

2017 Elfsea Financial Policy

1. Inclusion of Kingdom and Corporate Financial Policy

The Barony of Elfsea adheres to all Society and Kingdom of Ansteorra Financial Policies with the addition of any specific policies spelled out below.

2. Finance Committee

- a. In addition to Kingdom law the Financial Committee shall include one at large member, and one Baronial officer. [Elected Positions]
- b. The elected committee members will serve a term not to exceed two (2) years, in same position.
- c. The committee will meet quarterly at a minimum, or more often for specified purpose and/or emergency action if requested by the Seneschal or Exchequer.
- d. Finance Committee members that miss more than two meetings may be reviewed at any official meeting of the officers to determine if removal from the Finance Committee is warranted.
- e. The Seneschal office must announce any vacancies at the monthly populace meeting, via baronial email and published in the newsletter.
 - i. The replacement process for vacancies shall be started within 30 days of the position being vacated.
 - ii. Nominees for the elected Baronial Officer Representative and the At-Large Representative can be submitted by any member of the populace.
 - iii. All submitted names will move forward for vote.
- f. The baronial officers, as listed in Attachment A, will elect both the At-Large committee member and the Baronial Officer (or warranted Deputy) to serve on the Finance Committee.
 - i. Election must be conducted during an official officers meeting.
 - ii. In the event of a tie vote, an immediate revote will occur within the same meeting.
 - iii. In the event of a second tie vote, the populace will vote at the next scheduled meeting.

3. Budget

- a. Each officer should list anticipated expenses for that office for the coming year and submit them to the Exchequer for review by the Finance Committee prior to the September populace meeting. If no budget is presented, the Finance Committee will assign a budget to that office.
- b. The Barony's yearly budget shall be presented to the populace at the September populace meeting and submitted to the Central Region Exchequer by October 31st.
- c. An acting officer shall have the power to access and spend the funds allocated for their assigned office.

4. Expenditures:

- a. The populace must approve any unbudgeted expenditure with a total value of over \$200.00. This includes one-time expenditures and/or any purchase paid by installments.
- b. Any expenditure that requires payment in advance must have an invoice submitted before payment can be made.
- c. Receipts for out-of-pocket, non-event expenses must be submitted within two populace meetings (maximum 60 days) from the date of purchase or the expenses.
- d. All expenditures (budgeted and unbudgeted) will require the advance completion of either the Check Advance or Check Request form.
 - i. Budgeted expenditures require approval of the Exchequer

- ii. Expenditures without prior approval must be approved by the Exchequer, Seneschal, and 2 other members of the finance committee, and may not be reimbursed at a percentage higher than Kingdom policy.

5. Cash Receipts:

- a. Gate receipts will be deposited into the baronial account within five business days of the end of the event.
- b. Any other receipts totaling more than \$50 must be deposited no later than 14 calendar days after receipt. Cash receipts less than \$50 must be deposited within 30 calendar days of receipt. As per SCA policy.

6. Event Bid Process:

- a. All bids must contain the following information and must adhere to Baronial, Kingdom and Society laws.
- b. Basic budget for the event must include, but is not limited to, site, porta-johns, prizes, mailings, site tokens, feast/food, and miscellaneous anticipated items.
- c. Additionally, the bid must include:
 - i. Name of Keystone Advisor
 - ii. Event Steward's SCA or mundane resume. A brief note about history or qualifications will suffice.
 - iii. A copy of the contract or quote from planned site. The Finance Committee may provide exemption from this requirement by majority vote.
 - iv. Basic idea of event related to theme, contests, food, children's activities, and other plans for the event.
 - v. Description of any Baronial Championships to be decided at the event.
 - vi. Individuals who will receive complimentary admission:
 - King of Ansteorra
 - Queen of Ansteorra
 - Prince of Ansteorra
 - Princess of Ansteorra
 - Baron of Elfsea
 - Baroness of Elfsea
- d. The Finance Committee must determine financial viability of all event bids and vote on the viability.
- e. All viable bids shall be presented to populace at the next scheduled meeting for a majority vote.
- f. Bids are to be presented by the person submitting the bid or by the office of the Seneschal-
- g. Requests for reimbursements for event purchases must be turned in to the Exchequer no later than five (5) days after the event ends in order for the event report to be prepared and submitted on time.
- h. Joint events will be subject to all regional financial policies, with baronial representation.
- i. A family for the purposes of Family max, if offered at an event, is defined as up to 2 adults and children under 18 residing at the same residence. Any additional persons at the same address will not be charged a site fee. Feasts, if not included in the base price, are not subject to a family max.
- j. Gate Reconciliation
 - i. Gate will be reconciled at the end of each gate shift
 - ii. Final accounting and reconciling of the Gate shift sign-in sheets and money envelopes will be the exchequer or their appointed deputy and the person running gate. If these two people are related or one and the same, then a suitable second person will be chosen before the event begins.

7. Dedicated Funds:

- a. Setup of Dedicated Funds: Dedicated Funds will be set up according to Kingdom policy.
- b. At the time of donation, any donor of dedicated funds may specify a period the funds may exist unused and a disposition after that time.
- c. Lacking direction by the donor, the Financial Committee may transfer Dedicated Funds back to the General Fund if there has been no activity within a two-year period or the need no longer exists

8. Assets:

- a. The baronial physical assets will be stored in an approved storage facility under the supervision of the Baronial Chamberlain.
- b. An inventory of all baronial property will be conducted not less than once a year and a copy of the inventory listing will be forwarded to the Central Regional Exchequer as required by Kingdom law.
- c. Property disposal
 - i. Property disposition shall be determined by the finance committee. Any item with a value of more than 200 dollars shall require a populace vote to approve the finance committee's method of disposal.
 - ii. Artisan donations that do not have a letter of disposal shall be subject to the property disposal rules.
- d. The inventory will be posted on the baronial website and also provided to anyone who requests a copy.

9. Reporting Requirements/Schedule:

- a. The office of the Exchequer must provide all monthly/quarterly reports and domesday to Seneschal, Baron and Baroness by the date due to Kingdom officers.
- b. The office of the Exchequer will submit the Budget for the upcoming calendar year to the Central Region Exchequer no later than October 31st.

10. Miscellaneous:

- a. The Barony shall loan funds or property only to SCA, Inc. and its subsidiaries.
- b. Prior to lending or borrowing funds or property, the Barony will have, in writing, the method of repayment, liability, and profit disbursement available for review by any member of the populace.
- c. The Financial Policy will be reviewed by the officers by the October officers meeting and, after any suggested changes, submitted for approval by populace majority vote by the October populace meeting.
- d. The approved Financial Policy shall then be submitted to the Central Region Exchequer no later than October 31st of each year.

ATTACHMENT A:

LIST OF ELFSEA BARONIAL OFFICERS

1. Seneschal
2. Exchequer
3. Nautilus Pursuivant
4. Hospitaler
5. Chronicler
6. Knight Marshal
7. Rapier Marshal
8. Archery Marshal
9. Minister of Arts & Sciences
10. Minister of Children
11. Chamberlain
12. Historian
13. Web Minister