

# BARONY OF SKRAELING ALTHING FINANCIAL POLICY

## 1 INTRODUCTION

1.1 The following Skraeling Althing Financial Policy serves as an addendum to the requirements set forth by the Society for Creative Anachronism, Inc. (SCA) Financial Policy, and the Kingdom of Ealdormere Branch Financial Policy. This policy is governed by Modern Law, Corpora, SCA Financial Policy, Kingdom law, and Kingdom Financial Policy. Where there are discrepancies, the requirements of these superseding documents take precedence. All referenced to amounts refer to Canadian currency.

## 2 FINANCIAL POLICY REVIEW

2.1 This policy will be reviewed annually, and will be revised, as needed, to remain in compliance with these superseding documents. Revisions must be by unanimous consent of the Financial Committee.

## 3 FINANCIAL COMMITTEE

3.1 All assets (funds and non-cash assets) held in the name of the SCA must be managed by a Financial Committee.

3.2 All voting members of a Financial Committee must be paid members of the SCA.

3.3 The Financial Committee shall consist of, at a minimum, the Baronial Seneschal, the Baronial Exchequer, and three (3) other voting members of the Baronial Council (as defined in the Baronial By-Laws).

3.4 The officers of the Financial Committee shall serve for as long as they remain warranted and in office.

3.5 Financial decisions must be made during an in-person Baronial Council meeting.

3.6 All decisions by the Financial Committee are by simple majority vote of all voting council members in attendance at the time of the vote, provided the minimum requirements stated above are met.

3.7 Ties shall be decided by the Baron and Baroness, who together shall have one vote on tied subjects only.

3.8 Meetings of the Financial Committee shall take place as a part of Baronial Council meetings as required.

## 4 BANK ACCOUNT

4.1 The Barony shall maintain an account in the name of "SCA - Skraeling Althing" at the financial institution of its choice for the deposit of the funds of the Barony.

## 5 DISBURSEMENTS

- 5.1 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.
- 5.2 The Signatories for the account shall include but not be limited to the Baronial Exchequer, the Baronial Seneschal , a kingdom representative designated by the Kingdom Exchequer , and a Seneschal of a canton within the Barony.
- 5.3 All disbursements of Baronial Funds must be authorized by the Financial Committee.
- 5.4 Fully documented receipts must be provided to support all expenses. This rule applies to anyone expecting reimbursement.
- 5.5 The Financial Committee is only obligated to reimburse receipts presented within sixty (60) days of the expenditure. Reimbursements that exceed approved budgets or which not have had prior approval are not guaranteed payment. They must be reviewed and approved before reimbursement can be made.
- 5.6 All disbursements made to an entity (individual or business) will be by signed cheque.

## 6 DEPOSITS

- 6.1 Income of any type is required to be deposited in the appropriate account no later than thirty (30) days after the receipt by an officer of the SCA. Undeposited income of any type cannot be used for refunds, reimbursements, or expenses.

## 7 FUNDS – GENERAL

- 7.1 Any funds raised in the name of the Barony for which a fund has not been specified will be deposited into the Baronial general operating fund.

## 8 SPECIAL PURPOSE FUNDS (SUB-FUNDS) – GENERAL

- 8.1 The Baronial Exchequer shall maintain a list, with the balance, of all special purpose funds, and will publish the list at least once per year.
- 8.2 At the discretion of the Baronial Exchequer, with the approval of the Financial Committee, any funds held in a sub-fund that the Exchequer determines to have become dormant can be reverted to general funds.
- 8.3 Any sub-fund with no activity for five (5) years may be considered dormant.

## 9 BARONIAL PROPERTY

9.1 Baronial property is administered by the Financial Committee.

9.2 Baronial property and files checked out to an Officer, Champion, or other individual, must be accounted for at the end of term for that Officer, Champion or individual.

9.3 All baronial property shall be inventoried at the investiture Baron and Baroness, or upon the step up of a Baronial Vicar.

9.4 Reports of damage to, or loss of, Baronial property should be made to the Baronial Council as soon as discovered.

## 10 EVENT ADMISSION AND COMPLIMENTARY PASSES

10.1 Non-members may not receive complimentary passes.

10.2 The Kingdom Royals, Their Heirs, and the Territorial Baron and Baroness of the Barony will receive complimentary admission, feast (if there is one), and lunch (if there is one) for all events within the Barony.

## 11 REPORTING

11.1 Financial reporting to Kingdom shall take place as described in the published Kingdom newsletter.

11.2 Financial status will be reported at Baronial Council meetings. This report will consist, at a minimum, of the current balance of the general fund and all special purpose funds.

## 12 REQUESTS FOR INFORMATION

12.1 The financial records of the Barony will be made available for examination by any member upon reasonable request at a time and place agreed upon by the Exchequer and the requestor.