

Financial Policy of the Barony of Dragon's Mist

1. GENERAL

- a. *The Society Financial Policy and the Kingdom of An Tir Financial Policy are the first, foremost and final word on all financial issues in the Barony. Baronial Policy will not contradict anything stated in the financial policies of the Society or the Kingdom.*
- b. *The current version of the Exchequer's Handbook serves as the main resource to any questions to financial dealings in the Barony.*
- c. *All references to the "Branch," as a separate entity, shall be defined as: (1) all current members of the Society for Creative Anachronism present at a Baronial Business Meeting; and (2) members of the Barony of Dragon's Mist as defined by the Barony of Dragon's Mist Customary.*
- d. The Branch Exchequer, with assistance from the Baronial Officers, shall establish a budget for each upcoming year, to be approved at the December business meeting of the year preceding the budget. It is recommended that a draft budget be submitted in advance of the November business meeting, to give the Branch sufficient time to review, comment, and resolve any outstanding issues.
 - i. Each Major Officer will have a minimum annual budget of \$100 if no other request is submitted.
 - ii. Each Minor Officer shall have a minimum annual budget of \$50 if no other request is submitted.
 - iii. This will reset at the beginning of each calendar year.

2. NON-MONETARY BRANCH ASSETS

- a. All Baronial regalia, decorations, supplies, etc are considered branch property and therefore must be catalogued and checked out by the Exchequer, or an Exchequer Minor Officer.
- b. *Only officers may hold Baronial property, with the exception of Gold key Garb, which may be checked out to the public by the Gold Key Officer.*
 1. Baronial gold key may only be checked out during Dragon's Mist Baronial events, and is expected to be returned at the same event.
- c. All property/assets may be checked out as needed, and will be returned to the Chamberlain or Exchequer at the end of each Officer, Champion or Coronet tenure.
- d. Largesse is an exception to this rule, and may be distributed at the Coronets' discretion.
- e. Additions to Baronial property should be approved by the seneschal to avoid overcrowding of storage spaces.
- f. The keys to the Baronial Storage spaces may only be held by a combination of the following individuals: Branch Seneschal, Exchequer, Coronets, Chamberlain or the Gold Key Officer. All others must coordinate use of that space through those individuals.
- g. Any disposal of Barony property must be dealt with through appropriate channels and with the approval of Seneschal and/or Exchequer.

3. FINANCIAL COMMITTEE

- a. The Financial Committee shall be composed of the Coronet, the Branch Seneschal, the Branch Exchequer, one other Major officer and Three (3) branch members.
 - i. The Coronet of Dragon's Mist act as a singular entity for the purposes of voting as a representative of their position. Both need not be present to exercise their collective vote.
 - ii. The Coronet, the Branch Seneschal and Branch Exchequer shall be on the Financial Committee for the duration of their term of office. All other members shall serve one year from their appointment date.
 - iii. The Major Officer and three (3) branch members shall be appointed to the financial committee by the Seneschal at the December business meeting of each year for the upcoming year.
- b. *Members of the financial committee are required to be current members of the Society for Creative Anachronism during the entirety of their term.*
- c. If a member is unable to fulfill the responsibilities of the office or the requirements, a new member maybe appointed at the next possible business meeting and shall fulfill the remainder of the term.
- d. The Financial Committee will carry out their duties as specified in the financial policies of the Society and/or the Kingdom and the Exchequer's Handbook.
- e. The Financial Committee shall meet no less than once per quarter. This meeting can take place via conference call or group email. All financial meeting minutes shall be made available in the Newsletter after being approved at the next Financial Committee meeting.
- f. The Financial Committee may conduct business if a quorum of its membership is present. A quorum shall consist of the Coronet, the Branch Seneschal, the Branch Exchequer and at least two other members. A simple majority vote amongst the Financial Committee shall be required for all financial decisions of the Financial Committee.

4. EXPENSE REPORTING

- a. All expenditures shall be pre-approved by the Branch or Financial Committee, directly or via an approved budget. Anyone requiring reimbursement for approved funds spent on behalf of the Barony should submit their cheque request form for reimbursement within 45 days of expenditure with receipt to the branch exchequer.
 - i. Per Kingdom policy, "Branch Exchequers are only obligated to reimburse for receipts presented within 120 days of the expenditure." Receipts presented after 120 days will need the approval of the Financial Committee to receive reimbursement.
- b. All checks issued to individuals should be cashed in a reasonable time-frame. Any check outstanding for more than one (1) year will be voided. If the individual still wishes to receive reimbursement, a written request must be made to the Financial Committee detailing the reasons for not having deposited the original funds, and a reissue of a check will be up to the Financial Committee's discretion.
- c. All expenditures over \$150 require the approval of both the Financial Committee and the Branch and shall be published in the Newsletter within thirty (30) days of approval.
- d. All expenditures over \$500 must be published in the preceding month's Newsletter before being voted upon at the following business meeting.

- e. All Baronial officers are required to submit a budget beyond the minimum stated above for their office by the November business meeting for the upcoming year.

5. FINANCIAL POLICY REVIEW

- a. The Financial Policy shall be reviewed by the financial committee, at least once a year or upon change of office of Branch Exchequer. Changes must be approved by the Financial Committee and the Branch to then be submitted for final approval from the Kingdom Exchequer.
- b. The Financial Policy can be reviewed as deemed necessary by the Financial Committee. Any revisions must be approved by both the Financial Committee and the Branch before being submitted to the Kingdom Exchequer for approval.

6. GATE AND REFUNDS

- a. Gate shall be operated by no less than two (2) individuals, unrelated (by blood and/or marriage) or living at the same address. *One of which must be an adult (18+ years old) and a current member of the Society of Creative Anachronism.*
- b. *All checks must be made out to SCA, Inc. Barony of Dragon's Mist. All checks must be stamped or endorsed "Deposit Only" on receipt of check and placed within the cash box.*
- c. Only two Baronial Officers may take money out of the Cash Box for deposit, which must be the Branch Seneschal, Branch Exchequer, or their designated Deputy and the Event Steward. All removal of funds and checks from the cash box require a Gate Reconciliation Form to be filled and left with the cash box.
- d. All funds collected from an event must be deposited only in the Baronial bank account within seven (7) business days of event business closure. All deposits require a Deposit Record Form and receipt to be turned into the Branch Exchequer.
- e. The following individuals will receive complimentary passes to Dragon's Mist events. If an event has a separate gate and food cost only the gate fee will be waived. The Coronets of Dragon's Mist and the Event Stewart(s) may choose to use some of their passes for themselves or gift them to others:
 - i. All sitting Royals and their Heirs
 - ii. The Coronets of Dragon's Mist (4 Passes)
 - iii. Heirs to the Coronet of Dragon's Mist
 - iv. Landed Coronets from other Baronies
 - v. Champions
 - vi. Event Stewards (4 Passes)
 - vii. Dragon's Mist Seneschal and Exchequer
- f. Gate fees will not be charged to minors under 18 years of age attending events with their parent(s) or guardian(s). If an event has a separate gate and food cost a meal cost may be charged to minors.
- g. Refunds will only be issued at the discretion of the Financial Committee. Requests must be made in writing with a detailed explanation no later than seven (7) days after the event. All refunds will only be made via check drawn on the Barony's bank account within thirty (30)

days of the request being approved by the Financial Committee. No cash refunds will be issued nor will any refund be issued from an event cash box.

7. BAD DEBT RECOVERY

In the event of a check being returned as non-sufficient funds (NSF), all efforts will be made to recover the amount of the check as well as any NSF related bank fees as outlined in the Exchequers handbook.

8. CURRENT FINANCIAL COMMITTEE MEMBERSHIP: (As of 07/22/2017)

- i. HE Jose Cabrera de Castilla, Baron of Dragon's Mist
- ii. HE Iuliana de la Sara, Baroness of Dragon's Mist
- iii. HL Alaina Morganstern, Seneschal
- iv. HL Ingvar Nikitch Voinov, Exchequer
- v. Major Officer: Kendryth Filia Gerald
- vi. Populace: Catriona Douglas
- vii. Populace: Cara da Fortuna
- viii. Populace: Adele Marie

****Note:** Issues with class fees at revels. Please discuss.