

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, and the Baronial Exchequer. The Seneschal and the Exchequer shall each have one vote. The Baron and Baroness shall have a composite vote. The Financial Committee may add other members as chosen by the Financial Committee, provided the total number remain uneven for the purposes of voting; these members shall have one vote each. The Financial Committee shall meet in person once a month and may converse and vote as necessary via email. 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 in November.

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. GATE POLICY

A. Money for Gate

1. All funds for gate shall be counted by the Exchequer or appointed deputy prior to transferring money to Gate.
2. Once money is given to Gate it shall be recounted by the designated person in charge of Gate.
3. All money shall be counted at the close of Gate by the designated person in charge of Gate and recounted by the Exchequer or appointed deputy prior to leaving the Gate site.
4. Money collected from Gate shall be deposited by the Exchequer or an appointed deputy within 5 business days.

B. Persons running Gate

1. One person 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.

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. 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.

2. No I.O.U.'s are to be given.

IV. 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.

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