

## **BARONY OF TERRA POMARIA FINANCIAL POLICY**

### **I. INTRODUCTION**

The following Financial Policy serves as an addendum to the Baronial Customary of Terra Pomaria (Customary) and is subject to the requirements set forth by the Principality of the Summits, the Kingdom of An Tir, The Society for Creative Anachronism, Inc. (Society) Financial Policy, Corpora and By Laws. The Barony's Financial Policy should be revised whenever changes in modern law, the Society's governing documents and policies, the Principality, the Kingdom, or the Barony requires.

### **II. FINANCE COMMITTEE**

The Finance Committee's responsibilities are to compile and approve an annual budget and approve any unbudgeted expenditures.

- The Finance Committee shall be composed at a minimum of the Exchequer (as committee chair), Seneschal, Baron/Baroness (who together count as one vote), one baronial officer and one member of the populace, with current society membership, or another officer. The member and officer/s will be selected at random from volunteers. The member will be held to the same business meeting attendance requirements as an officer. (See section V Officers and Deputies: General Duties in the Customary.) Failure to meet these requirements may result in removal from the financial committee. The term of the Exchequer, Seneschal and Baron/Baroness is equal to the term of their office. The term of the baronial officer and member selected at random will be one year with the changeover happening each April.
- The Finance Committee must have a minimum of 3 committee members present to make financial decisions. A simple majority of the entire committee is the minimum requirement for approval of all actions.
- Failure of the officer/s or populace member to attend 2 financial committee meetings in a year may result in removal from the financial committee.
- Finance Committee meetings will be held in the first month of each quarter. The Financial Committee may be convened during a scheduled Business Meeting and the actions taken by the Financial Committee in such a case will be recorded as part of the minutes of the Business Meeting. Expenditures beyond an approved budget or an approved event bid will require a financial committee vote. Additional meetings may be held as the Barony requires.
- Financial Committee decisions may be made by a majority vote via e-mail with those decisions published and announced via the next Privy.
- Finance Committee meetings will have minutes kept by a committee member designated as recording secretary and will include a list of those present. A copy of meeting minutes with the original signature of the recording secretary will be given to the Seneschal and a copy given to the Exchequer for reporting purposes.
- The budget will be submitted for officers' review and approval by the end of the January Business Meeting. The approved budget will be published in The Privy.

### **III. BANK ACCOUNTS**

- Bank accounts of the Barony shall be structured according to Principality, Kingdom and Society Financial Policies.
- Bank statements shall be reviewed by the Seneschal, and the Seneschal will confirm the review in writing. Both the Exchequer and Seneschal will retain a statement, and the Exchequer will keep the Seneschal's review confirmation with their statement. Email is an acceptable form of communication.
- If online account access is available, the password shall be given to the Exchequer, Seneschal, Principality Exchequer, and respective deputies as required.

#### **IV. FINANCES OF OFFICERS**

##### **Baronial Officers**

- All officers will be reimbursed for reasonable office, postage and copying expenses incurred in conjunction with their office. Expenses are subject to the limits of the officer's budget. Expenses must be documented with receipts.
- All officers must request Finance Committee approval at Business Meeting to expend funds for special needs. Approval is determined by a simple majority of the full financial committee. If a majority of the full financial committee cannot be reached at the business meeting, the request will be put forth and decided by the full committee within 10 days.
- In the event of a mandatory Administrative retreat the Seneschal and Exchequer may each be reimbursed for 2 nights lodging, half of 6 meals, principality per diem per mile or actual gas receipts and site fee (if appropriate).

##### **Event Stewards**

- Event bids must be submitted to the finance committee 3 business days prior to the next business meeting or financial committee meeting. The financial committee may approve the bid(s) as submitted, approve the bid(s) with amendment, or return the bid(s) for further work. In the event of equally acceptable bids, the proposals will be put before the officers at the next business meeting.
- Event Stewards will be reimbursed for reasonable expenses incurred for their event. Expenses are subject to the limits of their original event bid. Reimbursements for expenses above the original bid amount must be justified and approved by the Finance Committee at Business Meeting prior to reimbursement. Expenditure of funds does not guarantee reimbursement.
- Event Stewards may request cash advances only as necessary when reserving event sites or making deposits for other event-related purchases or services needed by the Barony.
- Event Stewards must request Finance Committee approval at Business Meeting to expend funds for special circumstances. Approval is determined by a simple majority of the full financial committee.

##### **Contingencies**

- The Seneschal, with the Exchequer, may approve expending Baronial funds up to the amount of \$100.00 per month for Baronial officers or Event Stewards between Business Meetings. All such expenditures must be recorded and justified to the Finance Committee.

## **V. Baronial Funds and Property**

Anyone entrusted with Baronial money will be held personally accountable for those moneys to the Barony.

- Special cases of accountability will be left to the discretion of the financial committee as long as Federal, State or Society Law or Custom has not been violated. The special case will be discussed at a Business Meeting.
- Anyone entrusted with Baronial money will work with the Exchequer to assure that accounting and accountability meet Kingdom standards and regulations. As part of this process, the person who is entrusted with Baronial money is responsible for assembling the receipts and records, and submitting them to the Exchequer.
- All officers must keep a strict accounting of all funds associated with their office and report this information to the Exchequer. This information must also be included in the officers' regular monthly reports.
- Loan of Baronial property will only be done with the permission and approval of the officers during a Business Meeting. If an immediate decision is required between Business Meetings, the Seneschal may grant the permission.
  - The person/group borrowing items will be responsible for the care, cleaning and replacement of the borrowed items.
  - At the Seneschal's discretion, a cleaning or security deposit may be required in advance.
  - If an item is returned damaged or soiled, the Barony will repair, clean or replace the item and may charge the person/group who borrowed the item.
- A lease agreement will be drawn up when custody of property that has a replacement value of greater than \$50 is loaned to another person/ group or transferred to officers/ champions/ coronet.

## **VI. REIMBURSEMENTS AND CASH ADVANCES**

Reimbursement is the preferred method of handling Baronial funds.

### **Reimbursement procedure**

Only those items on the receipt that were purchased for the Barony should be circled. Each receipt should have the total Baronial expense written on it and a description of the expense. All receipts must be attached to a standard 8.5x11 sheet of paper. A total of expenses per page should be written on each page and all pages should be numbered. Each receipt page must be copied. Both the original pages and copied pages are then attached to the Kingdom Cheque Request form and submitted to the Exchequer. The Barony is only obligated to reimburse for receipts presented within 120 days of the expenditure.

### **Cash advance procedure**

The officer requesting the cash advance must have the approval of the Financial Committee. The officer must present a cost estimate sheet and completed Kingdom Cheque Request form to the Exchequer. The cash advance may be made to the company requiring the deposit or prepayment for goods or services. After making the purchase or payment, the officer must notify the Exchequer that payment was accepted or, in the case of a purchase, provide a receipt and unused money within 60 days.

## **VII. CONTROL OF CASH RECEIPTS**

For all events taking place within the Barony, a separate locking cashbox must be used to separate Gate and Kitchen funds. The Exchequer and/or Event Steward is responsible for these funds.

### **Gate Reconciliation**

- The starting cash boxes must be verified by 3 paid members, before it can be used for any transactions.
- The Exchequer will not handle funds at Terra Pomaria Events. (Edits approved at Baronial Meeting 6/18/8) All people handling monies must be members in good standing.
- The Gate Steward will be considered a deputy of the Exchequer.
- Only the Exchequer or a designated substitute and one other member in good standing may pick up money and Gate sheets from Gate. The Gate staff will be given the name and picture of persons approved to make money pickups from Gate.
- The cash boxes between the close of gate and the opening of gate shall be locked and the individual in charge of the boxes will be separate from the individual in charge of the keys. (Edits approved at Baronial Meeting 6/18/8)
- The Envelope Method for gate box pulls will be used to do periodic pulls of the cash box funds. These pulls shall be done whenever a gate sheet is filled and at the closing of the gate. (Edits approved at Baronial Meeting 6/18/8)
- At a minimum, the Exchequer (or an officer chosen by the Exchequer), the Event Steward (or designated member of Event Steward Team) and one other officer chosen by the Seneschal will be present for the reconciliation.
- The first count of the money will be done by someone other than the Exchequer.
- The Gate sheets will be totaled by page for adult and child's site fees, non-member surcharge and other categories as determined by the Event Steward. The page totals for each category will be added up for the final totals for each category.
- The money will be sorted, counted and totaled by denomination by one person. A second person will repeat the same process and should have the same totals as the first count.
- The starting amount of money in the gate box shall be removed, and set aside to be returned to the person who originally signed out the advance.
- After the starting amount has been removed, the totals for money and amounts recorded on the Gate sheets should be the same.
- Money will be placed in a sealable bank deposit bag and must be deposited within 5 days from the close of the event. Whenever possible, two people should be present for the deposit.

### **Other Cash Box Reconciliation**

- All cash boxes must be reconciled by a tally sheet or receipts.
- The starting cash boxes must be verified by 3 paid members before it can be used for any transactions.
- All people handling monies must be members in good standing.
- Only the Exchequer or a designated substitute and one other member in good standing may pick up money from the cashbox for reconciliation. The staff will be given the name and picture of persons approved to make money pickups from their cashbox.

- At a minimum, the Exchequer (or an officer chosen by the Exchequer), the Event Steward (or designated member of Event Steward's team) and one other officer chosen by the Seneschal will be present for the reconciliation.
- The first count of the money will be done by someone other than the Exchequer.
- The money will be sorted, counted and totaled by denomination by one person. A second person will repeat the same process and should have the same totals as the first count.
- The starting amount of money in the cashbox shall be removed, and set aside to be returned to the person who originally signed out the advance.
- Money will be placed in a sealable bank deposit bag and must be deposited within 5 days from the close of the event. Whenever possible, two people should be present for the deposit.

### **VIII. SITE FEES**

The Barony's Site Fee and Site Fee Exemption policy will be reviewed annually at the Budget Meeting.

#### **Pay Pal (Edits approved at Baronial Meeting 6/18/8)**

- Accepting Paypal for Pre-Registration and at Gate will come with a per-transaction fee. The fees are as follows:
  - 2.2%+ \$0.30 per online transaction (pre-Registration), or 2.7%+\$0.30 at the door. (Edits approved at Baronial Meeting 6/18/8)
- At the Door, All Credit Card transactions will be processed through swipe and will not be keyed in. (Edits approved at Baronial Meeting 6/18/8)
- Individual accepting payments must have a current SCA membership, and must be at least 18 years old. (Edits approved at Baronial Meeting 6/18/8)
- A separate sign-in sheet shall be maintained for all credit card/PayPal payments made at the door. (Edits approved at Baronial Meeting 6/18/8)

#### **Site Fee Exemptions**

- Those Baronial officers who are actively performing their official duties as required at a Baronial event are exempt from paying site fee. This includes the Event Steward, Seneschal, Exchequer, Chirurgeon, Herald, and for fighting events, the Lists, the Marshall in Charge for each marshal event. All officers may designate a deputy or other qualified individual to act as their representative at the event who would take their exemption, as well.
- Baronial Champions are exempt from paying site fee when attending the next year's event in which their champion contest is held. If the champion will not be organizing the competition, the responsibility will fall to the appropriate officer and that officer will be exempt.
- For event staff exemptions, the Event Steward must submit a list of names for review and approval of the Finance Committee, no later than 30 days prior to the event. This list should include officers not listed above who will be performing the duties of their office at the event.
- Other site fee exemptions include those covered by Principality and Kingdom Laws [seated Nobility, their Heirs, and Territorial Baron(s)/Baroness(es)].
- Site fee exemption can only be given to proven active members of the SCA (blue card or proof of membership is required to be provided at gate), additional it (Edits approved at Baronial Meeting 6/18/8) does not include additional fees such as a separate feast fee, tent or cabin charges, or any class fees. (Edits approved at Baronial Meeting 6/18/8)

## **IX. EVENT REFUNDS**

- Requests for refund of pre-event credit card, cash, or check payment (reservations, site, feast, or class fees, ect) must be made via e-mail (or Postmarked) no less than 10 days before the beginning of the event, and must include a valid mailing address. (Edits approved at Baronial Meeting 6/18/8)Refund Requests received after the 10 day cut off period will be reviewed by the Baronial Finance Committee on a case by case basis. (Edits approved at Baronial Meeting 6/18/8)
- Refunds will be made by mailed paper check within 30 days of the event. (Edits approved at Baronial Meeting 6/18/8)Refunds for payments made through the Paypal system will not include any transaction costs collected by PayPal for the processing of the transactions. (Edits approved at Baronial Meeting 6/18/8)
- A notification of how to request refunds will be published on event site and pre-registration form.
- Site fees and feast fees may be transferred to another attendee, with prior notification to the Event Steward/reservation coordinator.
- If an attendee is ejected from an event for cause, no refunds will be given.

## **X. FINANCIAL POLICY REVIEW**

The Financial Policy will be reviewed annually by the Finance Committee and must be approved by the Barony's officers by the third Business Meeting of the year.

## **XI. REPORTING REQUIREMENTS**

The Exchequer will report on Finance Committee activities as a part of the Exchequer's report at Business Meeting.

- The Exchequer may read the Finance Committee minutes in their entirety to be recorded in the minutes of the Business Meeting, or The Exchequer may provide the Chronicler with a copy of the Finance Committee's signed minutes. The Chronicler will then attach the Finance Committee minutes to the minutes of the Business Meeting.

- All documents related to receipts and expenditures, and documentation of financial decisions, shall be retained by the Exchequer for seven years.

#### XII. DEDICATED FUNDS

- Regalia Fund: The Regalia Fund will be established to hold monies for the acquisition and upkeep of baronial regalia. Regalia is defined as items of baronial property that constitute the emblems, symbols, or paraphernalia indicative of Terra Pomaria. The funds contained within may be used for purposes including, but not limited to: purchase of regalia, purchase of materials to make regalia, maintenance and repair of regalia, and insurance and storage of regalia. This fund will automatically expire July 1, 2018. The fund may be extended beyond the above date by a majority vote of the financial committee. Upon expiration, the funds shall be returned to the Terra Pomaria General Fund.

*Simon S. Swarborne*

Terra Pomaria Exchequer

*Matteo Volpella da Perugia*

Terra Pomaria Seneschal

*Ruffe Ó Donnabháin*

Summit's Principality Exchequer

*Genevieve Marie Ekenette de Montagne*

An Tir Kingdom Exchequer