

Barony of Starkhafn Financial Policy

These policies are in addition to the Society for Creative Anachronism and the Kingdom of Caid financial policies or any modern (Local, State or Federal) laws that may apply. In all cases modern law takes precedence, followed by the SCA, Inc. and then the Kingdom of Caid policies.

I. BARONIAL FINANCIAL COMMITTEE

The Baronial Financial Committee shall consist of the Baron, the Baroness, the Baronial Seneschal, the Baronial Exchequer and the Baronial Heirs (the Reeves) when applicable. The Seneschal and the Exchequer shall each have one vote. The Baron and Baroness shall have a composite vote. The Reeves shall have a composite vote. The Financial Committee may add other members as chosen by the Financial Committee, provided the total number remains uneven for the purposes of voting; these members shall have one vote each. The Financial Committee shall meet (in person or virtually) once a month and may converse and vote as necessary via email or recording if meeting virtual. Records of these meetings shall be kept by the Baronial Exchequer.

A. Account Signatories

1. Members listed as signatories on the Baronial account shall include a Kingdom representative, the Baronial Exchequer, the Baronial Seneschal and others as agreed upon by the Financial Committee.
2. A signer does not need to be a part of the Financial Committee but must be a paid member of the Society.

B. Members-at-Large

1. Members-at-Large are defined as members of the populace that have volunteered and/or been selected to serve on the Starkhafn Financial Committee.
2. Their term of service shall be one calendar year; starting on 1 January and ending 31 December of the same year.
3. Members of the populace who wish to serve on the Financial Committee shall:
 - a. be paid members of the Society, with their membership to continue during the course of their service on the Financial Committee.
 - b. contact the Seneschal and/or the Baron and Baroness to submit their name for consideration.
4. The Financial Committee will vote to approve or disapprove the candidate and announce the new Members-at-Large by Yule (in December).

II. BUDGETS AND EXPENDITURES

A. General Expenses

1. All expenses paid by the Barony must be pre-approved by the Financial Committee.
2. In most cases (e.g. not contractors) expenses paid will be on a reimbursement basis only. All requests require a request form to be submitted, and will be approved by the Financial Committee on a case by case basis.
3. No expenses will be reimbursed without prior approval of the Financial Committee.
4. No expenses will be reimbursed to anyone with an outstanding advance.
5. All receipts for reimbursement must be turned in within 14 calendar days of the date of the expense or within 14 calendar days after the event which incurred the expense. Receipts turned in after the deadline shall be considered a donation. Requests may be

made to the Financial Committee for reconsideration. Approval may (on a case by case basis) only be granted by the Financial Committee.

6. Any request for reimbursement must be approved by the Financial Committee. Approvals for any request over \$200.00 will be brought before the Baronial Officers. Requests over \$500.00 will be brought before the Baronial Officers and the Populace and will need a unanimous decision by the Financial Committee to be approved.

B. Budgets for Events

1. No funds, unless pre-approved by the Financial Committee, will be spent on an event without an approved event budget.
2. A draft of an Event Budget needs to be turned in to the Financial Committee to bid on an event.
3. A formal Event Budget needs to be turned in within 1 month of being awarded an event.
4. Any expense that goes over the budget by \$25 or more is subject to review by the Financial Committee.
5. A check for the Non-Member Service Charge (NMS) will be written at the end of the event and mailed to Kingdom Exchequer by either the Baronial Exchequer or the Baronial Seneschal, to arrive to Kingdom Exchequer within 10 business days.

III. 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.
 1. Cash receipts of any type totaling more than \$50 must be deposited in the appropriate account no later than 14 calendar days after the receipt by an officer of the SCA. Cash Caid Financial Policy Amended January 9, 2021 Page 5 of 11 receipts of any type less than this limit must be deposited in the appropriate account no later than 30 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. Undeposited income of any type is not to be used for refunds, reimbursements or expenses.
 2. 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.

IV. GATE POLICY

A. Funds for Gate

1. All starter funds for Gate shall be obtained by the Baronial Exchequer or appointed deputy and be made available to Gate the day of the event.
2. All funds for gate shall be counted and confirmed by the Exchequer or appointed deputy and the person opening gate for the event.
3. The starter funds count shall be documented in the Event Cash Chain of Custody form, signed by the Exchequer or appointed deputy and the Event Steward, then added to the Gate cash box.
4. All funds shall be counted at the close of Gate by the designated person in charge of Gate, the Exchequer or appointed deputy and the Event Steward. The amounts shall be

documented in the Event Cash Chain of Custody form, then signed by the Exchequer or appointed deputy and the Event Steward prior to leaving the Gate site.

5. All Event funds must be deposited no later than 14 calendar days following the close of the Event.
6. The starter funds will be subtracted from the event income. This amount will be noted on the post-event Financial Report, but will not be included as income for the event.

B. Persons running Gate

1. One paid adult member of the SCA will be in charge of Gate.
 - a. There may be more than one person working Gate, with one designated person in charge.
2. All persons working Gate must be over 18, paid members, and have preapproval of the Exchequer to work Gate.
 - a. Absolutely NO minors behind the Gate area.
 - b. No one who is not preapproved to work Gate should be behind the Gate area.
3. 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.

C. Complimentary registration (“Comps”), I.O.U.’s

1. No comps are to be given unless approved by the Financial Committee prior to the event.
 - a. A list of comps should be provided to Gate.
 - b. Royalty will receive complimentary admission to all events but may pay event fees at their own discretion. Royalty is defined as: SCA Kingdom Crowns and Heirs, and Caid Financial Policy Amended January 9, 2021 Page 6 of 11 Crown Principality’s Prince and Princess.
 - c. Representatives of the Crown (to include Their Royal Majesties, Their Royal Highnesses, Landed (Sitting) Barons and Baronesses, Greater Kingdom offices of Seneschal, Exchequer or Marshal, Baronial Offices of Seneschal or Exchequer may vouch for event entrants in lieu of the entrants’ blue membership card.
 - d. Per Society Financial Policy - Complimentary Passes may only be offered to PAID members of the SCA whose membership is active through the end of the event.
 - e. Unused comps are forfeited and may not be re-allocated.
2. No I.O.U.’s are to be given.

V. REFUND POLICY

- A. Requests for event registration refunds must be requested 2 weeks prior to the event.
- B. Refund requests made after the 2 week deadline are subject to approval by the Financial Committee.
- C. Absolutely NO refunds will be given at Gate.

VI. TIMEFRAMES AND METHODS FOR REVIEW AND REVISION OF THE FINANCIAL POLICY

- A. This policy must be reviewed by the Starkhafn Financial Committee at least once every two years or upon a change of Baronial Exchequer officer or published changes to either Kingdom or Society Financial Policy.

- B. Any policy changes must be agreed to by the Starkhafn Financial Committee, approved by the Kingdom Exchequer when needed, and will go into effect immediately once approved.
- C. This policy is supplemental to the Kingdom and Society Financial Policies, and in all cases those policies take precedence.

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