

Barony of Wastekeep Financial Policy - 2015

I. Normal Business – Financial Committee

- A Financial Committee shall be formed to handle all approval of disbursements of Baronial Funds.
- Financial Committee shall be headed by the Baronial Exchequer, and will include as members: The Baronial Exchequer, the Baronial Seneschal, the Baron and Baroness, as well as, one to three other officers/longtime outstanding members at their Excellency's discretion. There will always be an odd number of members on the Financial Committee. If there is an even number of persons on the Committee, their Excellency's vote only count as one "person" to keep the number odd.
- Disbursements will be approved by a majority vote of the Financial Committee. Minutes/Decisions of the Financial Committee will be documented in the baronial council minutes as part of the Exchequer's Report at least once per quarter.
- The Financial Committee will meet at the discretion of the Baronial Exchequer, no less than Quarterly. Between meetings all interactions of the Financial Committee will be conducted on the Google Group wastekeep-financial-committee@googlegroups.com this will enable documentation and tracking of all actions.
- A cheque request form must be completed for all disbursements. This form may be submitted to the Financial Committee in written form, or submitted as an electronic document to wastekeep-financial-committee@googlegroups.com. All reports submitted electronically, must be followed up by original written request.
- Expenses shall be reimbursed by the Exchequer based on receipts tendered accompanied by the check request form. In all cases, written receipts must substantiate disbursements.
- Amounts over \$200 that are approved by the Financial Committee will need to also go to full council.
- Photocopies of receipts shall be maintained for the baronial records to ensure that the barony maintains auditable records. (Many modern receipts fade rapidly over time.) It is strongly recommended that photocopies of the receipts be submitted for reimbursement with the check request form.
- If receipts are not available, a letter written by the individual requesting a reimbursement, explaining the lack of receipt can be accepted. This letter will need to be signed by the individual, the Baronial Exchequer, the Baronial Seneschal, the Officer or Event Steward that the funds are budgeted from, as well as one of Their Excellency's. These situations will need to also be approved by the majority at an open baronial council meeting.
- Fees may be paid based on invoices.
- Honoraria may be paid based on Financial Committee approval (a copy of a letter thanking the person included with the check serves as the documentation).
- All advances must be reconciled within 60 days of the event. Extensions beyond 60 days require the approval of the Financial Committee.

Barony of Wastekeep Financial Policy - 2015

- Any reimbursements must happen within the 60 days of the activity that the reimbursement is requested for. Extensions require approval of the Financial Committee.
- Disbursements for officer expenses of less than \$50 per month up to that officer's yearly limit can be made without further Financial Committee approval. It will be reported to the Financial Committee in a summery notification of checks written.
- The Baronial Seneschal, or designee, shall on a monthly basis, access the Baronial mailbox, open, sign the monthly bank statement, and then turn the statement over to the Baronial Exchequer.
- The Baronial Exchequer, shall maintain a copy of the blue membership cards for all members of the Financial Committee.
- The Baronial Seneschal and Baronial Exchequer shall designate all signers of the Baronial Checkbook.

II. Event Contracts

- Contracts with landowners for the use of property or land must clearly state a set price for payment of the use of the property or land. This price can be structured either as an amount per attendee, or as a price for the event as a whole. The landowner cannot be the autocrat of the event.
- Contract must be turned in to the Exchequer with event paperwork.

III. Gate

A. Pre-event

- Advances for gate change funds will be issued no earlier than at the last open baronial council meeting before the event. The amount will vary depending on the size of the event and the amount of change gate will be expected to make.
- Advances for fees will be issued as needed after being approved by the Financial Committee or per the approved budget for that event.
- Advances for estimated costs of food or other event supplies will be issued when approved by the Financial Committee or per the approved budget for that event. It is recommended that such advances be made as close to the event as feasible so as to reduce the chance of real or perceived mishandling of SCA funds and to be able to reconcile within the 60 day limit.

B. Event

NOTE: An adult is 18 years of age or older per mundane law.

- A least one member in good standing will be at the gate at all times when it is open. Additional volunteers are welcome but must be at least fifteen (15) years of age. Volunteers must be members in good standing.

Barony of Wastekeep Financial Policy - 2015

- Only adult members in good standing will handle money at the gate. When there is more than one member in good standing, one of them will be designated Lead and will be responsible for the cash box.
- For kingdom level events, at least one adult Wastekeep member in good standing will be at the gate with at least one other volunteer. During periods of increased activity, additional volunteers may be needed.
- If cash must be obtained from someone on site for the gate, a check will be given to that person to cover the amount. There will be no “loaning” of cash with the person reimbursed from the gate receipts later in the day.
- No expense receipts will be reimbursed from the cash box. Use a baronial check.
- A duplicate receipt book will be kept at gate to document any cash transactions not related to site fees and to provide, to those members who want one, a receipt of their gate fee.
- Gate Fee refunds are not normally given. Any reasonable request for a refund must be approved by the Exchequer, Seneschal, and Event Steward. If it is granted, it will be provided via a check within 30 days of the end of the event.
- If an attendee is not a member, or cannot prove their membership when signing in, and there is a Corporate Non-Member Surcharge in effect for that event, they must pay this additional fee. After the event, the amount is calculated and sent in as the current requirements dictate. The Gate Reconciliation form has a column to help calculate this amount.
- When the gate is shut down, the cash box will be taken by one leader of the event while the gate sheets are taken by a different leader of the event. They will be returned to the gate when it is reopened. These leaders cannot be part of the same mundane household.
- The money from the cash box must be secured at all times. When it is not in the cash box at the gate in the presence of the gate attendants (such as when the gate is shut down), it needs to be safeguarded. Don't make it public knowledge where the money stash is. Examples of what can be done include using an on-site safe, placement with other items that are kept under constant guard or placement into a cooler under a blanket used as a chair.

C. Waived Site Fee

- Site fees to Baronial sponsored events shall be waived for the following: Baron and Baroness of Wastekeep, King and Queen of An Tir, Crown Prince and Princess of An Tir, current Princes and Princesses for any of An Tir's Principalities, any Kingdom Champions, and any Major Kingdom Officers who are required to conduct business at the event, the Event Steward, the Feast-o-crat, and others at the Event Steward's discretion with the approval of the Seneschal and Exchequer.

D. Deposits

Barony of Wastekeep Financial Policy - 2015

- Removal of money from the cash box to deposit it (known as count out), requires two people: a member in good standing and the Seneschal, Exchequer, Event Steward or previously approved Wastekeep member in good standing. Each person independently counts the money and confirms the deposit slip.
- If needed, use disposable, sealable bank bags. and at regular intervals (more often during peak times, less during slow times), count out cash equal to the total minus the starting cash, and remove it and any checks from the cash box. Place it in sealed or locked bank bags with a deposit slip. Store these in a safe place until they can be transported to the bank drop or money conversion point.
- If the event is small enough, a single deposit may be made after the close of the event. For larger events, have two people drive the money to the bank or money conversion point as needed to keep the amount of cash at the event site reasonable.

E. Reconciliation

- Comparing the gate sheets with the money taken into ensure they match should be done as soon as possible, ideally before the event is over.
- The Exchequer or designated alternate with the Event Steward, Seneschal or designated alternate will match the money taken in with the money recorded on the gate sheets plus any other money transactions detailed on the barony's copy of receipts placed in the cash box. Don't forget to remove the "change fund" from the amount collected before determining gross income.
- The reconciliation will be documented by having the individuals performing it sign the attendance list.

F. Post-Event

- If reconciliation did not happen at the event, it should occur within 7 calendar days unless extraordinary circumstances prevail.
- All event funds should be deposited within five business days unless extraordinary circumstances prevail.

Barony of Wastekeep
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Approved

Dec 11, 2014

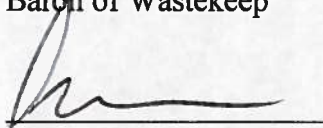
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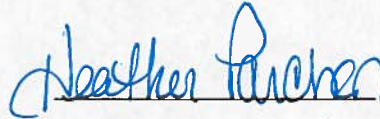
Baron of Wastekeep



Baroness of Wastekeep



Wastekeep Exchequer



Wastekeep Seneschal



Kingdom Exchequer

Royals/Champions:	
	King
	Queen
	Crown Prince
	Crown Princess
	Prince of the Summits
	Princess of the Summits
	Prince of Avacal
	Princess of Avacal
	Prince of Tir Righ
	Princess of Tir Righ
	Champion of An Tir
	Queen's Rapier Champion
	Kingdom A&S Champion
	Kingdom Bardic Champion
	Kingdom Protector
	Kingdom Equestion Champion
	Baron of Wastekeep
	Baroness of Wastekeep

Major Officers (if required)	
	Arts & Sciences
	Black Lion Principal Herald
	Chatelaine
	Chirurgion
	Chronicler
	Earl Marshal
	Exchequer
	Family Activities Coordinator
	Kingdom Scribe
	Royal Chamberlain
	Seneschal
	Webminister

Event Staff:	
	Event Steward
	Feast-o-crat