

Barony of Nottingham Coill Financial Policy

1. This Document

- 1.1. This document shall be accepted by a majority vote at a scheduled Baronial meeting and replace all previous financial policies.
- 1.2. This document may be amended or replaced by a majority vote at a scheduled Baronial meeting.
- 1.3. This document shall be reviewed annually at the Baronial meeting at the Baronial Birthday event.
- 1.4. This document is superceded by: Kingdom Exchequer Policy, Kingdom Financial Policy, Kingdom Law, Society Financial Policy, Society Exchequer Policy, Corpora, State and Federal Law.

2. The Chancellor of the Exchequer

- 2.1. The Exchequer shall maintain a checking account with appropriate signature cards for the Barony, file all quarterly and event reports as required by Kingdom and Society law and policy, enforce and maintain the Barony's financial policy, serve as chairperson of the Barony's Financial Committee and hold primary responsibility for coordinating with other members of the Financial Committee and communicating the committee's actions to the populace.
- 2.2. The Exchequer shall, upon request, provide access to the Barony's financial reports and books to any member of the Barony and shall publish to the Barony the annual doomsday report.
- 2.3. The Exchequer shall disburse funds for approved expenditures in a timely manner, typically 1-2 weeks, upon receipt of the appropriate request form and receipts.
- 2.4. The Exchequer shall pursue any NSF checks received by the Barony according to the policy outlined in the Society Exchequer's Handbook.

3. Financial Committee

- 3.1. The Financial Committee shall consist of the Exchequer, the Seneschal, and one other officer.
- 3.2. Each member of the Financial Committee must be a paid member of the Society for Creative Anachronism, Inc, be at least 18 years of age, and possess a valid warrant for their office.
- 3.3. Each member of the Financial Committee shall be a signatory on the Barony's checking account.
- 3.4. The Financial Committee shall review all proposed expenditures and may authorize any expenditure of the Barony's unallocated funds.
- 3.5. At its discretion, the Financial Committee may refer to vote by the populace any requested expenditure. This is recommended for all expenditures over \$100 that are not event-related.
- 3.6. The Committee shall report all of its activity to the populace at the next scheduled Baronial meeting.

4. Events

4.1. Event Budget

- 4.1.1. The autocrat shall present an itemized budget for an event to the Financial Committee for review and approval at least six months before the date of the event. The Financial Committee may choose to

reduce this six month schedule under extenuating circumstances, such as a request from the Crown or an event being small enough in scope that six months lead time is not required.

4.1.2. Any changes to the budget must be approved by the Financial Committee.

4.1.3. The Financial Committee must authorize any itemized expenditure in excess of the approved amount.

4.2. Event Reservations and Registration (troll)

4.2.1. All checks shall be photocopied and deposited in a timely manner, typically within 1-2 weeks of receipt.

4.2.2. No funds shall be removed from the check-in cash box except as change for funds received.

4.2.3. The Reservationist and Registration Coordinator (Head Troll) shall be approved by the Financial Committee.

4.2.4. All event income shall be deposited within 5 days after the event.

4.3. Event Refunds

4.3.1. No refunds (except for those on the waiting list for feast) shall be provided if the event does not make a profit.

4.3.2. The Exchequer must receive refund requests in writing no later than seven days after the event.

4.3.3. All refunds shall be paid by check from the Barony's checking account.

4.3.4. No refund shall be issued until the event books have been closed and all reservation checks have cleared.

4.4. Event Report

4.4.1. The event report shall be completed by the Autocrat and the Exchequer, typically within 15 days after the date of the event.

4.4.2. The event financial report shall be presented to the populace at the next scheduled Baronial meeting after the event books have been closed or by some other means if the next meeting is more than 60 days after the event.

5. Disbursements

5.1. Approved Expenditures

5.1.1. Reimbursement for an approved expenditure will be made only upon presentation of a request for reimbursement form and all receipts.

5.1.2. Requests for reimbursement of event-related expenditures must be submitted within 7 days of the close of the event and must have the approval of the Autocrat.

5.1.3. Requests for reimbursement of expenditures that are not event-related must be submitted by the end of the quarter following the one in which the expenditure was made.

5.1.4. One-time expenditures of less than \$50 may be authorized by the Seneschal and Exchequer.

5.2. Advances

5.2.1. The Financial Committee may approve advance payments to cover anticipated expenditures (such as feast for an event). A signed cash advance form is required from the recipient prior to disbursement. Receipts and repayment covering the total amount disbursed must be

provided within 30 days of receipt of the advance or 7 days after the date of the event, whichever is sooner.

6. Subsidiary Branches

- 6.1. Any new group that forms may be given startup money from the Barony in the amount of \$250 or 10% of unallocated funds, whichever is less.
- 6.2. Startup money as well as other funds belonging to the new group will be administered by the Baronial Exchequer in accordance with Kingdom Policy.
- 6.3. Until such time as the funds are transferred into the account of the subsidiary branch, that branch will follow the financial policies of the Barony, except that the Financial Committee will consist of the group Exchequer, the group Seneschal, one other group officer, the Baronial Exchequer, and the Baronial Seneschal.
- 6.4. If a subsidiary branch dissolves for whatever reason, an amount equal to the startup money received from the Barony shall be returned to the Barony General Fund, if there are sufficient monies in the group account. It is strongly recommended that the disbanding group choose to return all monies to the Barony account.

Change History

Date Accepted: July 14, 2001

Seneschal: Kari Kyst

Exchequer: Ealdthryth of Humberstone

Date Revised: March 30, 2002 by populace at Baronial Birthday meeting

Seneschal: Madeleine d'Angers

Exchequer: Ealdthryth of Humberstone

Modified Section 4.1.1 to add the following sentence:

The Financial Committee may choose to reduce this six month schedule under extenuating circumstances, such as a request from the Crown or an event being small enough in scope that six months lead time is not required.