

Fiscal Policy for the Barony of Thor's Mountain
Revised Curia 2010 – The Year of the Trailer

I. Introduction

- a. This policy is formulated to standardize and outline the policies and procedures of the office of Reeve for the Barony of Thor's Mountain. It is not meant to be static; changes can be made as the needs and goals of the group change.
- b. Changes can be made by the financial committee.
- c. Policy will be reviewed at least every 3 years to ensure compliance with SCA and Kingdom policies, and reflection of current needs/goals of group.

II. Financial Committee

- a. The financial committee will consist of all voting members and other persons in attendance at Curia and any regularly scheduled business meeting, Voting members are those persons residing in baronial zip codes who are Paid SCA members.
- b. The terms of voting members shall be for as long as the members hold a valid paid membership.
- c. The financial committee convenes annually at Curia, and may convene at every regularly scheduled business meeting.

III. Guiding Authorities:

- a. The reeve will comply with Society Fiscal Policy, The Financial Policies for the Kingdom of Meridies, and the Fiscal Policy for the Barony of Thor's Mountain as applicable.

IV. Acquisition of Funds

- a. Funds will be collected for Event reservations and entrance fees, heraldic submissions, newsletter subscriptions, University of Meridies enrollment fees, transfers from other branches of the SCA, and other miscellaneous donations.
- b. Fundraisers at events. The number of Fundraisers at a Thor's Mountain event is limited to no more than two per event.
- c. All cash (including checks) received by the barony will be documented by a duplicate receipt system.* One copy will be given as receipt to the giver, the other will be used to reconcile cash receipts by the Reeve/Exchequer prior to deposit.

**Cancelled checks may serve as their own receipt for the giver, but in such cases, a photocopy of all such checks received will be presented to the Reeve.*

V. Baronial Expense Approval Policy

- a. Authorization for all disbursements requires Financial Committee approval using current Baronial voting procedure.
- b. Three Officers Rule: In the event that a decision which would normally require a vote must be made before the next regularly scheduled meeting:
 - i. A vote can be taken of the Baroness, the Seneschal, the Knight Marshall, the Reeve, the Minister of Arts and Sciences, or the Herald, so long as at least a total of three or more officers are polled and those three or more officers reach a unanimous decision on the vote. This vote can approve no more than \$300 at a time.
 - ii. At the meeting immediately following such a vote the Populace is to be notified that a vote was taken and the results of the voting.
- c. Event Monies: Autocrats must submit a budget for approval by the Reeve, the Seneschal, and the Baroness, no later than five months before the event.

- d. Preapproved Committee or Project Money.
 - i. Committees or Individuals must have a written budget & proposal when requesting funds. The Barony may, however, authorize funds for a committee or individual on an ad hoc basis. Funds authorized, but not spent by Baronial Curia may be returned to the general Baronial funds.
- e. Officers must have a written budget when requesting funds (other than from the Discretionary fund). Funds authorized, but not spent by Baronial Curia may be returned to the general Baronial funds.
- f. Financial Support for Baronial Cantons. Money for Events will be loaned to Baronial Cantons on the conditions that:
 - i. Repayment is considered a primary event expense.
 - ii. The Canton follows Baronial Event financial policies.

VI. Standing Accounts

- a. Standing policy expenditures are:
 - i. Discretionary Fund.
 - 1. A Discretionary Fund which automatically replenishes itself as of Curia has been established from which authorized users may draw without requiring Financial Committee Approval.
 - ii. Library Subscriptions
 - iii. Working Capital
 - iv. Reserve Fund. The Barony will maintain a reserve fund that should be able to cover the largest single expense/loss we might incur. This reserve will retain interest as part of the fund, if the fund does not increase by at least 5% a year than any amount needed to make up the difference will be added from the general fund.
- b. Donations. These include donations to the Kingdom Treasury, specific Kingdom or Society projects, and to other nonprofit organizations outside the SCA. The subject of donations may be brought up and voted on at any Business Meeting or Curia.
- c. Royalty Attendance. Their Royal Majesties, Their Royal Highnesses and if applicable, their mundane spouses will attend events free of charge. Event fees will also be waived for reigning royalty from other kingdoms.

VII. Disbursement of Funds

- a. Site deposits for Events. The Seneschal or Autocrat must notify the Reeve when the reservation is made, for what date, to whom to send the check, and for what amount.
- b. Advances & Reimbursements for Event expenses.
 - i. All receipts must be presented to the Reeve no later than one week after the Event (at the Event is preferable).
 - ii. Advances are given only with Reeve and Autocrat approval. The Reeve retains the right to refuse an advance based on previous delinquent or missing receipts.
 - iii. Event staff must have Autocrat approval for expenditures over budget line items. Autocrat must have Financial Committee approval for expenditures over the approved Event budget. Information regarding standard budgets can be obtained from the Seneschal, Reeve, and Baroness.
- c. Event refunds.
 - i. Event refunds will be given only if requested within 30 days after the Event.
 - ii. If length of stay on site is more than 3 hours, only Feast fee is refundable.

- iii. Each Event Autocrat will establish and publish in the Event flyer a release time for feast reservations after which time they may be resold. Guaranteed reservations will be accepted by written request only and ensure that a seat will be held at Feast, and for this no refund will be made.
- d. Advances & Reimbursements for other Approved Expenses
 - i. All receipts must be presented to the Reeve no later than one month after the purchase has been made.
 - ii. Advances are given only with Reeve and Seneschal approval. The Reeve retains the right to refuse an advance based on previous delinquent or missing receipts.

VIII. Reporting

- a. Reports as required by Kingdom superiors will be made, with copies to the local Seneschal.
- b. At any time, anyone may ask for an accounting of the Baronial funds. The Reeve will comply within a reasonable time.
- c. The Reeve completes the financial report for Events to include roster and waiver submission.

IX. Bank Policy

- a. Checking and Savings. The Barony will maintain separate Checking and Savings accounts. The Checking and Savings accounts will require two (2) signatures for disbursements, one each from each of the following people: Reeve, Seneschal, and one of the following: Baronial Seat, Deputy Reeve, Deputy Seneschal, Kingdom Exchequer, but not more than five total.
- b. Funds will be deposited into the Barony's bank account. It is the Reeve's responsibility to keep only needed operating funds in Checking, the rest should be put in Savings or other appropriate financial instruments..

VIII. Change of Policy

The policies listed herein may be changed by 2/3 majority of members at any Business Meeting or Curia, by following current voting procedures.

Revised March, 2008

Addendum/Amendments to the Fiscal Policy for 2010. These Items will need to be revisited at Curia 2011

Refunding:

Priority of of Refunding Standing Allocations is:

- 1) Working Capital
- 2) Reserve Fund
- 3) Equestrian Insurance
- 4) Library Subscription
- 5) Discretionary Fund

Reserve Fund:

The Reserve Fund will be set at \$2500.00. There will be No automatic annual increase this for 2010.

Working Capital:

The Working Capital Fund is set at \$3000.00.

Suggested Food Budget for Events:

Feast Budget is \$7.50 per person

Saturday Breakfast Budget is \$1.50.

Sunday Breakfast Budget is \$1.50

Total Food Budget per Person is \$10.50

Discretionary Fund:

The current amount set aside for this fund is One Hundred and Fifty dollars (\$150), from which the current maximum withdrawal by an individual users is Twenty-five dollars (\$25).

Offices currently able to draw funds from the discretionary fund are the Baroness, Seneschal, Minister of Arts and Science, Reeve, Consul, Gold Key, Provost, Dance, Pastimes with Goode Company, Scroller, Page School/Minister of Children, Hospitaler, Herald, Constable, Chronicler. Heavy Weapons Marshall, Rapier Marshall, Live Weapons Marshall, Youth Combat Marshall, and Archey Marshall.