

Barony of Lochmere, SCA Inc.
Financial Policy

Preamble

This document is established to provide financial policies and controls for the Barony of Lochmere in accordance with the laws of the land, regulations of the Society for Creative Anachronism, and of the Kingdom of Atlantia. It shall serve as the Barony of Lochmere's operational protocol for financial matters.

The Barony of Lochmere is a group in the Kingdom of Atlantia of the Society for Creative Anachronism that includes the counties of Anne Arundel and Howard in the state of Maryland. We consider members of the Barony to be those members who actively participate in the operation of the Barony without regard to Baronial territorial boundary.

1.0 This Document

- 1.1 In this document, populace refers to those attending the appropriate Barony meeting who are paid members of SCA, Inc and at least 18 years of age.
- 1.2 This document shall be accepted by a simple majority vote of the populace and replaces all previous financial policies of the Barony of Lochmere. It may be amended or replaced by a simple majority vote of the group.
- 1.3 This document is superseded by: Kingdom Exchequer Policy, Kingdom Financial Policy, Kingdom Law, Society Exchequer Policy, Corpora, State and Federal law.

2.0 Chancellor of the Exchequer

- 2.1 The Exchequer shall:
 - 2.1.1 Maintain a checking account with the appropriate signature cards for the Barony entitled Society for Creative Anachronism, Inc – Maryland, Barony of Lochmere (SCA, Inc – MD, Barony of Lochmere).
 - 2.1.1.1 Online access to the Baronial bank account shall be permitted in accordance with SCA and Kingdom policy.
 - 2.1.2 File all annual (Domesday), quarterly, and event reports as required by Kingdom and Society Law and Policy.
 - 2.1.3 Enforce and maintain the group's financial policy.
 - 2.1.4 Serve as chairperson on the group's financial committee.
 - 2.1.5 Hold primary responsibility for coordinating with other members of the financial committee and communicating the committee's actions to the populace.
- 2.2 The Exchequer shall, upon request, provide access to the group's financial reports and books to any member of the group.
- 2.3 The Exchequer shall provide the Comparative Balance Sheet and Income Statement to the Chronicler at the February Populace Meeting for publication in the next issue of the Dredgings.
- 2.4 The Exchequer shall pursue any NSF checks received by the group according to the policy outlined in the Society Exchequer's Handbook.

3.0 Financial Committee

- 3.1 The Barony of Lochmere's Financial Committee shall consist of the Exchequer, the Seneschal, and the Landed Baron/Baroness who will collectively have one vote.
 - 3.1.1 Each member of the Financial Committee must be a paid member of the Society for Creative Anachronism, Inc; be at least 18 years of age; and in the case of the Seneschal and Exchequer, possess a valid warrant for their office.
- 3.2 Members of the Financial Committee shall have one vote each, with the exception of the Baron/Baroness who will have one collective vote.
 - 3.2.1 A committee member shall recuse himself /herself from voting on any financial decisions in which there is a conflict of interest or the appearance of impropriety.
 - 3.2.2 If there is a conflict, the Exchequer shall appoint either the Deputy Exchequer or the Deputy Seneschal to serve as an alternate.
- 3.3 The Financial Committee shall review all proposed expenditures and may authorize any expenditure up to \$250 or 10% of the group's unallocated funds, whichever is less.
- 3.4 The Financial Committee shall refer any requested expenditure in excess of its permitted maximum to a vote by the populace; it may also refer any expenditure below the permitted maximum to a vote by the populace.
 - 3.4.1 All votes to approve or disapprove expenditures shall be made at a regular populace meeting by a simple majority vote and recorded in the meeting minutes.
- 3.5 The Financial Committee shall report all of its activity to the populace at the next regularly scheduled business meeting.
- 3.6 The Financial Committee may authorize EMERGENCY expenditures totaling no more than \$3,000.00.
 - 3.6.1 Only the Branch Seneschal or Branch Exchequer can determine an emergency vote is required.
 - 3.6.1.1 "Emergencies" shall be considered those expenditures which, if they were not made, would cause a reasonable chance of event failure, would bring the local branch into conflict with SCA or Kingdom policy, or would be in violation of local, state, or federal law.
 - 3.6.1.2 Any changes to the event budget within one month of the event constitutes an Emergency.
 - 3.6.2 If the Branch Seneschal or Branch Exchequer cannot respond in a reasonable time to the emergency vote, their vote will be replaced by their respective emergency deputy. If the third member of the Financial Committee cannot respond in a reasonable time, their vote will be replaced by the Event Autocrat or Pennsic Land Agent if the expense is in direct relation to the event.
 - 3.6.3 The reason and results for the emergency financial expenditure will be reported to the barony at the next regularly scheduled populace meeting.
 - 3.6.4 The Financial Committee may meet in person, over the phone, or via email.

4.0 Events

- 4.1 The autocrat shall present an itemized budget for the event to the Financial Committee for review at least 120 days prior to the event.
 - 4.1.1 The Financial Committee must subsequently authorize any itemized expenditure in excess of 10% of the previously approved budget.
- 4.2 Event Gate Operation
 - 4.2.1 The gate steward is specifically responsible for ensuring the safety of all moneys and records pertaining to on site payments. An event cash box log will be used to reconcile the beginning and ending funds.
 - 4.2.2 The gate cash box shall be verified by three paid members of the SCA, one of which must be the Exchequer, the Exchequer's designated deputy, or the Seneschal of the group.
 - 4.2.3 No money shall be removed from the cash box except as change for funds received.
 - 4.2.4 All checks shall be deposited into the Baronial checking account per Kingdom policy.
 - 4.2.5 The gate steward and at least one other member of the Barony (not of the same family) are responsible for reconciling the gate prior to the end of the event.
 - 4.2.6 All event funds are to be turned over to the branch Exchequer or other designated member of the Financial Committee at the close of the event.
 - 4.2.7 All event funds will be deposited into the Baronial checking account as per Kingdom policy.
- 4.3 Complimentary Event Fees
 - 4.3.1 Atlantian Royalty, Atlantian Heirs, and Lochmere sitting Baronage shall receive complimentary admission to Lochmere events including seats at feast.
 - 4.3.2 Other persons may be given complimentary admission and/or feast if authorized as part of the event budget.
- 4.4 Event Refund Policy
 - 4.4.1 This policy shall be posted on the baronial web site.
 - 4.4.2 The Exchequer must receive a refund request in writing or e-mail no later than 5 days after the event.
 - 4.4.3 Refund requests received prior to the event will be honored.
 - 4.4.4 Refund requests received after the event will be honored only if the event made a profit.
 - 4.4.5 Refund requests for feast will only be honored if the feast spot is resold.
 - 4.4.6 No refunds shall be issued until the event books have been closed and all reservation checks have been processed by the bank.
 - 4.4.7 Refund checks will be issued no later than 45 days after the end of the event.
- 4.8 The event financial report shall be presented at the first regular populace meeting after the event books have been closed.

5.0 Baronial Property

- 5.1 The Baronial Exchequer shall keep a list of Baronial property and its location.
- 5.2 The Baronial Exchequer shall be notified of any Baronial property removed from its normal location. Such notification may be made by either a paper receipt signed and dated by the recipient and given to the Exchequer at the next populace meeting or by an email sent to the Exchequer within a week of the change of location.
- 5.3 Anyone with custody of Baronial property shall be responsible for its care and maintenance. Funds for repairs shall be approved in the annual budget or by a populace vote.

6.0 Special Funds

- 6.1 Special funds are defined as any funds collected for a specified reason.
- 6.2 Special funds will be retained by the barony in the general baronial bank account until their purpose can be executed.
- 6.3 A record shall be kept by the Exchequer of the deposits of special funds and their intended purpose to ensure they will not be unintentionally combined with general baronial funds.
- 6.4 Any special funds in excess of the amount required for the intended purpose will be merged with the general baronial funds only after the intended purpose has been fulfilled.
 - 6.4.1 Any funds held for another SCA group will be disbursed per Kingdom Policy or by direction of the Kingdom Exchequer provided such direction does not conflict with any policy of the Kingdom of Atlantia or the SCA.
- 6.5 The purpose of the fundraising for the special fund shall be clearly denoted in some manner at the event at which the fundraising occurs and any excess money raised will go into the general baronial fund.

7.0 Operating Budget

- 7.1 The Exchequer, with input from the Finance Committee, shall draft an operating budget in October for the following calendar year.
- 6.2 The Exchequer shall submit the upcoming year's operating budget to the populace at the November business meeting.
- 6.3 Throughout the year, the Barony's expenditures and fundraising shall be guided by the operating budget, though exceptions may be made due to unforeseen circumstances.

Date Approved:

By majority vote at Lochmere Populace meeting held 5 February 2018.