**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 the Kingdom of Atlantia. It shall serve as the Barony of Storvik’s operational protocol for financial matters.

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. We consider members of the Barony to be those members who actively participate in the operation of the Barony without regard to Baronial territorial boundary.

1. **This Document**
   1. The Financial Policy for the Barony of Storvik is established in order to provide adequate control of the financial transactions of the Barony. 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.
   2. In this document, populace refers to those attending the appropriate Barony meeting who are paid members of SCA, Inc. Only members of the SCA may vote in financial matters or be members of the Financial Committee.
   3. This document shall be accepted by a 2/3 majority vote of the populace of the group and replace all previous financial policies and may be amended or replaced by a 2/3 majority vote of the group.
   4. This document is superseded by: Kingdom Exchequer Policy, Kingdom Financial Policy, Kingdom Law, Society Exchequer Policy, Corpora, State and Federal Law.
2. **The Chancellor of the Exchequer**
   1. The Exchequer shall maintain a checking account with appropriate signature cards for the group, file all quarterly and event reports as required by Kingdom and Society law and policy, enforce and maintain the group’s financial policy, serve as chairperson of the group’s Financial Committee, and hold primary responsibility for coordinating with other members of the Financial Committee and communicating the committee’s actions with the populace.
   2. The Exchequer shall, upon request, provide access to the group’s financial reports and books to any member of the group, shall report the group's current financial status at each business meeting, and shall provide a summary of the annual Domesday report to the Chronicler for publication in the February Drekkar (newsletter).
   3. The Exchequer shall pursue any NSF checks received by the group according to the policy outlined in the Society Exchequer’s Handbook. The Exchequer shall inform the Kingdom Exchequer of the specific details of the presentment and dishonor of the check.
3. **Financial Committee**
   1. The group Financial Committee shall consist of the Baronial officers and any other local Barony members who are Baronial checking account signatories. Each member of the Financial Committee must be a paid member of the Society for Creative Anachronism, Inc. and be at least 18 years of age. The Exchequer and Seneschal, as the legal representatives of the local branch, must approve all expenditures voted on by the Financial Committee except as noted in 3.2.
   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.
   3. Proposed expenditures shall be reviewed and voted upon by the populace at Barony meetings. Between meetings, a minimum of the Seneschal and the Exchequer may authorize any expenditure totaling up to $50.
      1. The Barony meeting shall be publicized on the website and in the newsletter at least one month prior.
      2. Member status shall be confirmed for votes on financial matters by each member of the populace in attendance at the meeting signing in with name, member number and expiration date.
   4. The Financial Committee may authorize EMERGENCY expenditures totaling no more than 75% of the group’s unallocated funds. .
      1. “Emergencies” shall be considered those expenditures which, if they were not made, would cause a reasonable chance of event failure, would bring the local branch into conflict with SCA or Kingdom policy, or would cause the local branch to be in violation of a mundane law. Any changes to the event budget within one month of the event falls under the “Emergency” financial committee.
      2. This Committee shall consist of the Exchequer, the Seneschal, and a third officer whose position rotates on an annual basis each January. The rotation shall be Knight Marshal, Minister of Arts and Sciences, Chatelaine, Herald, Minster of the Lists, Chronicler, and Web Minister. Each member of the Emergency Financial Committee must be a paid member of the Society for Creative Anachronism, Inc., be at least 18 years of age, and possess a valid warrant for their office.
      3. Members of the Emergency Financial Committee shall have one vote. Should a member recuse himself/herself from a vote in which there is a conflict of interest or appearance of impropriety, the Deputy Exchequer shall cast the third vote.
      4. 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. Meeting of this Emergency Financial Committee may be in person, over the phone, or via email.
      6. The Emergency Financial committee meeting must be documented and submitted at the next Baronial business meeting.
   5. The Committee shall report all of its activity to the populace at the next regularly scheduled meeting.
4. **Events**
   1. An itemized event budget shall be presented for review and approval by the populace at a Barony meeting at least three months prior to the event date and before any expenditure for the event is made and before the event flyer has been published. The Barony may vote to waive this provision under exceptional circumstances. (Example: The Barony is asked to host a Kingdom event in less than three months.)
      1. The budget may include provisions to waive gate and feast fees for sitting Monarchs, Their Heirs, and the event’s Head Cook.
      2. The budget may include provisions to waive gate fees for the event’s Autocrat and Head Troll.
      3. The Seneschal will cancel the event if the final event budget has not been approved by one month before the event date.
      4. The Seneschal will cancel the event if an autocrat has not been found by two months before the event date.
      5. The populace must authorize any amended budget or expenditure in excess of the approved budget, excluding feast costs.
         1. An amended itemized event budget shall be presented for review and approval by the populace at a Barony meeting
      6. Feast expenses shall always be an expenditure considered separate from the rest of the event budget.
   2. Event reservations and check-in (troll) policies:
      1. No checks shall ever be photocopied but must be deposited in a timely manner, per Kingdom Policy.
      2. No money shall be removed from the event cash box except as change for funds received.
      3. The Exchequer will provide a check for starter money for the cash box to the autocrat or head troll no less than 7 days before the start of the event. Personal money may not be used for the cash box.
      4. The Exchequer may not serve as an autocrat or deputy autocrat for any Barony sponsored events.
      5. Reservations will be handled by the Baronial reservationist, who will provide the autocrat and head gate steward (troll) with a copy of the event pre-registration list no less than 24 hours prior to the event start.
      6. The head gate steward and autocrat are responsible for reconciling the gate no more than 48 hours after the gate closes.
      7. Gate fees taken shall be deposited into the group’s checking account no later than 48 hours after the event closes. Deposits shall be made in person, not via automatic teller machine or overnight deposit drop. Receipts for the deposit must be kept with the event financial report.
   3. Refund policies:
      1. All refund requests received in writing (including e-mail) by the Exchequer no later than seven days after the event will be considered.
      2. Refund requests made before the event will be honored. Requests made after the event will be determined on a case-by-case basis by the populace at a Barony meeting.
      3. All refunds shall be paid by check from the group’s checking account. Checks will be issued no later than 60 days from the end of the event.
      4. No refund shall be issued until the event books have been closed and all reservation checks have cleared or come back as Not Sufficient Funds.
      5. Refund request for feast shall not be honored.
   4. Receipts for event expenditures must be turned in to the autocrat within 7 days of the end of the event.
      1. Any advanced money not supported by a receipt must be returned within 7 days of the end of the event.
5. **Event Reports** 
   1. Preparing Event Reports is the responsibility of the Autocrat.
   2. They should be turned over to the Exchequer 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 expenditures, including receipts to be reimbursed.
   3. Autocrats who are having trouble with balancing or understanding the reports are encouraged to contact the Exchequer before this deadline.
   4. Reporting for Kingdom level events hosted by the Barony may be different. Please refer to Kingdom Policy
   5. 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 event books have been closed.
   6. The autocrat will provide, with the final event budget, the names of any people they want to compensate for site fees, besides those specifically allowed by Kingdom Policy. Anyone seated at feast, whose age group is covered by feast fees, must pay for feast unless compensated by the autocrat or Kingdom Policy.
6. **Baronial Property** 
   1. A deputy position to the Exchequer (the Quartermaster) is established to oversee the control of all property owned by the Barony.
   2. There shall be, at any given time, only four keys to the Baronial storage unit. They should be distributed to the Seneschal, Exchequer, Quartermaster and Baronage.
   3. Any damage to Baronial property during normal use shall be reported to the Exchequer within 7 days of the incident.
   4. Durable goods and non-perishable supplies or expensed items purchased for use at Events are to be returned to the Quartermaster to be included in the Baronial Inventory.
   5. The Quartermaster may destroy or dispose of any expensed items that cannot be stored in the unit without spoilage, attracting vermin or causing damage to other items at his/her discretion.
   6. The Quartermaster will report to the Exchequer any items not returned within the allotted time, as well as any items discarded or damaged after use.
   7. The Quartermaster shall conduct a complete physical inventory of all property belonging to the Barony of Storvik annually and provide a copy to the Exchequer. In person inventory shall include Quartermaster, Exchequer and Seneschal.
   8. It is recommended that Baronial regalia be stored at the home of the Baronage and covered by their homeowners or renters insurance by establishing an annual rent of the Baronial regalia of $1 per term.
7. **Borrowing Baronial Property** 
   1. Baronial Property may only be borrowed for uses which are in line with the purposes of the SCA. Seneschal, Exchequer and Quartermaster must all give their approval for any such request.
   2. Anyone wishing to borrow Baronial Property must contact the Quartermaster at least 10 days in advance so arrangements can be made for acquisition of the item. He/She must be contacted via quartermaster via email and NOT Facebook or other social media.
   3. Any individual borrowing Baronial property must sign for all items borrowed and assumes the responsibility for the condition and safe return of those items to the Quartermaster.
   4. All Baronial property borrowed must be returned within 14 days of its intended use.
   5. 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 Committee.
   6. At their discretion, the Seneschal, Exchequer or Quartermaster may specify conditions of use, such as having a trusted contact person in charge of set up and tear down of equipment.
8. **Funds**
   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.
   2. Additional Funds may be created by vote of the populace at a Barony meeting. All Funds last until the populace decides to close them.
   3. All fundraising for a specific Fund must be used for that Fund as long as it is in existence. The following language must be prominently displayed at all fundraising activities dedicated to a specific Baronial Fund: “remaining proceeds will be used by the general fund to cover the costs of baronial activities.”
   4. All money from disbanded Funds will revert to the General Fund.

Date approved: 21 June 2015

Seneschal: Lea Ann Alonso

(legal name)

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(signature)

Exchequer: Dawn Hutchings

(legal name)

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