

Barony of Storvik Financial Policy

Preamble

This document is established to provide financial policies and controls for the Barony of Storvik in accordance with the laws of the land, regulations of the Society of Creative Anachronism, and the Kingdom of Atlantia. It shall serve as the Barony of Storvik's operational protocol for financial matters. These policies will ensure our compliance with regulations pertaining to our tax-exempt status and maintain the continuity of our administrative functions in support of our event-related activities.

The Barony of Storvik is a Barony in the Kingdom of Atlantia of the Society for Creative Anachronism that includes the District of Columbia, Prince Georges County, and a portion of Montgomery County residing within the Washington Beltway.

This document is superseded by: Kingdom Exchequer Policy, Kingdom Law, Society Financial Policy, Corpora, State and Federal Law.

1. Composition of the Financial Committee
 - 1.1. The Financial Committee consists of the Seneschal, Exchequer, and the voting populace in attendance at the meeting.
 - 1.1.1. Voting populace is defined as those who have an active membership in the SCA.
2. Terms of Financial Committee meetings
 - 2.1. The elected members serve for the duration of their elected term, whereas the voting populace are members for the duration of the meeting.
3. Timeframes and methods for meetings
 - 3.1. The Barony meeting date, time, and location shall be publicized on the website, social media, and/or in the newsletter monthly.
4. Timeframes and methods for action approval under normal circumstances
 - 4.1. The Financial Committee is responsible for allocation of funds, approval of event budgets, approval of Baronial Budget, reimbursements, and advance notice for purchases.
 - 4.2. Members of the Financial Committee shall have one vote and recuse themselves from voting on any financial decisions in which there is a conflict of interest or appearance of impropriety.
 - 4.3. All Financial Committee votes, to approve or disapprove decisions, require 2/3 majority. Abstainers are not counted towards the total votes.
 - 4.4. Any Officer of the Barony can require a vote be postponed for one business meeting.
 - 4.4.1. Any further postponements require a Financial committee official vote.
5. Timeframes and methods for meeting and approval in Emergencies
 - 5.1. In cases of emergency, a separate committee can be formed of the following three members, called the Emergency Financial Committee:
 - 5.1.1. Exchequer
 - 5.1.2. Seneschal

- 5.1.3. The Baronage or another warranted officer of the Barony who does not share the same address and are not immediately related to the Exchequer or Seneschal or the requestor.
 - 5.2. The Committee will meet to approve emergency expenses, as defined as any financial transaction which, if not entered into, would cause the group harm or which must be concluded before the normal procedure for that type of expense can be enacted.
 - 5.3. Spending approval is permitted up to \$1000 unless the spending is for a site fee. Spending approval is permitted up to \$2000 for a site fee.
 - 5.4. The Emergency Financial Committee may meet at any time any member of the Committee deems, as defined above, it necessary in person, over the telephone, or by electronic means to conduct business. Any actions taken will be reported to the populace no later than the next business meeting for inclusion in normal minutes.
 - 5.5. Members of the Emergency Financial Committee shall have one vote and recuse themselves from voting on any financial decisions in which there is a conflict of interest or appearance of impropriety. When a member of the Emergency Financial Committee recuses themselves from voting, another warranted officer must replace them for the vote.
 - 5.6. The vote of the Emergency Financial Committee must be unanimous.
6. Reporting Schedule for Braches
 - 6.1. Event reports must be done no later than two weeks after the event to allow for their inclusion in Exchequer Quarterly reports. Event reports must include all receipts for event expenditure, including receipts to be reimbursed. The Autocrat and the Exchequer will work together to complete the report.
 - 6.2. The event financial report shall be presented by the Autocrat or the Exchequer to the populace at the first regular business meeting of the group after the books have been closed.
7. Reporting requirements
 - 7.1. All reports should use standard Society and/ or Kingdom reporting templates.
8. Timeframes and methods for review and revision of the financial policy
 - 8.1. The Financial Policy will be reviewed annually by the Financial Committee.
 - 8.2. Proposed changes will be published in the next newsletter and voted on at the following Baronial Meeting. (This excludes Society/ Kingdom mandated changes.)
9. Methods for controlling cash receipts
 - 9.1. Same as Kingdom
10. Policies regarding event admission charges, refunds, or complimentary passes.
 - 10.1. Waiving event fees:
 - 10.1.1. The barony will waive the fees for the following event attendance: King, Queen, Prince, Princess, and Storvik Baronage.
 - 10.1.2. To waive the fees of additional attendees, the Barony must include a list of those approved for waived fees in the budget or be approved by the Financial Committee with justification/ documentation for the additional names/ titles to be added to the event budget.
 - 10.1.2.1. Possible other attendees include, but are not limited to, Autocrat, head cook, Gate, specific teacher volunteering for core event activity, etc.
 - 10.1.2.2. Per Society policy, non-members may not receive complimentary passes. However contractual obligations may be exempted on a case-by-case basis.

An example would be an outside expert hired to offer classes. This is tracked in expenses as Fees and Honoraria.

10.2. Refunds

10.2.1. All refund requests received in writing (including e-mail) by the Exchequer or autocrat no later than 5 days after the event will be considered.

10.2.1.1. Refund requests made before the event will be honored after the event and gate shows that person(s) was a no show.

10.2.1.2. Requests made after the event will be determined on a case-by-case basis by the Autocrat and the Exchequer.

10.2.2. All refunds shall be paid by check from the Barony's checking account. Checks will be issued no later than 60 days from the end of the event.

10.2.3. No refund shall be issued until the event books have been closed and/ or all reservation checks have cleared or come back as Not Sufficient Funds.

10.2.4. All refund checks not cleared within 120 days of issuance will be considered a donation to the General Fund

10.3. General Event Operating Procedure

10.3.1. An itemized event budget shall be presented for review and approval by the Financial Committees at a Barony meeting at least three months prior to the event date and before any expenditure for the event is made.

10.3.1.1. The Financial Committee may vote to waive this provision under exceptional circumstances. (Example: The Barony is asked to host a Kingdom event in less than three months.)

10.3.1.2. The Financial Committee may approve site reservation fees before an event budget has been presented

10.3.1.3. Any amendments to the budget are required to be voted on by the financial committee.

10.3.2. The Seneschal will cancel the event if the final event budget has not been approved by one month before the event date.

10.3.3. The Seneschal will cancel the event if an autocrat has not been found by two months before the event date.

10.3.4. No money shall be removed from the event cash box except as change for funds received.

10.3.5. The Exchequer will provide a check for starter money for the cash box to the autocrat or head gate after receiving a completed Cash Advance Request Form (located on the Kingdom webpage). Personal money may not be used for the cash box.

10.3.6. Reservations will be handled by the Event Reservationist, who will provide the Autocrat and Head Gate with a copy of the event pre-registration list prior to the event start.

10.3.7. The Head Gate and Exchequer are responsible for reconciling the gate before leaving site. Reconciliation includes balancing the cash box to gate sheets and reconciliation of non-member waivers to non-member registration fees collected.

10.3.8. If the Exchequer is not present or available, the Autocrat or other designated officer may complete this reconciliation.

10.3.9. Receipts for event expenditures must be turned in to the autocrat within 7 days of the end of the event.

- 10.3.10. Any advanced money not supported by a receipt must be returned within 7 days of the end of the event.
- 11. Policy regarding asset management and control of inventory including trailer policy
 - 11.1. TRAILERS: Not applicable to this group
 - 11.2. Baronial Property
 - 11.2.1. Baronial Property is defined as individual items, Barony constructed items, or item sets valued at over \$100 to replace.
 - 11.2.2. All Baronial property shall be tracked and a record kept of their location.
 - 11.2.2.1. Locations of property include the following:
 - 11.2.2.1.1. Practice Rental site – Contract for site, renewed yearly in December/ January timeframe and lasting for the calendar year, includes rental of a locked storage closet. Currently at St Andrew’s Episcopal Church 4512 College Ave, College Park, MD 20740
 - 11.2.2.1.2. Baronial Storage Shed – The Barony has a locked storage shed on Thomas Sundin property, located at address 10910 Old Indian Head Rd, Cheltenham, MD 20623.
 - 11.2.2.1.3. Current Storvik Landed Baronage’s House –Coronets and Baronial property valued over \$1000.
 - 11.2.2.1.4. Chatelaine’s Residence or their designee – newcomer gear.
 - 11.2.2.1.5. Baronial storage shed rental at Ft. Knox Storage in Upper Marlboro, MD – List fence and water coolers.
 - 11.2.2.1.5.1. Security at this facility is handled via two codes: a gate code required for entry into the facility, and a padlock code required to enter the storage unit. The Seneschal, Exchequer, and Quartermaster shall have access to the codes.
 - 11.2.2.1.5.2. The Quartermaster shall be told when items are added to, or removed from, the storage unit.
 - 11.2.2.1.5.3. The Seneschal, Exchequer, and Quartermaster may provide both the gate code and the padlock code to third parties to facilitate moving items in and out of storage.
 - 11.2.2.1.5.4. After a third party has been provided the codes, the padlock code shall be changed afterwards within a reasonable amount of time.
 - 11.2.2.2. All property must be at a SCA member’s location or have a contract in place for its storage.
 - 11.2.3. Baronial officers, with approval of the Exchequer, may dispose of damaged or excess Baronial property.
 - 11.2.4. If Baronial property valued over \$1,000 cannot be stored at the home of the Baronage it is to be stored at another accessible location either in a locked storage unit or at a member’s property.
 - 11.3. Borrowing Baronial Property
 - 11.3.1. Baronial members using baronial property for baronial events and activities does not constitute borrowing property.
 - 11.3.2. Any individual borrowing Baronial property must sign for all items borrowed and assumes the responsibility for the condition and safe return of those items.

11.3.2.1. Any borrowed Baronial property lost or damaged due to misuse will be replaced by the borrower and at their cost, within a negotiated time frame set by the Financial Committee.

11.3.3. All Baronial property borrowed must be returned within 14 days of its intended use unless prior arrangement is made with the Exchequer or Seneschal of the Barony.

12. Prohibited Activities

12.1. Same as Kingdom.

13. Policy on sales tax

13.1. Not required in the Kingdom of Atlantia

14. Special Purpose and Dedicated Funds

14.1. Funds will be established to raise money for significant, one-time expenditures on a case-by-case basis. No fund will be used for an ongoing expense.

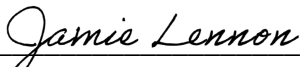
14.2. Additional Funds may be created by vote of the populace at a Barony meeting. All Funds will have an expiration date of 6 months at the time of creation or unless another specific date is voted upon by the Financial Committee.

14.3. All fundraising for a specific Fund must be used for that Fund as long as it is in existence. The purpose of the fundraiser must be prominently displayed and/ or vocalized.

14.4. All money from disbanded Funds will revert to the General Fund.


Date approved: 1/19/25

Storvik Seneschal (legal name): Jamie Lennon



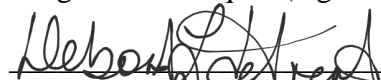
(Signature)

Storvik Exchequer (legal name): Elizabeth Churchill



(Signature)

Kingdom Exchequer (legal name): Deborah deTreville



(Signature)