

Financial Policy for

Barony of Skraeling Althing

1. Composition of the Financial Committee.
 - a. The Financial Committee shall consist of the seneschal, the exchequer, and all other voting members of the Baronial Council (as defined in Baronial By-Law 6.1) at the meeting.
 - b. Quorum for the Financial Committee shall consist of the seneschal, the exchequer and two (2) other voting members of the Baronial Council.
2. Terms of Financial Committee members.
 - a. The officers of the Financial Committee shall serve for as long as they remain warranted and in office.
3. Timeframes and methods for meetings.
 - a. Meetings shall be held in person or by an electronic means where the identity of the person voting can be confirmed.
 - b. Meetings of the Financial Committee shall take place as a part of Baronial Council meetings as required.
4. Timeframes and methods for action approval under normal circumstances.
 - a. All decisions by the Financial Committee are by majority vote.
 - b. Ties shall be decided by the Baron and Baroness, who together shall have one vote on tied subjects only.
 - c. Notice of a meeting of the Financial Committee shall be provided at least one week in advance.
 - d. The results of any votes or actions by the Financial Committee shall be reported in the minutes of the Baronial Council meeting at which they occurred.
5. Timeframes and methods for meeting and approval in emergencies.
 - a. In the case of an emergency, disbursements must be authorized by the Baronial Couple, the Baronial Seneschal, and the Baronial Exchequer.
 - b. All emergency disbursements must be ratified by the Finance Committee at the first available opportunity.
6. Reporting Schedule for Branches
 - a. Financial reporting to Kingdom shall take place as described in the Kingdom Financial Policy.
 - b. The Baronial Exchequer will provide a financial report at all Baronial Council Meetings. This report will consist of the current balance of the General Fund, the current balance of all special purpose funds, and any other matters of significance. This report shall be published in the minutes of the Baronial Council Meeting at which it was delivered.
7. Reporting requirements for branch reports.

Reports should include the following documents:

- a. Financial activity such as a journal or ledger,

- b. A current list of variances in effect,
 - c. Bank statements for all accounts for the quarter.
8. Timeframes and methods for review and revision of the financial policy.
 - a. This policy will be reviewed annually, and will be revised, as needed, to remain in compliance with Kingdom and Society financial policies.
 - b. Revisions must be by unanimous consent of the Financial Committee.
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. A. 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 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.
 - b. Undeposited income of any type is not to be used for refunds, reimbursements or expenses.
 - c. 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.
 - d. 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.
 - e. 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.
10. Policies regarding event admission charges, refunds, or complimentary passes.
 - a. The Kingdom Royals, Their Heirs, and the Skraeling Althing Baronial Couple will receive complimentary admission, feast (if there is one), and lunch (if there is one) for all events within the Barony.
11. Policy regarding asset management and control of inventory including trailer policy
 - a. Baronial property is administered by the Financial Committee.
 - b. Baronial property and files checked out to an Officer, Champion, or other individual, must be accounted for at the end of the term for that Officer, Champion or individual.
 - c. All Baronial property shall be inventoried at the investiture of a new Baronial couple, or upon the step up of a Baronial Vicar.

- d. Reports of damage to, or loss of, Baronial property should be made to the Baronial Council as soon as discovered and reported in the minutes of the next Baronial Council meeting.
- e. 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.

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

- a. The Barony shall adhere to all applicable policies and procedures regarding sales tax in the province of Ontario.

14. Special Purpose and Dedicated Funds

- a. General Fund
 - i. Any funds raised in the name of the Barony for which a fund has not been specified will be deposited into the Baronial General Fund.
- b. At the discretion of the Baronial Exchequer, with the approval of the Financial Committee, any special purpose or dedicated fund that the Exchequer determines to have become dormant can be reverted to the General Fund.
- c. Any special purpose or dedicated fund with no activity for five (5) years may be considered dormant.

d. Baronial Travel Fund

- i. This fund will be administered by the Baronial Exchequer.
- ii. The travel fund financial committee will consist of the Baronial Seneschal, the Baronial Exchequer and one other officer from the Baronial Council.
- iii. Any funds disbursed from this fund must have the unanimous approval from the travel fund financial committee.
- iv. Receipts shall be submitted before reimbursement is made.
- v. Any request for reimbursement must be made one week in advance of the meeting of the travel fund financial committee.
- vi. Meetings of the travel fund financial committee shall take part as part of a Baronial Council Meeting.
- vii. Travel funds are not reimbursable for events within the Barony or out of Kingdom.
- viii. Travel expenses are reimbursable for travel to the following out of Barony/within Kingdom events:
 1. Coronation
 2. Crown Tourney
 3. An event hosting a Great Court
 4. An event hosting a Baronial Investiture
 5. An event hosting a Landed Barons meeting
- ix. The following travel expenses are reimbursable for the above events:
 1. Fuel costs to and from the event for a maximum of one vehicle per event.
 2. Hotel costs if alternate arrangements are not practical or available (to a maximum of twice per year, to a maximum of \$250 per stay). Hotel costs cannot be claimed for events for which on-site camping is an option.
- x. Travel to other events or the reimbursement of expense other than the above will be decided on a case by case basis by the travel fund financial committee. Approval must be obtained before expenses are incurred.
- xi. The travel fund is expected to be used for reimbursements to the Baronial couple. Usage of these funds for reimbursement to an acting Vicar will be decided on a case by case basis by the travel fund financial committee.
- xii. If the Baronial couple have access to another travel fund (such as if acting as Royal Heirs or current Royalty) then expenses cannot be claimed against the Baronial Travel Fund for the duration of that time.
- xiii. Travel expenses may only be reimbursed up to the amount of funds that are in the travel fund. The travel fund may not go into the negative.
- xiv. The annual budget for the travel fund may not exceed \$500.

15. Baronial Budget

- a. A baronial budget will be submitted for approval to the Financial Committee at a Baronial Council meeting at or near the beginning of November. For example: Feast of the Hare.
- b. The baronial budget will cover the next calendar year.

- c. Expenses approved in the baronial budget do not need to be submitted to the finance committee for approval.
- d. Events, demos and other expenses may be approved on an as required basis throughout the year.

16. Disbursements

- a. Financial transactions shall require the signature of any two (2) of the recorded signatories. A written account shall be kept of all expenditures, in keeping with Society Financial Policy.
- b. All disbursements of Baronial Funds must be authorized by the Financial Committee. Authorization in the budget is the same as approval by the Financial Committee.
- c. Fully documented receipts must be provided to support all expenses. This rule applies to anyone expecting reimbursement.
- d. The financial committee is only obliged to reimburse receipts presented within sixty (60) days of the expenditure.
- e. All disbursements made to an entity (individual or business) will be by signed cheque or be any means approved by Society and Kingdom financial policy. Disbursements will not be made in cash.

17. Bank Signatories

- a. The signatories for the account shall include but not be limited to the signatories required by the SCA (including the Society Exchequer, or a representative approved by the Society Financial Committee and the Kingdom Exchequer) as well as:
 - i. the Baronial Exchequer,
 - ii. the Baronial Seneschal, and
 - iii. at least one member at large.