

Barony of Nottingham Coill Financial Policy

(Printable)

1. This Document

- 1.1. This document shall be accepted by a majority vote at a scheduled Baronial meeting and replace
all previous financial policies.
- 1.2. This document may be amended or replaced by a majority vote at a scheduled Baronial meeting.
- 1.3. This document shall be reviewed annually at the Baronial meeting at the Baronial Birthday event.
- 1.4. This document is superseded by: Kingdom Exchequer Policy, Kingdom Financial Policy, Kingdom Law, Society Financial Policy, Society Exchequer Policy, Corpora, State and Federal Law.
- 1.5. Unless otherwise stipulated, Nottingham Coill will follow Atlantian Laws and Policies.

2. The Chancellor of the Exchequer

- 2.1. The Exchequer shall maintain a checking account with appropriate signature cards for the Barony, file all quarterly and event reports as required by Kingdom and Society law and policy, enforce and maintain the Barony's financial policy, serve as chairperson of the Barony's Financial Committee and hold primary responsibility for coordinating with other members of the Financial Committee and communicating the committee's actions to the populace.
- 2.2. The Exchequer shall, upon request, provide access to the Barony's financial reports and books to
any member of the Barony and shall publish the annual Doomsday Report in the February issue of the Baronial Newsletter.
- 2.3. The Exchequer or designated representative shall attend and provide a report at all scheduled Baronial meetings.
- 2.4. The Exchequer shall disburse funds for approved expenditures in a timely manner, typically one to two (1-2) weeks, upon presentation of the appropriate receipts.
- 2.5. The Exchequer shall pursue any NSF (Not Sufficient Funds) checks received by the Barony according to the policy outlined in the Society Exchequer's Handbook.

3. Financial Committee

- 3.1. The Financial Committee shall consist of the Exchequer, the Seneschal, and one other officer.
- 3.2. Each member of the 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.
- 3.3. Each member of the Financial Committee shall be a signatory on the Barony's checking account.
- 3.4. The Financial Committee shall review all proposed expenditures and may authorize any expenditure of the Barony's unallocated funds.
- 3.5. At the discretion of the Financial Committee, any requested expenditure may be put to a vote of SCA paid members. This is recommended for all expenditures over \$100 that are not event-related.
- 3.6. The Financial Committee shall report all of its activity to the populace at the next scheduled Baronial meeting and in the Baronial newsletter.

4. Events

- 4.1. Event Budget
 - 4.1.1. The Event Steward shall present a proposed budget for an event to the Financial Committee for review and approval at least six (6) months before the date of the

event. The Financial Committee may choose to reduce this six (6) month schedule under extenuating circumstances, such as a request from the Crown or an event being small enough in scope that six (6) months' lead time is not required. A final itemized budget shall be presented not later than ninety (90) days before the start of the event.

4.1.2.

4.1.3.

Any changes to the budget must be approved by the Financial Committee.

The Financial Committee must authorize any itemized expenditure in excess of the approved amount.

All checks shall be photocopied and deposited in a timely manner, within not more than two (2) weeks of receipt.

No funds shall be removed from the Check-In (Gate) cash box except as change for funds received.

All event proceeds shall be deposited within five (5) days after the conclusion of the event.

4.2. Event Reservations and Registration (Check-In)

4.2.1.

4.2.2.

4.2.3.

4.3. Event Refunds

4.3.1. No refunds shall be provided if the event does not make a profit.

4.3.2. The Exchequer must receive refund requests in writing no later than seven days after the event.

4.3.3. All refunds shall be paid by check from the Barony's checking account.

4.3.4. No refund shall be issued until the event books have been closed.

4.4. Event Report

4.4.1. The event report shall be completed by the Event Steward and the Exchequer, within two weeks after the conclusion of the event.

4.4.2. The event financial report shall be presented to the populace at the next scheduled Baronial meeting after the event books have been closed or by some other means if the next meeting is more than sixty (60) days after the event.

5. Disbursements

5.1. Approved Expenditures

5.1.1. Reimbursement for an approved expenditure will be made only upon presentation of a written request for reimbursement and all receipts.

5.1.2. Requests for reimbursement of event-related expenditures must be submitted within five (5) days of the close of the event and must have the approval of the Event Steward.

5.1.3. Requests for reimbursement of expenditures that are not event-related must be submitted by the end of the quarter following the one in which the expenditure was made.

5.1.4. One-time expenditures of less than one hundred dollars (\$100) may be authorized by the Seneschal and Exchequer, and shall be reported at the next Baronial meeting and/or published in the Baronial newsletter if no meeting is scheduled within sixty (60) days of approval of the expenditure.

5.2. Advances

5.2.1. The Financial Committee may approve advance payments to cover anticipated expenditures (such as feast for an event). A written request is required from the recipient prior to disbursement. Receipts and repayment covering the total amount disbursed must be provided within thirty (30) days of receipt of the advance or seven (7) days after the conclusion of the event, whichever is sooner.

6. Subsidiary Branches

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6.2.

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6.6.

Any new group that forms may be given startup money from the Barony in the amount of \$250 or 10% of unallocated funds, whichever is less.

Startup money, as well as other funds belonging to the new group, will be administered by the Baronial Exchequer in accordance with Kingdom Policy.

Until such time as the funds are transferred into the account of the subsidiary branch, that branch will follow the financial policies of the Barony, except that the Financial Committee will consist of the group Exchequer, the group Seneschal, one other group officer, the Baronial Exchequer, and the Baronial Seneschal.

If a subsidiary branch dissolves for any reason, an amount equal to the startup money received from the Barony shall be returned to the Barony's General Fund, if there are sufficient monies in the group account.

Any funds in excess of initial startup monies shall be deposited into the Baronial account within thirty (30) of the dissolution of the subsidiary group.

The Baronial Exchequer shall report the transfer of funds from any closing group into the Baronial account. This report shall occur within sixty (60) days or at the next scheduled Baronial meeting, whichever is sooner.

7. Inventory

7.1. An inventory of Baronial possessions shall be done within ninety (90) days after a Baronial Investiture.

7.1.1. A master inventory shall be maintained by the current Baronage, with copies provided to the Baronial Seneschal and Baronial Exchequer. Updates to the inventory, such as items purchased by or gifted to the Barony, shall be provided to all parties within thirty (30) days of any change.

7.2. Baronial possessions shall be defined as any property, depreciable or disposable, purchased by or gifted to the Barony for use by sitting Baronage, Baronial Officers, Baronial Champions, or for general Baronial use (such as a Baronial list field, Baronial tabards, etc.)

Depreciable items are those required to be reported in the quarterly financial reports. These include items such as coronets, Baronial pavilions, thrones, etc.

7.3.1. When a depreciable item is fully depreciated, it shall be deemed as a disposable item.

7.3.2. If a depreciable item is lost, stolen, or damaged beyond repair, before it is fully depreciated, it may be replaced by consensus of the Baronage and the Financial Committee.

7.3.

7.4. Disposable items are all other Baronial possessions.

7.4.1. Disposable items may be disposed at the discretion of the Baronage, with the exception of items of historical interest (such as fully depreciated coronets.)

7.4.2. Means of disposal may include, but are not limited to Baronial fundraisers, donations, or outright disposal.

7.4.3. Any funds received from the disposal of such items must be put into the Baronial general fund.

Change History

Date Accepted: July 14, 2001 Seneschal: Kari Kyst

Exchequer: Ealdthryth of Humberstone

Date Revised: March 30, 2002 by populace at Baronial Birthday meeting Seneschal: Madeleine

d'Angers

Exchequer: Ealdthryth of Humberstone

Modified Section 4.1.1 to add the following sentence:

The Financial Committee may choose to reduce this six month schedule under extenuating circumstances, such as a request from the Crown or an event being small enough in scope that six months' lead time is not required.

Date Revised: April 15, 2017 by populace at Crusades: Portugal meeting. Seneschal: Morwenna Trevethan.

Exchequer: Janna of Falcon Cree. Complete review and update.