

## Financial Policy for the Barony of Dragonship Haven

1. MEMBERS OF THE FINANCIAL COMMITTEE
  - a) The Financial Committee consists of, the Exchequer, the Seneschal, and any paid members of the Barony in attendance at any meeting described herein.
  - b) There is no proxy voting on financial matters.
  
2. TERMS OF FINANCIAL COMMITTEE MEMBERS
  - a) The Exchequer and Seneschal will serve on the Financial Committee during their terms in office.
  - b) All paid members of the Barony as defined in Baronial Custom in attendance at a Baronial Business Meeting meeting shall serve as members.
  
3. TIMEFRAMES AND METHODS FOR FINANCIAL COMMITTEE MEETINGS
  - a) The Financial Committee shall meet at least annually in addition to scheduled Baronial Business Meetings to set the following year's budget. The meeting need not coincide with the annual budget meeting and will be announced/scheduled ahead of time with at least one of notice.
  - b) The Financial Committee will meet as needed to approve non-budgeted expenditures over \$100 not able to be approved in time by the Baronial Populace at a regularly scheduled meeting as noted in Section 5.
  - c) The Financial Committee shall meet at least annually in addition to scheduled Baronial Business Meetings to review and update, as necessary, the Financial Policy. The meeting need not coincide with the annual budget meeting and will be announced/scheduled ahead of time with at least one of notice.
  - d) The Exchequer shall provide a summary of discussions and decisions made in the above meetings at the next regularly scheduled Baronial Business meeting with any denials explained with suggested potential solutions.
  
4. TIMEFRAMES AND METHODS FOR ACTION APPROVAL UNDER NORMAL CIRCUMSTANCES
  - a) Items to be purchased for Baronial use will be proposed at a regularly scheduled Baronial Business Meeting, discussed and approved by the Baronial Populace in attendance at the meeting with both the Seneschal and Exchequer or their Deputies present.
  - b) Event proposals and items purchased for events will be handled under Section 8.
  
5. TIMEFRAMES AND METHODS FOR MEETING AND APPROVAL IN EMERGENCIES
  - a) The Exchequer or Seneschal can call for emergency meetings as needed giving committee members at least one (1) calendar days' notice.
  - b) The committee shall provide a summary of discussions and decisions of any emergency meetings at the next regularly scheduled Baronial Business Meeting with any denials explained with suggested potential solutions.
  
6. REPORTING REQUIREMENTS

Barony of Dragonship Haven

Approved by Financial Committee - (date)

Approved by Kingdom Exchequer - (date)

a) The Exchequer shall:

- i) Provide a monthly report at each regularly scheduled Baronial Business Meeting
- ii) Ensure timely quarterly reporting as required by Kingdom Laws and Policies
- iii) Ensure timely event and NMS reporting as required by Kingdom Laws and Policies

## 7. EVENT FINANCIALS

Events held within the Barony must be approved by the Populace at a Baronial Business Meeting in advance of the event. The proposal for an event must include proposed activities, date, location, draft budget, event steward, and estimated attendance.

## 8. PRINCIPAL EVENT STEWARD

- a) Is considered a Baronial Officer for the duration of the event from proposal through the acceptance of the Post-Event Steward's report and must maintain an active SCA membership for that entire duration.
- b) To be the principal event steward, one must have co-stewarded an event previously with an experienced principal steward.
- c) Must have at least one co-steward who need not have experience as a principal steward
- d) Is responsible for all aspects of an event.
  - i. Proposes a draft budget to be approved at a business meeting.
  - ii. Recruits, supervises and supports other staff needed for the event.
  - iii. Submits monthly reports to the Seneschal about event progress.
  - iv. When submitting an event bid, it must be determined whether the site requires to be listed as an additional named insured. Coordinates insurance coverage with the Seneschal and the Exchequer.
  - v. Obtains a W-9, invoice and required draft contract for any sites or additional services to be used for the event
    1. Exchequer receives the completed W-9 per SCA Financial Policy
    2. Seneschal receives and signs the contract and keeps a copy
    3. Exchequer receives a signed pdf copy of the contract and writes a check to the site once a completed W-9 is received.
    4. The Principal Event Steward is responsible for mailing or delivering, whichever is easier, the signed contract and payment to the site.
- e) The principal event steward approves advances and expenditures needed by event staff to obtain essential supplies.
  - i. Steward informs Exchequer to whom, for what reason and for how much disbursements should be made for the event. If not an advance for items such as food or gate seed money, a receipt will be required before reimbursement can be made.
  - ii. Staff are reminded that receipts must be submitted to the Exchequer with a reimbursement request within one (1) week of the event for final reconciliation, and reimbursement in time for the required Exchequer's event report. E-receipts are acceptable, but must be complete, clear and show the date purchased, item(s) purchased, and the amount spent clearly on the receipt and have no personal items listed.
- f) Coordinate the request of electronic pre-registration (PayPal) with the Exchequer and indicate a staff person to receive the prepaid online registration list in addition to the Exchequer,

Seneschal and Principal Event Steward. If no such person is indicated, it will default to the above listed.

- g) Coordinate any request to use Kingdom's credit card system ("Zettle") through the Exchequer.
- h) Budget overruns must be brought up to the Financial Committee or Baronial Populace for approval, whichever is timely for the event and expenditure.
- i). Oversees Gate and ensures the Head of Gate is an SCA member in good standing.
  - a. Ensures Head of Gate staff is over the age of eighteen (18) and is an SCA member in good standing
  - b. Counts or ensures someone from the event Steward staff other than the head of gate counts the cash box at the end of event and signs the receipt. In addition, ensures the Head of Gate also counts the cash box at the end of an event and signs the receipt.
  - c. Ensures gate paperwork and money is returned to the Exchequer or their designee at the end of the event or within 48 hours of the end of the event.
- j) The Post-Event Steward's report. The Steward's event report should be completed and presented at the next Baronial Business Meeting with a copy to the Seneschal if possible or directly to the Seneschal within six (6) weeks of event completion.

#### 9. COMPLIMENTARY EVENT ADMISSIONS

- a) Per Society and EK Financial Policy, the Crown and Heirs will not be charged gate fee nor any fees for feast and/or dayboard if applicable, nor will the current Crown or Heirs of any SCA Kingdom.
- b) Dragonship Haven Baronial Seats shall be comped for events sponsored by Dragonship Haven. For co-sponsored events, the Baronage of the co-sponsoring group or groups shall also be comped.
- c) Spouses, significant others and children of Royalty and Baronage who are not dignitaries mentioned in section 6a and b above shall be charged the appropriate fee(s).
- d) Event stewards may structure the event bid to include a list of additional comps, such as event staff, to be discussed as part of the bid process and approved by the Baronial Populace present at the Baronial Business Meeting the event bid presented at.
- e) Per East Kingdom Financial Policy, the event registration fee and non-member surcharge will NOT be waived for any non-member at any time

#### 10. REFUNDS FOR EVENTS

- a) Refunds for an event will be considered on a case-by-case basis at the discretion of the Exchequer.
- b) Will only be made via paper check from the Barony.
- c) Refunds must be requested within two (2) calendar days following the end of an event and must be in writing (letter or email) and include a mailing address.
- d) Feast reservations that can be resold will be reimbursed either the amount collected or following the online refund policy.
- e) Prepaid reservations utilizing the EK electronic registration system will be reimbursed per EK Law (amount paid minus PayPal fees).

#### 11. ASSET MANAGEMENT AND CONTROL OF INVENTORY

- a) Storage Locker Rental:

Barony of Dragonship Haven

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Approved by Kingdom Exchequer - (date)

- i. All storage locker contracts must be signed by the Baronial Seneschal with a copy given to the Exchequer to be placed with the records (may be a PDF copy stored electronically on the Kingdom provided Google Drive)
  - ii. Contract may be paid ahead at the Baronial Populace's approval to save on monthly reimbursement requests.
  - iii. A key will be kept by both the current Seneschal and current Chamberlain. Keys should not be copied and provided to other persons.
  - iv. The storage locker is for Baronial Property only and shall not be used to store personal items.
  - v. Per SCA Financial Policy, all contracts exceeding \$600 per annum require a completed official W-9 be provided by the vendor. The Seneschal and chamberlain will work with the Exchequer to ensure these forms are collected for storage.
- b) Other Property
- The Chamberlain shall keep a list of all Baronial Property that is updated after each event. The current list shall be provided to the Exchequer in December of each year to be placed with the 4<sup>th</sup> Quarter report.

## 12. PROHIBITED ACTIVITIES

- a) RAFFLES AND ONLINE AUCTIONS are prohibited.
- b) FIREWORKS – The purchase, ownership or sale of fireworks is prohibited. The purchase of professional fireworks services is permitted, with approval by the Board of Directors. To request permission from the Board, the branch must request approval through the Kingdom Seneschal and the Kingdom Exchequer who will contact their Society Superiors for instructions.
- c) ALCOHOL – Purchase and/or serving of alcohol even as a prize or a fundraising donation is not permitted. Small quantities of potable alcohol used solely in cooking is allowed.
- d) The use of cryptocurrency or digital assets by the SCA is prohibited. No branch is permitted to buy, sell, invest in, trade in, or accept cryptocurrency or digital assets for any purpose.
- e) Baronial funds may not be used in whole or part to the benefit of private individuals or businesses including non-501(c)(3) organizations, special occasion gifts to members, replacement of private property broken at SCA functions, membership in the SCA for private individuals.
- f) Baronial funds may not be spent on events closed to the general populace.
- g) Monies raised for a special project or event may not be used for a different project or event.
- h) Money may not be loaned to individuals.

## 13. SALES TAX

The Barony is a CT State Tax Exempt organization. The certificate can be provided for large purchases upon request to the Baronial Seneschal or Baronial Exchequer.

## 14. SPECIAL PURPOSE AND DEDICATED FUNDS

Not currently used

15. ANNUAL BUDGET

- a) The Exchequer will create a draft of the annual budget in consultation with the Officers and Financial Committee at a meeting to be held in September or October. The annual budget does not include budgets for events.
- b) A draft will be presented, discussed and approved by the Financial Committee in November of each year.
- c) The draft will be presented to the Members and voted on at the December meeting each year and must pass by a majority vote.

16. REIMBURSEMENT FOR NON-EVENT ITEMS

- a) Receipts along with the reimbursement request form must be turned over to the Exchequer before reimbursement will occur.
- b) The receipts must be clearly legible showing the date purchased and amount spent and cannot include other items purchased for personal use.
- c) Receipts for items other than an event as discussed above must be turned in by the next business meeting unless an exception has been made by the Exchequer.
- d) Reimbursement will be made by paper check only.
- e) E-receipts are acceptable.

17. BARONIAL BANK ACCOUNTS

- a) The Barony will have, at a minimum, one business checking account that requires two signatures on all checks written.
- b) Four (4) signatories minimum are required on the Barony's checking account: the Exchequer, the Seneschal, one other Financial Committee member and the Kingdom Exchequer.
- c) When a new officer is elected, new signature cards must be signed as soon as possible for any existing accounts, but in no case should the paperwork to start said process take longer than two (2) weeks to submit to Kingdom.
- d) At least two (2) people (preferably the Exchequer and Deputy or the Exchequer and Seneschal) shall have electronic access to the any and all bank accounts.

18. RECORDS

- a) Records may be kept either electronically or in paper format. Electronic files should be word, excel and/or PDF compatible. All picture formatted records should be converted to word, excel or PDF compatible formats if capable.
- b) Paper records will be kept for seven (7) years by the Exchequer, unless otherwise required to be submitted to Kingdom or another officer. Conversion to electronic from paper is encouraged.
- c) Electronic records will be stored in the Kingdom provided share drive for at least seven (7) years.
- d) All records are available for review by any member of the Barony. A request should be mailed or emailed to the Exchequer and Seneschal for approval.
- e) Once a new Exchequer is elected, all Baronial items shall be turned over to the new officer within two (2) weeks of the new officer assuming office.

19. CONFLICTS WITH OTHER POLICIES

- a) Baronial Financial Policy supersedes Baronial Custom

Barony of Dragonship Haven

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Approved by Kingdom Exchequer - (date)

- b) All policies not stated here are inherited from Society and Kingdom policies.
- c) Any conflicts are resolved in favor of the Society and Kingdom policies
- d) The Society and Kingdom financial policies supersede general branch polices should any conflict arise. This policy will be maintained in good faith and practice and reviewed annually to remove any conflicting language from Society or Kingdom policy.

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