

## **Financial Policy**

### **Society for Creative Anachronism-Tennessee, Inc., Barony of Grey Niche**

The purpose of this document is to establish administrative procedures that comply with both SCA Corpora and SCA and Gleann Abhann Financial Policy, as well as the *SCA Chancellor of the Exchequer Branch Officer's Reference Handbook*, downloadable from [www.sca.org](http://www.sca.org). These documents can be consulted to determine the intent of this policy if it is not clear.

#### **1. Financial Committee**

**1.1.** The Financial Committee of SCA-TN Inc., Barony of Grey Niche is comprised of the Seneschal, Reeve, and all paid members of the Barony present at the Financial Committee meeting.

**1.1.1.** The Reeve's term of office shall normally be 2 years.

**1.2.** A comment period will be held during the business meeting to allow all members of the Barony to voice their opinion of all issues being considered by the Financial Committee.

**1.3.** Meetings of the Financial Committee will be called to order by the Seneschal and the Reeve during normal Baronial business meetings as necessary to approve expenses. The Reeve will be in charge of the Financial Committee meeting. The Reeve will prepare written minutes of all Financial Committee decisions including the vote tally.

**1.4.** Financial Committee meetings will be open to all who wish to attend, however only members of the Financial Committee will be allowed to comment once the Financial Committee has been called to order. Proof of current membership is required to participate in the voting of the Financial Committee.

**1.5.** The Financial Committee will review the Financial Policy every two years. All changes will be approved by a simple majority vote. The changes will then be submitted to the Kingdom Exchequer for final approval. If at any time a section of the Baronial Financial Policy is not in compliance with the Kingdom or SCA Financial Policies, the Financial Committee will follow the instructions of the Kingdom or SCA Financial Policies.

#### **2. Event Fees**

**2.1** Autocrat - The Autocrat is allowed a budget of \$1.50 per person for weekend events and \$1.00 per person for one-day events that appear on the Kingdom calendar for such items as stamps, photocopies, and other incidentals. Any amount above this must be approved by the Seneschal, and will be brought before the Financial Committee if the request is over \$75. The Autocrat's budget is determined by the average number of attendees at the three (3) previous events held at the same time of year. These numbers can be obtained from the Reeve.

**2.2** Feastcrat - The Feastcrat is normally given a budget of \$8.00 per feast space for food for a weekend event. Within this budget, the Feastcrat must provide a light meal Friday evening, breakfast and the Feast on Saturday, and a light breakfast Sunday. The Feastcrat may choose to provide lunch Saturday within this budget or may allow lunch to be provided as a fundraiser. The Feastcrat is given a budget of \$5.00 per feast space for food for a one-day event. Any amount above these must be brought to the Financial Committee for approval. The Feastcrat's budget is determined by the number of feast spaces sold at the three (3) previous events held at the same time of year **unless** a lower limit has been set for other reasons. These numbers can be obtained from the Reeve.

- 2.3 Minister of Children (MoC) - The MoC will be budgeted \$50.00 per event for supplies related to children's activities at that event.
- 2.4 If the Autocrat or Feastcrat require a larger budget than determined by the "3 previous" rule, these increases must be presented to the Financial Committee for discussion and approval and reflected in the Event Pricing Sheet and appropriate Event Bid Submission Form. The Autocrat or Feastcrat should be prepared to present any information (cost figures, past budgets or attendance for similar events, etc.) necessary to justify the request for the increase at the time of the bid submission. This will allow the group time to process the information before voting on the event bid without prolonging the bid process.
- 2.5 Any Cash Advances will be accompanied by a Cash Advance Voucher. Cash advances should be reconciled within 60 days of issuance of the check. A 30 day extension may be granted by a simple majority vote of the Financial Committee.
- 2.6 Event Reservation Checks – To insure that checks clear the bank before the event, the "cut-off" for receipt of event reservation checks should be no less than fourteen (14) calendar days before the start date of a given event and should be clearly stated in event flyers. While there is a Baronial event advertised in the Ambassador, the Seneschal or his/her designated representative will be responsible for checking the post office box once per week and making sure that reservations get to the event Autocrat or his/her Reservationist for processing. In addition, the post office box needs to be checked at regular intervals in the week leading up to the event to check for reservation checks delayed in the mail. Arrangements will be made by the event Autocrat or Reservationist to turn over all checks to the Reeve within a week of receiving them and all checks should be deposited within 14 days of receipt.
- 2.7 Event Budgets – Event Budgets will be submitted with the bid and approved by a simple majority vote of the Financial Committee. A copy of the approved and signed event bid form with event budget must be given to the Seneschal and the Reeve prior to any monies being disbursed in support of the event.
- 2.8 Event receipts are due to the Reeve no later than 21 days after an event unless other arrangements have been made with the Seneschal and/or Reeve.
- 2.9 Complimentary Passes will be issued to all sitting Royalty, the event Autocrat, the event Feastcrat, the Grey Niche Seneschal and the Grey Niche Reeve.

### **3 Non-Event Expenditures.**

- 3.1 The Seneschal is authorized to approve non-event expenditures \$75 and under.
- 3.2 Approval of non-event expenditures over \$75 is done by a simple majority vote of the Financial Committee. The Reeve is responsible for maintaining the records of what was voted on and the vote count as these are required for reports.
- 3.3 Non-event receipts are due to the Reeve no later than 30 days after approval. After 30 days, the Financial Committee must approve the reimbursement. All receipts must be accompanied by a Cash Voucher form when they are delivered to the Reeve.
- 3.4 A Cash Advance Voucher must be completed prior to receiving a cash advance. Cash advances must be reconciled within 60 days of issuance of the check. A 30 day extension may be granted by a simple majority vote of the Financial Committee.
- 3.5 Emergency expenditures over \$75 but less than \$200 can be approved by the Seneschal and the Reeve in consultation with the Baron and/or Baroness. The Financial Committee will be informed

of the reason for and amount of the expenditure as soon as possible. Any expenditure over \$200 must be approved by a simple majority vote of the Financial Committee.

#### **4 Receipts, Cash Advances and Reimbursements.**

- 4.1 Either original receipts or completely legible copies {see note below} of the original receipts should be submitted for reimbursement requests.
- 4.2 Members of the Populace who have received Cash Advance or Reimbursement checks should make every effort to cash them within thirty (30) calendar days of issuance.

***NOTE:** Highlighter markers, rough handling etc., can render thermal paper receipts unreadable. If original receipts need to be marked, use ball point pen to underline the expense(s) you wish to highlight, or as an alternative, make a copy and highlight the copy.*

#### **5 Financial Reports.**

- 5.1 The Reeve is responsible for all financial reports required by the Kingdom of Gleann Abhann, and SCA Financial Policies. As of this review, these reports are the Monthly Cash Reconciliation, the Quarterly Cumulative Financial Reports, Event Financial Reports and Non-Member Surcharge Reports.
- 5.2 Financial reports must be available to the group after every event, and are available at any time upon request.

#### **6 Troll Cash Procedures.**

- 6.1 A copy of these Troll Cash Procedures is to be available at Troll for ready reference.
- 6.2 Seed cash for the cash box will be provided to the Autocrat or Sherriff via check at the business meeting before the event. It is the Autocrat's responsibility to ensure the check is cashed into denominations necessary to provide change, and the money placed in the cashbox at the opening of Troll.
- 6.3 There should be at least two (2) people working the troll booth at all times and the cash box will never be left unattended.
- 6.4 Only cash will be accepted at the door of Grey Niche events.
- 6.5 Receipt numbers should be written on the event sign-in sheets so receipts can be cross referenced.
- 6.6 When the troll booth is closed, the cash box will be left with the Autocrat, Reeve or Seneschal.
- 6.7 A final countdown of the cashbox will be conducted by 2 people, one of which will be the Reeve, Seneschal, or Autocrat. The money count will be independently verified by totaling up the event sign-in sheets and the receipt copies.
- 6.8 Once the countdown is completed, monies must be locked in a secure location such as a vehicle or safe "out of sight" of a casual observer – such as a vehicle's trunk. The money will be deposited in the Grey Niche bank account at the earliest opportunity, usually on the Monday following the event.
- 6.9 Photocopies of the original handwritten event sign-in sheets and receipts must be given to the Reeve.

**7 Fixed Assets, i.e. Baronial Property/Quartermaster**

- 7.1 The Grey Niche Quartermaster is a Deputy of the Reeve and is responsible for the inventory of, the check out for events, and the returning of Baronial property after events to its assigned "home".
- 7.2 Keys to the storage unit are held by the Quartermaster, the Reeve and the Seneschal. Any other members of the Populace with keys must return them to the Quartermaster.
- 7.3 An inventory of the storage unit must be conducted yearly {or when the office changes hands} and a copy given to the Reeve.
- 7.4 The Quartermaster or his/her designated representative will have a check out list and be available to check out material that the Autocrat and/or Feastcrat needs to put on an event.
- 7.5 No later than one week after an event, all event-related Baronial property must be returned to the storage unit cleaned and in good condition. The Quartermaster or his/her designated representative will have a check in list to insure that all property is returned and stored properly. The Autocrat and/or Feastcrat is responsible for insuring that Baronial property is clean and in good condition. A written report of all dirty/damaged/missing or destroyed equipment must be provided to the Quartermaster and Reeve within two weeks of the end of the event. If there is a reason that Baronial property cannot be returned to the storage unit with the one week timeframe, the Quartermaster and/or Reeve and Seneschal should be notified by phone call or e-mail.
- 7.6 If Baronial property is removed for cleaning and/or repair, the Quartermaster and/or Reeve should be notified by phone or e-mail where this property is, what is being done to it and to make arrangements for its prompt return to the storage unit.

**Approvals:**

Seneschal, Barony of Grey Niche \_\_\_\_\_ Date: \_\_\_\_\_

Exchequer, Kingdom of Gleann Abhann \_\_\_\_\_ Date: \_\_\_\_\_

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**Approvals:**

Seneschal, Barony of Grey Niche

*Michael P. Helbert*

Date:

*8-27-13*

Exchequer, Kingdom of Gleann Abhann

*Bonnie A. Styer*

Date:

*9-15-13*