

Dun Carraig Financial Policy
Approved: April 2014

I. Concerning this Policy

- A. All provisions of this Policy are subject to Kingdom Law & Corpora.
 - 1. The Financial Policy for the Barony of Dun Carraig is established in order to provide adequate control of the financial transactions of the Barony. This Policy is superseded by Kingdom Exchequer Policy, Kingdom Financial Policy, Kingdom Law, Society Exchequer Policy, Corpora, State, and Federal Law.
- B. This Policy may be amended as follows:
 - 1. A proposed amendment must be submitted to the Financial Committee for review.
 - 2. After review by the Financial Committee, all amendments must be presented to the populace at a Baronial business meeting with the Financial Committee's recommendations. A vote will be taken of the entire populace present who are paid members residing in Dun Carraig aged 16 years or older of the Society for Creative Anachronism, Inc. each having 1 vote. (See IV-B-1-e).
 - 3. When approved by the populace, it then is forwarded to Regional and Kingdom for final approval. When approved by Kingdom, the amendment shall take effect upon publication in the next issue of the newsletter.

II. The Chancellor of the Exchequer

- A. The Exchequer shall maintain a checking account with appropriate signature cards for the group; file all quarterly and event reports as required by Kingdom and Society law and policy; enforce and maintain the group's financial policy; serve as chairperson of the group's Financial Committee, and communicate the Committee's actions with the populace.
- B. The Exchequer shall, upon written request, provide access to the group's financial reports and books to any member of the group; and shall report to the group the specifics of the quarterly reports, and the annual doomsday report.
- C. The Exchequer shall pursue any NSF checks received by the group according to the policy outlined in the Society Exchequer's Handbook.
- D. The Exchequer is responsible/accountable for the custody and safekeeping of all assets and regalia for their group. The Exchequer can delegate this to a chamberlain/quartermaster if the group has one. If the group does have a chamberlain/quartermaster that tracks the property of the group, this office falls under the office of Exchequer.

III. Financial Committee Section

- A. The Barony shall have a Financial Committee, constituted by an odd number of members, which is chaired by the Exchequer and consists of the Exchequer, Seneschal and three other Baronial members. Any paid SCA member residing in Dun Carraig aged 16 years or older may volunteer to serve as a financial committee member, subject to approval by majority, by a populace vote at a Baronial business meeting. A minimum of two alternates will be chosen in the same manner. No two financial committee members or alternates may be married or live in the same household. Only one member of sitting baronage may be on the financial committee. A financial committee member may step down at any time, and must step down if he or she no longer meets the requirements (e.g., membership lapses, moves out of the barony).

1. The minimum number of votes to authorize the appropriation of funds shall be three. The Exchequer and Seneschal must be present.
 2. In the event that one of the financial committee members cannot attend the financial committee meeting, an alternate (as officially published) will attend in their place.
 - (a) No proxies will be accepted (written or otherwise).
 - (b) Under no circumstances will any single member carry more than one vote.
 3. In the case of any tie votes, the issue at hand will be decided by the Seneschal.
 4. In the event that one member of the financial committee steps down, the Seneschal and Exchequer must be notified immediately. Then, the need for replacement will be announced publicly and a replacement will be voted on at the next Baronial business meeting.
 5. If one member of the financial committee needs to be removed, that member may be removed by full agreement between the Seneschal, Exchequer, and Baronage.
- B. Financial Committee meetings are held for approving event budgets and for appropriating funds as in section IV-B. Time and place of meetings are determined by the Exchequer, and will be publicized on the Baronial e-list. Financial Committee meetings are open to the populace.
- C. Emergency Financial Committee
1. Emergencies are defined per the Exchequer and/or Seneschal as financial decisions that need to be made before the next Baronial business meeting.
 2. This Committee shall consist of the Exchequer (Chairperson), the Seneschal, and any one of the other financial committee members.
 3. Members of the Emergency Financial Committee shall have one vote each. Should a member recuse himself/herself from a vote in which there is a conflict of interest or appearance of impropriety, another financial committee member shall cast the third vote.
 4. Spending limits are as follows:
 - (a) Emergency spending approval is permitted up to \$1,000 by a majority vote.
 - (b) Emergency spending approval for a Kingdom event site fee is permitted up to \$2,000 and requires a unanimous vote.
 5. Written records of all Emergency Financial Committee meetings must be kept by the Exchequer. These records must be presented at the next Baronial meeting. No required ratification by the non-emergency financial committee is needed after the fact.

IV. Disbursement of Funds

- A. Signatories on all Baronial accounts shall be the Exchequer & Seneschal. Up to two additional persons will be designated by the Exchequer and Seneschal as alternate signatories.
- B. Authorization for disbursement of funds
 1. Disbursement for routine expenses (e.g. rental of meeting rooms) incurred through scheduled events, newsletter publication, or contractual obligations will be authorized in the following manner:
 - (a) Purchases of supplies for an Office which do not exceed \$25 may be made without prior approval; however, the Exchequer retains the right to withhold reimbursement. This decision may be appealed to the Seneschal.

- (b) Purchases or obligations for the Barony which do not exceed \$50 require approval by the Seneschal and the Exchequer.
 - (c) Purchases or obligations for the Barony in excess of \$50 but which do not exceed \$300 require approval by the Financial Committee.
 - (d) Purchases or obligations over \$300 require approval by the populace at a Baronial business meeting.
 - (e) For purposes of determining eligibility for voting in financial matters, voters must be 16 years of age or older, and a current SCA membership card must be available at the time of vote.
 - (f) Disbursement of funds in IV-B-1-b and IV-B-1-c may be approved at a Baronial business meeting.
 - (g) For event related expenses, the Autocrat is considered to be a deputy to the Seneschal. Before funds can be disbursed, the Autocrat must specify to the Exchequer where on the budget that the expense falls.
 - (h) No proxies will be accepted for anything financial.
2. For reimbursements, all receipts for event related expenses shall be turned into the Exchequer within seven days of the event completion.
 3. For cash advances, all receipts and remaining cash shall be turned into the Exchequer within seven days of the event completion.
 4. The Exchequer must report all approved expenses or obligations at the Baronial business meeting following their disbursement.
 5. There will be no *special funds* maintained by the group. All money will go into the general funds and be used accordingly.

V. Event Section

A. Budget Process

1. Potential Autocrat determines a rough outline (bid) for an event with potential dates, sites (with costs), and head cook already named.
2. Potential autocrat proposes event bid at a Baronial meeting. A Baronial majority vote is required to proceed.
3. Autocrat must Spike Event per Kingdom policy.
4. Autocrat notifies Exchequer when he/she has a proposed budget and is ready to meet with the Financial Committee to finalize it. The Exchequer then arranges the Financial Committee meeting.
5. Financial Committee meets with Autocrat; head cook if available; and finalizes the budget. When the budget is believed to be ready, the Financial Committee will vote to approve it no less than three months prior to the event. Budget changes can be made afterwards by the financial committee.
6. The Exchequer prints out the finalized budget on the official budget form, then gets it signed by the Seneschal; Autocrat; and Exchequer. Copies are given to the Seneschal and Autocrat.
7. Autocrat notifies Exchequer of who will specifically be budgeted for each expense (i.e. prizes; decorations; tokens; etc.). Autocrat notifies each person as to what their budget is.
8. Anyone budgeted who needs a cash advance must fill out a "cash advance request form" that is available on the duncarraig.net website (files section) and gives that to the Exchequer for approval.

B. Site Deposit Process

1. No site deposit checks will be written until the event budget has been approved by the Financial Committee and the site contract has been reviewed and accepted by the Seneschal and Exchequer.
- C. Event Reports are completed on the Event Report Form by the Exchequer, and then presented to the Autocrat and Seneschal for discussion/approval; finalization; and signatures.
- D. When there is an over-budget event expense(s); these will be handled as per usual financial disbursement of funds procedures. (Section IV-B).
- E. Event Refund Policy
1. If a person has paid for a Dun Carraig event but is unable to attend, he or she may request a refund, in writing, from the Barony within seven days of the event completion. The Barony may, at its discretion, issue a full or partial refund. Such decisions will be made on a case-by-case basis, by a refund committee consisting of the following; the Exchequer, the Seneschal, and the event autocrat.
 2. When determining whether or not to issue a refund, this refund committee will take into account the following:
 - (a) Did the event make a profit? (No refunds will be issued for an event that did not turn a profit, nor will refunds be issued that cause the Barony to take a loss for any event).
 - (b) What is the nature of the situation that caused a refund request? (Higher priority will be given when circumstances beyond a person's control prevent his or her attending the event or feast).
 - (c) Any/all refunds will be sent no later than 14 days after event report completion.
- F. Waiving Event Fees
1. Event site and feast fees will be waived for the following event attendees; the King, Queen, Prince, Princess, Dun Carraig Baronage, Autocrat, and Head Cook. Children age 5 and under are not required to pay fees. Fee waivers must be specified on the event budget. To waive the fees of additional attendees, the waiver of fees must be approved by the Financial Committee with justification/documentation for the additional names in writing and added to the Final Event Report. Site fee waivers of children age 5 and under should be included information on the event flyer.
 2. There will be a family cap for event site fees only, being capped at \$50. Feast fees must still be paid by all required (i.e. age 6 and older).