Methods for Meeting and Approval in Emergencies

- a. The Emergency Financial Committee is only to meet and approve actions which cannot wait until the next business meeting.
- b. Any member of the Barony can propose an emergency financial action by writing to one of the three primary members with a request.
- c. Upon receiving the request, the primary member will schedule with the Emergency Financial Committee a meeting either online or in-person.
- d. The quorum for an Emergency Financial Committee meeting is two.
- e. Either the primary Seneschal or primary Exchequer must be present during an emergency financial committee meeting.
- f. If only two of the three voting members are present, both voting members must agree on the decision.

6. Reporting Schedule

- a. Reports are due in accordance with current SCA and Kingdom laws and policies. Currently:
 - i. 1st Quarter for period January 1 - March 31 due no later than April 30

Approved by Financial Committee (3/8/2022)
Approved by Kingdom Exchequer 03/29/2022

- ii. 2nd Quarter for period January 1 - June 30 due no later than July 31
- iii. 3rd Quarter for period January 1 - September 30 due no later than October 31
- iv. 4th Quarter/Doomsday for period - January 1 - December 31 due no later than January 31
- v. Non-Member Registration (NMR) reports and monies are due as required no later than 10 business days after the event closes.

7. Reporting Requirements for Branch Reports

- a. Reports shall be sent to the regional deputies and include the following to be complete:
 - i. PDF of the report, signed by the Baronial Exchequer and the Baronial Seneschal,
 - ii. Copies of the bank statements for each of the three months of the quarter, signed by the Seneschal
 - iii. Copies of any event reports and receipts from the quarter.
 - iv. Financial activity such as a journal or ledger
 - v. Other documents, in accordance with Kingdom policy

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

- a. The Financial Committee shall review the Financial Policy at a physical or online meeting annually and within 3 months of the appointment of a new Baronial Seneschal, Exchequer, or the Investiture of new Baronage.
- b. The Exchequer is responsible for reviewing the policy for compliance with all changes made to Society and Kingdom regulations. Any necessary modifications shall be drafted by the Exchequer and then brought to the Financial Committee to begin the approval process.
- c. The Baronage shall be notified of any changes prior to publication.
- d. Any member of the populace may propose a change to the Financial Policy by notifying in writing the Exchequer and Seneschal who will enter it as an item of business on the upcoming month's MOOT agenda.
- e. Approval of proposed policy changes shall require a simple majority vote by the Financial Committee.
- f. The Financial Policy will be made available on the Baronial website. The Exchequer shall maintain the original copy of the policy, which will be considered the binding document in the case of a dispute.

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, money from the sale of goods purchased with group funds, and newsletter sales and subscription income.

- a. 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 than these timeframes.

Approved by Financial Committee (3/8/2022)
Approved by Kingdom Exchequer 03/29/2022

Undeposited income of any type is not to be used for refunds, reimbursements or expenses.

- b. 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.
- c. 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.
- d. 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.
- e. 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 Exchequer.

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

- a. Event Budget
 - i. Members of the populace that desire to autocrat a Baronial Event must submit a proposed Event Budget to the Seneschal and Exchequer as part of their Event Bid. The Event Budget form is available from the Kingdom Exchequer's website.
 - ii. Event bid including the proposed budget must be approved by a simple majority vote by the Financial Committee.
 - iii. Event-related disbursements and / or reimbursements may not occur until after the event bid has been accepted by the Financial Committee.
- b. An event's budget can be modified by up to \$500.00 prior to the event commencement by members of the Emergency Financial Committee. Changes to the event's budget over \$500.00 must be approved by the Financial Committee.
- c. Gratis Attendees
 - i. The following individuals (paid members) shall be offered free registration to Marinus events:
 - 1) The autocrat of the event.
 - 2) The head cook of the event.
 - 3) The Baronage of Marinus.

Approved by Financial Committee (3/8/2022)
Approved by Kingdom Exchequer 03/29/2022

- 4) The King, Queen, Prince, Princess of Atlantia, and any visiting foreign royalty, plus one retainer each, so long as the Royal Party does not exceed a total of six comps.
- 5) Children 0 to 4 years old.
- 6) The Baronage of Tir-y-Don at Inter-Baronial Twelfth Night.
- ii. The following individuals shall be offered free feast at Marinus events:
 - 1) The autocrat of the event.
 - 2) The head cook of the event.
 - 3) The Baronage of Marinus.
 - 4) The King, Queen, Prince, Princess of Atlantia, and any visiting foreign royalty, plus one retainer each, so long as the Royal Party does not exceed a total of six comps.
 - 5) The Baronage of Tir-y-Don at Inter-Baronial Twelfth Night.
- iii. Any per/head fees required by the owner of the site shall be paid by the Barony only for the specific individuals mentioned above and only if they accept the offer of free registration to the event.
- d. Event Rates
 - i. Event attendees who are 18 years or older shall pay the full site registration.
 - ii. If the event allows for a reduced registration for children, then children between the ages of 5 and 17 inclusive shall be charged 1/2 of the full site registration rounded up to the next whole dollar amount.
 - iii. The autocrat of a Marinus event may set a "Family Cap" for event registration. The Baronial Seneschal and Exchequer must approve the family cap registration before the rate may be implemented or published.
 - iv. Any person taking a seat at feast, except those dining gratis, shall pay the full feast registration.
- e. Refund Policy
 - i. Pre-registered event attendees shall receive a refund for both the site and feast registrations (as applicable) provided that the refund request is received at least 24 hours prior to the start of the event by either the autocrat, the head gatekeeper, or the reservationist (if separate from the head gatekeeper).
 - ii. Pre-registered event attendees requesting a refund who used PayPal or other electronic forms of registering will receive a refund minus any fees incurred by the electronic registering service.
 - iii. Discretionary refunds may be given upon request of the autocrat and approved at the following MOOT by the financial committee, provided payments have been cleared and are in our bank account.
- f. Reporting for Baronial Events
 - i. Autocrats for Baronial Events must turn over the event profits, attendance sheets and all applicable receipts to the Baronial Exchequer within 5 working days from the closing date of the event.

Approved by Financial Committee (3/8/2022)
Approved by Kingdom Exchequer 03/29/2022

- ii. The original attendance sheets and any waivers that were collected shall be turned over to the Baronial Seneschal within 5 working days from the closing date of the event.
- iii. Following receipt of the items mentioned above, the Autocrats shall prepare the financial report for the event, ensure that it is reviewed and approved by the exchequer, autocrat and seneschal, and submit it according to Kingdom policy.

11. Policy Regarding Asset Management and Control of Inventory Including Trailer Policy

- a. Trailers.
 - 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 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.
 - 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. A deputy position to the Exchequer, the Quartermaster, is established to oversee the control of all property owned by the Barony.
 - i. The Quartermaster shall maintain a running inventory of all property owned by the Barony and will be the primary custodian for the Baronial Storage Unit.
 - ii. The Quartermaster shall conduct a complete physical inventory of all property belonging to the Barony annually. A copy of the results of this inventory shall be provided to the Baronial Seneschal and Baronial Exchequer no later than the 31st of December every year.
 - iii. Items may be taken out of Baronial property (thrown away) with permission from at least two of the following officers: Exchequer, Seneschal, Quartermaster,

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MOAS, Knight Marshal, Chatelaine, MoL, Herald. The Quartermaster must be informed of the action and given a list of what has been disposed of.

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.

13. Policy on Sales Tax

Not Required.

14. Special Purpose and Dedicated Funds

- a. Internal Accounting Structure (Ledger Accounts)
 - i. Unallocated Funds – 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 unallocated funds.
 - ii. Permanent funds may be established consistent with policy.
 - iii. 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. Any funds remaining after the expiration of the time limit will revert to Unallocated Funds. Temporary funds for events and fundraisers will be created as needed.
- b. Income
 - i. Designation of Direct Contributions
 - 1) Donors may designate a specific purpose consistent with SCA policy for the funds that they donate to the Barony.
 - ii. Designation of Fundraising Proceeds
 - 1) All specified fundraisers will have a stated purpose, and any funds collected through those fundraisers will be deposited into the designated fund.
 - 2) Should the purpose of a fundraiser no longer exist, or should excess funds be collected, remaining funds will be transferred to Unallocated Funds. This shall be listed/stated as the secondary purpose for all fundraising
- c. Disbursements
 - i. Controls
 - 1) Advance Payments
 - a) Advance payments may be made for any proposed expense with approval of the Financial Committee or the Emergency Financial Committee.

Approved by Financial Committee (3/8/2022)
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- b) Advances may only be for a specific item or accounting category, e.g., office supplies, food for feast. If required, multiple advances can be written, but no general advances will be approved.
- c) Receipts or repayment must be provided to cover the total amount disbursed within 30 days of the purchase of the item.
- 2) Ceiling on expenditure approval
 - a) Expenditures up to \$300.00 may be approved by the Emergency Financial Committee.
 - b) Expenditures exceeding \$300.00 must be brought to the Financial Committee for approval.
- 3) Reports to the Populace. The Baronial Exchequer, or their designated representative, shall report to the populace all expenditures approved by the Emergency Financial Committee at the first Financial Committee Meeting following the approval of the expenditure.
- 4) Event-related Expenses:
 - a) Reimbursements may be disbursed for event-related expenses, not to exceed the amount outlined in the current approved Event Budget.
 - b) Receipts or repayment for advance payments must be provided to the Baronial Exchequer within 5 working days from the closing date of the event.
 - c) All event-related costs shall be disbursed from the designated temporary event fund.
- 5) Officer Reimbursements: Officers may be reimbursed for office-related expenses with the approval of the MOOT.
- 6) Storage Unit Rental: The rental fee for the Baronial storage unit shall be paid from the Unallocated Fund at least one month in advance but not more than one year in advance.
- 7) Web Hosting: All web hosting-related fees for the Baronial website shall be paid from the Unallocated Fund.

15. Any additional policies desired by the Kingdom Financial Committee

- a. Annual Operating Budget
 - i. Exchequer will prepare an annual operating budget for recurring expenses to be paid from the Unallocated Fund.
 - ii. Annual Operating Budget will be approved at the December MOOT by the Financial Committee for the coming January – December. If not approved at the December MOOT, it should be approved as soon thereafter as feasibly possible.

This Policy is superseded in order by: Kingdom Exchequer Policy, Kingdom Financial Policy, Kingdom Law, Society Exchequer Policy, Society Branch Financial Policy, Corpora, State, and Federal Law.

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Cindy Madison	Megan Marmottin	Robert Day
Lucina of Southampton	Ilhuicacihuatl de Xochimilco	Otto von Schwartzkatz
Exchequer	Seneschal	Populace Representative

Gregory Lemich	Jennifer Lemich
Paganus Akritas	Delecta D'Averno
Baron and Baroness of Marinus	

Draft by Paganus 12/15/20, updated by Lucina 1/12/2022