

Barony of Endless Hills Financial Policies

Reviewed 01/08/2023 by Financial Committee – approved 01/23/23 by Kingdom

I. Following items will be enacted in addition to Corpora, & Kingdom Financial Policies. Any portions of the following items that are in conflict with any of those policies are void.

II. The Financial Committee

A. The Financial Committee is responsible for setting financial policy for the Barony in accordance with Kingdom policy.

B. The Financial Committee shall consist of the following current members:

1. Seneschal
2. Exchequer
3. Chronicler
4. Herald

5. The office of the Baron/Baroness – which shall count as one vote

6. Any other resident of the Barony on the signature card not previously mentioned.

C. The term of the Financial Committee member shall be determined by their tenure in office or shall be two years.

III. Financial Committee Meetings

A. Financial Committee Meetings will be held as needed to discuss or take action on financial matters.

B. A meeting can be called by the Seneschal or the Exchequer. If another Financial Committee member has information that needs to be brought to the attention of the committee, they should request that the Seneschal or Exchequer call a meeting.

C. The meeting can be run by the Seneschal or the Exchequer.

D. A meeting may be held in person, via email, via phone, or virtually.

E. There shall be at least one Financial Committee meeting per fiscal year to plan the Barony annual budget.

F. Financial Policy shall be reviewed by the Financial Committee at the same meeting that the annual budget is planned

G. Additional meetings shall be held when the need for discussion or action on financial matters occurs.

IV. Annual Budget

A. The annual budget must include provisions for:

1. Office expenses for elected officers
2. Repair and replacement of equipment
3. Baron/Baroness expense fund

B. The annual budget may include provisions for:

1. Equestrian insurance
2. Special projects
3. Potential Kingdom level events

C. The annual Barony budget must be presented to the populace for comment at a scheduled Barony business meeting.

D. The annual Barony budget, as approved by the Financial Committee, shall be published in the Barony newsletter or posted to the baronial website.

E. The annual Barony budget shall be approved by February 1st of each year for that fiscal year.

V. Allowed Expenses

A. Allocation of funds, not relating to a Barony sponsored event, not in the annual budget, or not in a designated fund account may be approved by the following guidelines:

1. Amounts up to \$150.00 may be approved by a majority vote of the Financial Committee.
2. Amounts between \$150.01 and \$250.00 may be approved by a vote in a Barony meeting.
3. Amounts of \$250.01 and over must be brought up in a Barony meeting. The expenditure must then be tabled until the next body meeting when it can be approved or disapproved by a body vote.

B. Allocation of dedicated funds will be approved by the Seneschal, Exchequer and the relevant officer.

C. Allocation of funds from designated funds for a guild must be approved by the Seneschal, Exchequer, and the body of the guild in a method decided upon by that guild and approved by the Financial Committee.

D. Allocation of funds from the designated Baron/Baroness travel expense fund shall be dispersed according to 501(c) 3 regulations, Society, and Kingdom policy, not to exceed a total of \$200.00 per year of reign, with a maximum of \$600.00 per elected term.

E. Those eligible to vote on the allocation of funds are the same as stated as being eligible to vote in the Barony election policies with the exception of the person directly benefiting from the allotment of funds, who may not vote.

F. Dedicated funds, also called special purpose funds, shall have a primary and secondary purpose.

1. The final destination of all special purpose funds is the General Fund.
2. No designated fund will be created if it does not support our tax exempt purpose.

G. Funds may not be used to reimburse expenses for events or meetings closed to the general populace.

H. Fully documented receipts must be provided to support all expenses before reimbursement.

I. All disbursements will be made to an entity by signed checks or traceable money orders, and with full documentation.

J. Advances may be issued for approved allowed expenses.

1. The Advancement of Funds form must be signed by the Exchequer and the recipient prior to the issuance of the funds.
2. Receipts and unused funds must be returned to the Exchequer within 45 days of the issuance of the advance or within 30 days of the conclusion of event if funds were related to event activity.

VI. Collection of Funds

A. A paid 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.

1. This individual must be permitted by the SCA's Corporate Policies to serve as a deputy of the Exchequer, who will be ultimately responsible for the accounting of the gate funds.
- B. Minors under age 18 may not serve as Head Gatekeeper, Reservationist or Troll for an event.
- C. All cash or equivalents (i.e., checks) received prior to an event should be deposited within 7 days but no later than 14 days after receipt.
- D. All cash or equivalents received at an event must be deposited within 14 days of receipt.
- E. Income of any type that has not been deposited is not to be used for refunds, reimbursements or expenses.

VII. Event Bids/Budgets

- A. Bids for events will be presented to the Financial Committee for evaluation and approval.
 1. Bids should be submitted as early as possible but must be submitted at least 3 months prior to the date of the event for consideration.
 2. Bids should contain, at minimum, the following information: Autocrat, Head Cook (if food is being provided), Reservationist, Head Gate, Set-up/Clean-up coordinator, & event budget. Event budget should include, at minimum, site costs, food costs, insurance costs, projected attendance numbers/break even attendance, proposed registration fees, proposed food fees.
- B. An event budget should not project a deficit. The event budget can be modified by the Financial Committee to allow for overages if circumstances warrant, however all other alternatives should be considered. Costs not included in the budget will not be reimbursed without review.

Overages up to \$50 can be approved by agreement of the Autocrat, Seneschal, & Exchequer.
Overages from \$50.01 to \$150 can be approved by a majority vote of the Financial Committee.
Overages between \$150.01 and \$250.00 may be approved by a vote in a Barony meeting.
Overages of \$250.01 and over must be brought up in a Barony meeting. The expenditure must then be tabled until the next body meeting when it can be approved or disapproved by a body vote.
- C. Admission costs and fees charged by the Barony, associated with Baronial events, shall be covered by the Barony for sitting Royalty and Reigning Baronage of Endless Hills.
- D. Any other complimentary passes for events will be determined on an individual event basis by the Seneschal, Exchequer and Autocrat of the event.
- E. We will not charge a full site fee for minors.

VIII. Refunds

- A. A refund of site fee will be granted if requested before the event date.
- B. A refund of site fee will be granted if requested on the day of the event or up to fourteen (14) days after the event if the event makes a profit.
- C. A refund of feast fees will be granted if requested and the feast seat can be resold.

IX. Inventory

- A. An annual inventory accounting shall be given to the office of the Exchequer by all baronial officers and baronial guild masters who have materials or items purchased with baronial funds or donated to the Barony.

- B. This inventory is due on or before October 1st of each year.
- C. A new inventory is due within sixty (60) days when the office holders change.
- D. Inventories will include explanations for changes from the previous inventory.
- E. Inventories will contain consumable and non-consumable items.
- F. Disposal of inventory due to age and wear is done at the discretion of the office holder with prior approval by the Exchequer.
- G. A Deputy Exchequer can be responsible for inventory control.
- H. Inventory control shall consist of itemized categories with original cost or value, means of acquisition, and present condition.
- I. Any person maintaining Barony property shall be responsible for the items in their possession. In the event of damage to or loss of the items, the person responsible for the damage or loss must reimburse the Barony at replacement cost, or provide a replacement of like kind and quality. This reimbursement/replacement requirement does not apply to damage due to normal usage.

X. Changes to Financial Policy

- A. This Financial Policy may be modified or corrected by the Kingdom Exchequer so as not to conflict with Kingdom and/or Society financial policies.
- B. When it is decided to change Financial Policy, the changes must be distributed to the populace of the Barony for comment. This can be done by presenting at a meeting, email or by publishing in the Barony newsletter or on the baronial website.
- C. When the Financial Committee has approved the revisions to the Financial Policy, a signed copy of the revised policy must be sent to the Kingdom Exchequer.
 - 1. When the policy has been approved by the Kingdom Exchequer, it will be made available on the Barony website and in the newsletter.