

Financial Policy for the

Barony of Fontaine dans Sable

1. Composition of the Financial Committee.
 - A. This committee will consist of 5 voting members. Mandatory members of the committee are;
 - i. The Coronet (with one aggregate vote),
 - ii. The Seneschal,
 - iii. The Exchequer,
 - iv. Additional members will include two current members of the Barony, one from the fighting community, and one from the non-fighting community.
 - B. Deputies are able to speak and vote on behalf of the Seneschal and Exchequer, so long as only one vote is recorded by each office.
 - C. The Committee is governed by section VII of the SCA Financial Policy.
 - D. The Committee will be directly responsible for the management of all assets of the Barony of Fontaine dans Sable.
2. Terms of Financial Committee members.
 - A. Officers will serve for as long as they remain warranted and in office.
 - B. Additional members of the committee will serve for two years.
3. Timeframes and methods for meetings.
 - A. Except in emergency situations, meetings must be announced ahead of time in a public forum and meetings must be open to the public.
 - B. A meeting requires a Quorum of members. A Quorum shall consist of 3 members. Meetings are generally run ad hoc. If necessary, the Exchequer may impose further rules of order on Committee meetings.
 - C. Meetings may be conducted in person, via email, phone (text), or other electronic means.
 - D. Minutes of all Committee meetings shall be recorded in a static format (PDF, hand-written, printed) including all proposals made and all votes on those proposals. Meeting minutes shall be recorded and maintained by the Exchequer or Seneschal and shall be accessible by the public.
4. Timeframes and methods for action approval under normal circumstances.
 - A. The committee will meet quarterly, or as often as necessary. A planning meeting (conducted in December) will be held to establish officer budgets and to review the year's finances.
 - B. The committee will establish officer and event budgets, and consider requests of non-budgeted expenses, and review possible changes to policy.
 - C. The committee will make decisions using a simple majority of voting members.
 - D. Dispersal of funds will be approved by the committee in the form of annual officer budgets, approved event budgets, Coronet travel fund annual budget, or on a case-by-case basis.
 - E. Requests to the committee for non-budgeted expenses need to be decided upon and a decision returned to the requestor within 14 days. If a decision cannot be reached in that time period, the committee must contact the requestor with an explanation and an approximate date that the decision will be reached.

- F. Review and approval of proposals:
 - i. The proponent shall make copies of the proposal available in advance to all members of the committee.
 - ii. The committee will convene to discuss the proposal within 14 days of receipt of the proposal, or at the next scheduled committee meeting, whichever is sooner.
- G. Funding Authorizations and Cash Advances
 - i. **Event related**
 - a. The Event Steward will be given a budget amount by the financial committee. It is the responsibility of the Event Steward to make sure that all funding authorizations are completed for the event, and that purchases are in line with the Non-Profit Status Regulations of the SCA, Inc. Any questionable expenses should be forwarded to the Exchequer for review.
 - b. Purchases over the budget amount will not cause a corresponding increase in the event budget – see Section 5.B.
 - c. Funding authorizations must be submitted to the Baronial Exchequer no later than 30 days after the date of the event. Exceptions to this need to be approved by a simple majority of the financial committee prior to the 30-day limit.
 - ii. **Non-Event related**
 - a. Funding authorizations for a non-event related expense must be approved by the financial committee. The committee is responsible for making sure that the expense is in line with the Non-Profit Status Regulations of the SCA, Inc. Any questionable expenses should be forwarded to the Exchequer for review.
 - b. A funding authorization should be completed approved by the financial committee prior to the purchase, unless the purchase is included in an approved officer budget.
 - c. Any amount over the amount authorized requires additional permission before purchase - see Section 5.C.
 - iii. Fontaine dans Sable Financial Committee may approve an advance of money for a future expense or may approve a reimbursement of future expenses.
 - a. In the case of reimbursement, the expenditure must be approved in advance of the expense. Receipts accounting for the full requested reimbursement amount must be provided to the Exchequer prior to any reimbursement.
 - b. In the case of an advance of money, the purpose of the advance must be clearly documented either as a funding authorization or an event bid form. The receipts for the expense and any unspent balance must be returned to the Exchequer within 30 days after the money is spent for non-event related expenses or within 30 days of the event for event related expenses.
 - c. In all cases, receipts must be labeled with the category or description for the line item of the correlating event bid.
- 5. Timeframes and methods for meeting and approval in emergencies.
 - A. In the event of an emergency expenditure, at least a quorum of the financial committee will convene using the most immediate method possible. Decisions will be shared to the populace at the next populace meeting or next financial committee meeting, whichever is sooner.
 - B. Event related - Emergency expenditures not covered by the budget will be reviewed by the financial committee on a case-by-case basis, as far in advance of the purchase as possible.

- C. Non-Event related – Emergency purchases without pre-authorization will be reviewed by the financial committee on a case-by-case basis at the committee’s next scheduled meeting.
6. Reporting Schedule for Branches.
 - A. The Branch Exchequers must send quarterly reports to the Kingdom Exchequer or a designated deputy by the 30th of the month following the end of the quarter. Branch year-end reports are due to the Kingdom Exchequer or a designated deputy by January 30th.
 - B. Non-Member Registration (NMR) reports and associated payments are due within ten (10) days after the close of an event to the Kingdom NMR Deputy.
 - C. The due date shall be met if the electronic copy arrives by the due date, with the exception of payments due.
 7. Reporting requirements for branch reports.
 - A. Financial Reports are cumulative and shall consist of the following elements:
 - i. The SCA-defined Financial Report form. The reporting exchequer will submit this in electronic form. The countersigned pages will be submitted either in electronic or paper form.
 - a. Financial activity such as a journal or ledger (QuickBooks Profit and Loss Detail report, A/R Aging Detail report) for the period being reported.
 - ii. A current list of variances in effect.
 - iii. Bank statements for all accounts for the quarter. These should be sent in electronic form, if available, and signed by the Branch Seneschal.
 - B. Kingdom shall only accept a report if it is:
 - i. Signed by the reporting exchequer and their group seneschal.
 - ii. In balance and correctly reconciled to the branch bank account(s).
 - C. The Branch Exchequer shall provide a copy of all required quarterly reports to the Branch Seneschal and the other members of the Financial Committee.
 - D. Copies of the reconciled bank statements must be provided to the Branch Seneschal monthly.
 - E. Reports of all meetings of the Financial Committee are to be provided on a schedule that the Kingdom Exchequer shall determine.
 - F. The Kingdom Exchequer shall report to the Branch Seneschal if the Branch Exchequer misses quarterly or year-end reports.
 - G. Missing two quarterly reports or the year-end report is grounds for the Branch Exchequer being removed from office or for other greater sanctions, including financial or administrative suspension of the group.
 8. Timeframes and methods for review and revision of the financial policy.
 - A. The committee will review branch financial policies within 6 months of the warranting of a new branch exchequer.
 - B. Policies will also be reviewed within 3 months following updated policies from the kingdom.
 - C. This policy shall be reviewed by the financial committee at least once every 2 years for possible revision if A. or B. have not occurred within this timeframe.
 - D. Revisions to this policy may be proposed at any time. Revisions are approved by simple majority vote of the Financial Committee, following the same process as any other Financial Committee proposal.

- E. Once approved by the Financial Committee, the revisions are sent to the Kingdom Exchequer for his/her approval.
 - i. Revisions are enforced only when the Kingdom Exchequer approves them.
 - ii. Kingdom Exchequer has the authority to grant a variance to any policy until such time as the Kingdom Exchequer approves the changes.

- 9. Methods for controlling cash receipts.
 - A. Methods of Payment
 - i. Cash, Checks, Cashier Checks, or Money Orders are the only acceptable forms of payment. Checks to the Barony should be addressed, “SCA Inc. – Barony of Fontaine dans Sable”, and will be placed into the general funds unless the check directs the funds to be used for a specific purpose (the Coronet Travel Fund).
 - ii. Checks sent to the Kingdom for the Kingdom account shall be made payable to “SCA, Inc. Kingdom of the Outlands” and shall denote the fund for which it is payable (i.e., Royal Travel (to include Royals name), War Fund, General Fund).
 - iii. The Kingdom of the Outlands does not accept cash transfers of funds from groups.
 - B. Controlling Cash Receipts
 - i. Cash receipts shall include but are not limited to:
 - a. Event income of all types,
 - b. Money collected from advertised fund raising endeavors,
 - c. Donations,
 - d. Money from the sale of goods purchased with group funds, and
 - e. Newsletter sales and subscription income.
 - ii. Cash receipts of any type totaling more than \$50 must be deposited in the appropriate account no later than 7 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 7 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.
 - iii. All deposited funds returned by the bank shall be reported to the financial committee by the Exchequer. The committee will assess a collection fee of not less than any charges from the Barony’s bank. The Financial Committee will also decide if any other action is required.
 - iv. No payments may be made from the cash box at an event (exceptions, checks can be returned to their owner or voided as a refund).
 - v. Gate records shall be kept on a standardized gate sheet. (The kingdom standard sheet is recommended, but not required).
 - vi. 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.
 - vii. 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.

- viii. At least two paid adult members 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.
 - ix. Gate reconciliation must be completed by the Baronial Exchequer as well as the Event Steward, or another paid adult member of the barony if the Event Steward is not available. Both parties should sign the final gate reconciliation sheet.
10. Policies regarding event admission charges, refunds, or complimentary passes.
- A. The Branch Seneschal will call for bids in advance of upcoming events. Bids will be submitted to the Financial Committee for approval. A bid will include a completed itemized budget form. The form is located on the Kingdom Website under the Exchequer office page in the Exchequer Library.
 - B. If the Barony of Fontaine dans Sable is holding a Kingdom event as defined in Outlands Kingdom Law, there will be a split of any profit 50/50 with Kingdom. A copy of the budget vs actual report will be submitted to the Kingdom Exchequer whether there is a profit or not. If the Kingdom Financial Committee approved the event budget, any loss on the event will be split 50/50 with the Barony of Fontaine dans Sable.
 - C. Refunds must be approved by the Financial Committee. No payments may be issued from the cash box at an event. Exception: Checks can be returned to their owner or voided as a refund at the discretion of the Branch Seneschal or Branch Exchequer.
 - D. Complimentary admission to all events and feasts shall be offered to Landed Nobility, Their Majesties, and Their Highness's.
 - E. The Event Steward of an event can put forth a proposal to the committee if they would like to offer discounted or complimentary admissions to a specific group of people (i.e. servers, cooks, clean-up staff, etc.) The committee will then make the decision based upon the financial impact it would have on the event.
11. Policy regarding asset management and control of inventory including trailer policy.
- A. Bank Accounts
 - i. Accounts are governed by section IV and V of the SCA Financial Policy.
 - ii. The Barony of Fontaine will maintain a bank account at a federally insured financial institution. The name of the branch account shall be "The Society for Creative Anachronism, Inc. – Barony of Fontaine dans Sable."
 - iii. The bank account must require two signatures for withdrawal of any and all funds. Mandatory signatories are: the Kingdom Exchequer, the Baronial Seneschal, Baronial Exchequer, and the emergency deputies for both Baronial offices, all of whom must be currently paid members of the SCA.
 - iv. No signatories can share the same address, nor can they be a member of the Coronet.
 - B. 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.

C. The HOLD

- i. The Hold is to be used for storing SCA property and may not to be used for storing personal property of the members.
- ii. The Hold, and all SCA property within, is to be maintained and reviewed by the Quartermaster at least once a year.
- iii. A full inventory should be completed by each new Quartermaster.
- iv. The Quartermaster will maintain a check-out system for items stored within the hold.

12. Prohibited Activities

- A. ALL 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. Sales tax will not be collected for any event, auction, or fundraising by the branch.

14. Special Purpose and Dedicated Funds

- A. The purpose of a Restricted fund is to keep separate any money that was earmarked by the donor for a specific purpose; to make sure the money is only spent for the purpose intended by the donor. There is one Restricted fund maintained by the Barony of Fontaine dans Sable. Any money not placed in the below funds is kept in the General Fund. Note: A Restricted Fund should be distinguished from a Budget, with which it is sometimes confused. A Budget is a voluntary commitment of money by the Financial Committee for specific purpose/s. for instance; budgeted money may be drawn from the General Fund and/or from any appropriate Restricted Fund.
- B. Coronet Travel Fund
 - i. Primary Purpose: This fund is maintained to pay for travel on baronial business by the Coronet.
 - ii. Secondary Purpose: If the Financial Committee determines the primary cannot be fulfilled, this money shall be moved to the General Fund.
 - iii. Inactivity Expiration: Any unused money remains in this fund for use in the following calendar year. In the event the branch no longer has a Coronet, this money shall be moved to the General Fund.

iv. Fundraising procedures: Coronet Travel Fund

- a. Definitions: For this section, the term of service (called a tenure) as the Coronet (the Coronet shall be considered a single entity) shall be defined to begin on the day the couple are invested as Baron/Baroness and to end the day (or weekend, whichever is later) they step down as Baron/Baroness.
- b. Any expense reimbursed for travel by the Coronet during their tenure shall be counted against the Coronet Travel Fund, except by majority vote of the Financial Committee, regardless of which Fund the money is drawn from.
- c. Reimbursements or requested cash advances will be made for traveling expenses incurred by the Baron and/or Baroness while traveling to mandatory events. Mandatory events are: Spring and Fall Crown Tournament, Spring and Fall Coronation, and Baronial Investitures.
- d. Reimbursement for all other events will be reviewed by the Fontaine Finance Committee on a case-by-case basis prior to travel to the prospective event.
- e. Reimbursement allowance will be decided by the distance to the event attended. Allowable fuel purchases and hotel allowances are indicated on the following chart. Hotel allowances are for the duration of the event (if an overnight stay is mandated) and extra nights as indicated. Travel expenses not adequately covered by the following chart will be decided by the Barony’s financial committee on a case-by-case basis. Automobile maintenance or repairs, meals, drinks, and site and/or feast fees will not be reimbursed.

Event location	Fuel	Hotel
Less than 50 miles	None	None
50 to 100 miles	Allowed	None
100 to 250 miles	Allowed	1 Night
Over 250 miles	Allowed	2 Nights

- f. Extra amenities, including meals, telephone or internet charges, entertainment charges, pet fees and extra occupants will not be included in the hotel allowance, and will not be reimbursed.
- g. Airline travel is permitted, when the price is comparable to travel by car or when there is an extenuating circumstance that is beyond the control of the Coronet. The determination of airline travel will be decided by the Barony’s financial committee prior to airline ticket purchase. An airline travel request should be submitted to the financial committee as early as possible prior to its regularly scheduled meeting before the event.
- h. No travel expense, whether cash advance or reimbursement, can be reimbursed to anyone other than the Baron or Baroness. Expenses paid for by anyone other than the Baron or Baroness cannot be reimbursed.
- i. The Coronet is a single entity for the purposes of this fund. If the Baron and Baroness travel separately, a funding authorization must be submitted by each member of the Coronet if separate reimbursement checks are requested.
- j. If a member of the Coronet would like to dispute the decision of the Seneschal or Exchequer regarding the amount or disallowance of a reimbursement, they should first take the matter before the Fontaine Financial Committee. Further disputes should be sent to the Kingdom Seneschal and Kingdom Exchequer of the Outlands for their review.

- k. At the December planning meeting, the Coronet will present a budget for anticipated travel expenses for the upcoming year. Once approved by the Finance Committee, monies totaling the budgeted amount will be reflected in the Coronet Travel Fund for the coming calendar year. The Coronet is expected during the calendar year to raise money to help replenish the Coronet Travel Fund. If more money is raised than was budgeted at the December planning meeting, the amount over the budgeted amount is added to the travel fund for the calendar year. Any unused funds will remain in the Coronet Travel Fund for use during the following calendar year.
15. Any additional policies desired by the Kingdom Financial Committee.
- A. Contents and Scope of Policy
 - i. This policy is governed and subordinated by the SCA Financial Policy and the Financial Policy for the Kingdom of the Outlands. If any provision of this policy is in conflict with these higher-ranking policies, the provision in this document shall be void.
 - ii. This policy shall conform to the requirements of financial policies as laid out in the SCA Financial Policy section VIII.A.
 - iii. This policy defines how the Barony of Fontaine dans Sable, a local group within the Kingdom of the Outlands of the Society for Creative Anachronism, manages all assets (funds and non-cash assets) held by Fontaine dans Sable.
 - iv. This policy may be amended or revised by Fontaine dans Sable’s Financial Committee at any time. Any changes must be ratified by a majority vote and will be done so using the process for any normal business item. Changes to this policy must be approved by the Kingdom Exchequer, and such changes will only go into effect once this approval has been granted.