

# **Financial Policies of the Barony of Marinus (SCA, Inc.)**

As revised by Financial Committee Review 28 January 2016

The financial business of the Barony of Marinus is traditionally carried out at our business meetings (called Moot) before the assembled members of our populace with each member of the Barony having the opportunity to comment and vote on the financial issues. A simple majority of the paid SCA members present at MOOT is needed to carry any issue requiring a vote. The **Emergency Financial Committee** is the means of dealing with any financial business that arises in those periods between Moots and dealing with any emergency which may require an immediate financial decision.

## **I. Purpose**

The Financial Policy for the Barony of Marinus is established to provide adequate control of the financial transactions of the Barony and to ensure compliance with the applicable Kingdom and Society regulations while maintaining continuity in our administrative functions.

This Policy is superseded in order by: Kingdom Exchequer Policy, Kingdom Financial Policy, Kingdom Law, Society Exchequer Policy, Society Branch Financial Policy, Corpora, State, and Federal Law.

## **II. Maintenance and Review**

### **A. Emergency Financial Committee**

1. The Committee shall consist of three primary members: the Baronial Seneschal, the Baronial Exchequer, and a representative of the populace.
2. All members must be paid members of the SCA, Inc. and must physically reside within the zip codes that define the boundaries of the Barony, and cannot reside within the same household.
3. The Populace Representative is to be chosen by a simple majority vote at a regularly scheduled business meeting (Moot) of the Barony. The Baron or Baroness may not serve in this capacity.
  - a. The incumbent Emergency Financial Committee shall determine the date of the vote.
  - b. The date of the vote shall be announced at the Moot preceding the scheduled date, and shall also be publicized on the Baronial email list.
  - c. The Populace Representative shall serve for two years unless they resign or are relieved of their responsibilities by the Emergency Financial Committee at an earlier date.
4. The Emergency Financial Committee shall also include three alternate, non-voting members: the primary deputies to the Baronial Seneschal and Exchequer, and a third alternate to be chosen by the Populace Representative.
5. At least one primary member must participate in all activities of the committee – the alternates alone shall not conduct the business of the committee.
6. Removal of the Populace Representative:
  - a. Should the Baronial Seneschal and Exchequer be dissatisfied with the job performance of the Populace Representative they shall discuss their concerns with the Populace Representative in person if possible. The Populace Representative shall be given 30 days to address these concerns before any further action is taken.
  - b. Following the 30 day period, should either the Baronial Seneschal or Exchequer wish to pursue removal, they must document all known deficiencies and present those deficiencies to the populace at Moot.
  - c. If a simple majority of the populace at Moot agrees with the removal, the Populace Representative is relieved of duty.
  - d. A Populace Representative who does not communicate for more than three months will be assumed to have resigned.

### **B. Meetings of the Emergency Financial Committee**

1. All normal day-to-day business of the committee may be conducted electronically or by telephone.
2. Physical meetings of the Emergency Financial Committee will be held as needed. The Baronial Exchequer shall chair all physical meetings of the committee.

3. Votes of the Emergency Financial Committee may be conducted electronically or by telephone provided that all three primary members agree on the medium. The vote must be conducted at a physical meeting of the committee if an agreement on an alternate medium cannot be reached.

#### **C. Policy Maintenance and Review**

1. The Emergency Financial Committee shall review the Financial Policy at a physical meeting annually and within 3 months of the appointment of a new Baronial Seneschal, Exchequer, or the Investiture of the Baronage.
2. The Exchequer is responsible for reviewing the policy for compliance with all changes made to Society and Kingdom regulations. Any necessary modifications shall be drafted by the Exchequer and then brought to the committee to begin the approval process.
3. Any member of the populace may propose a change to the Financial Policy.
4. The Baronage shall be notified of any changes prior to publication.
5. Approval of proposed policy changes shall require a simple majority vote at MOOT.
6. The Financial Policy will be made available on the Baronial website. The Exchequer shall maintain the original copy of the policy, which will be considered the binding document in the case of a dispute.

### **III. Internal Accounting Structure (Ledger Accounts)**

#### **A. Unallocated Funds**

Unallocated Funds – monies collected by the Barony to support the administrative and event related functions of the Barony. Unless otherwise specified all money collected will be considered to be unallocated funds.

#### **B. Permanent Funds**

There are currently no permanent ledger accounts. Permanent funds may be established consistent with policy.

#### **C. Temporary Funds**

Temporary Funds will be established for use as short-term obligations occur. These funds will not exceed one calendar year or the designated period of use, whichever is longer. Funding for temporary funds will be determined by the purpose of the fund. Any funds remaining after the expiration of the time limit will revert to Unallocated Funds. Temporary funds for events and fundraisers will be created as needed.

### **IV. Income**

#### **A. Designation of Direct Contributions**

1. Donors may designate a specific purpose for the funds that they donate to the Barony.
2. Should a designated fund no longer exist or already be at its established ceiling the donor will be afforded the opportunity to change their designation or withdraw their donation.

#### **B. Designation of Fundraising Proceeds**

1. All specified fundraisers will have a stated purpose, and any funds collected through those fundraisers will be deposited into the designated fund.
2. Should the purpose of a fundraiser no longer exist, or should excess funds be collected, remaining funds will be transferred to Unallocated Funds.

### **V. Disbursements**

#### **A. Controls**

1. Advance Payments
  - a. Advance payments can only be made with the prior approval of the Moot or the Emergency Financial Committee.
  - b. Receipts or repayment must be provided to cover the total amount disbursed within 30 days of the purchase of the item.
2. Ceiling on expenditure approval

- a. Expenditures up to \$300.00 may be approved either by the Moot or the Emergency Financial Committee.
  - b. Expenditures exceeding \$300.00 must be brought to the Moot for approval by the populace.
3. Reports to the Populace  
The Baronial Exchequer, or their designated representative, shall report to the populace all expenditures approved by the Emergency Financial Committee at the first Moot following the approval of the expenditure.
4. Purchases by members of the populace
- a. Members of the Barony desiring to use Baronial funds to purchase permanent goods for the Barony must first submit a written purchase request to the Baronial Quartermaster for review.
  - b. The Quartermaster will compare all such requests against the current Baronial inventory and will advise the Emergency Financial Committee on the validity of the requested purchase.
  - c. The written purchase request must contain the modern name of the requestor, the date of the request, a description of the item(s), the cost of the item(s), and the reason for the purchase.

#### **B. Pre-Approved Disbursements**

The Baronial Exchequer is authorized to make the following regular disbursements:

1. **Event-related Expenses:**
  - a. Reimbursements may be disbursed for event-related expenses, not to exceed the amount outlined in the current approved Event Budget.
  - b. Receipts or repayment for advance payments must be provided to the Baronial Exchequer within 5 working days from the closing date of the event.
  - c. All event-related costs shall be disbursed from the designated temporary event fund.
2. **Office Stipends:** A biannual stipend of \$25.00 is approved for the Barony's Officers to cover the expenses of their office with the exception of the Baronial Chatelaine whose stipend will be \$75.00.
  - a. The Officers include: The Baronage, Seneschal, Chancellor of Youth Activities, Chronicler, Exchequer, Herald, Knight Marshal, Librarian, Minister of the Lists (MoL), Minister of Arts and Sciences (MoAS), and the Web Minister.
  - b. The stipend periods run from the 1st of January through the 30th of June, and the 1st of July through the 31st of December.
  - c. Receipts may be presented to the exchequer for reimbursement at any time during the period expended or up to 30 days after the end of the period.
  - d. Any monies not used will not roll over into the next period.
3. **Storage Unit Rental:** The rental fee for the Baronial storage unit shall be paid from the Unallocated Fund at least one month in advance but not more than one (1) year in advance.
4. **Web Hosting:** All web hosting-related fees for the Baronial website shall be paid from the Unallocated Fund.

## **VI. Baronial Events**

### **A. Event Budget**

1. Members of the populace that desire to autocrat a Baronial Event must submit a proposed Event Budget to the Seneschal and Exchequer as part of their Event Bid. The Event Budget form is available from the Kingdom Exchequer's website.
2. Event bid including the proposed budget must be approved by a simple majority vote of the populace at Moot.
3. Event-related reimbursements may not occur until after the event bid has been accepted.
4. An event's budget can be modified by up to \$500.00 prior to the event commencement by members of the Emergency Financial Committee. Changes to the event's budget over \$500.00 must be approved by a vote of the populace at MOOT.
4. Those events that are over budget will be audited by the Seneschal, the Exchequer and the populace representative serving on the Emergency Financial Committee or their alternates in compliance with section II of this policy. The Emergency Financial Committee can approve over expenditure

reimbursements up to \$300.00. Reimbursements over \$300.00 must be approved by a vote of the populace at Moot.

#### **B. Separation of Event and Fundraising Proceeds**

1. Should fundraising activities be held at a Baronial Event, the monies collected for the fundraiser shall be kept separate from the monies being collected at the gate.
2. The fundraiser organizer must ensure that the monies collected for the fundraiser are turned in to the Exchequer within five working days of the event.

#### **C. Gratis Attendees**

1. The following individuals shall be offered free admittance to Marinus events:
  - a. The autocrat of the event.
  - b. The head cook of the event.
  - c. The Baronage of Marinus.
  - d. The King, Queen, Prince, Princess of Atlantia, and any visiting foreign royalty, plus one (1) retainer each, so long as the Royal Party does not exceed a total of six (6) comps.
  - e. Children 0 to 4 years old. An exception to this may be made for adult-themed events such as Barnacled Bullfrog.
  - f. The Baronage of Tir-y-Don at InterBaronial Twelfth Night.
2. The following individuals shall be offered free feast at Marinus events:
  - a. The autocrat of the event.
  - b. The head cook of the event.
  - c. The Baronage of Marinus.
  - d. The King, Queen, Prince, Princess of Atlantia, and any visiting foreign royalty, plus one (1) retainer each, so long as the Royal Party does not exceed a total of six (6) comps.
  - e. The Baronage of Tir-y-Don at InterBaronial Twelfth Night.
3. Any per/head fees required by the owner of the site shall be paid by the Barony only for the specific individuals mentioned above and only if they accept the offer of free admittance to the event.

#### **D. Event Rates**

1. Event attendees who are 18 years or older shall pay the full site fee.
2. If the event allows for a reduced fee for children, then children between the ages of 5 and 17 inclusive shall be charged 1/2 of the full site fee.
3. The autocrat of a Marinus event may set a "Family Rate". The Baronial Seneschal must approve family rates before the rate may be implemented or published.
4. Any person taking a seat at feast, except those dining gratis (V.I.C.2.), shall pay the full feast price.

#### **E. Refund Policy**

1. Pre-registered event attendees shall receive a refund for both the site and feast fees (as applicable) provided that the refund request is received at least 24 hours prior to the start of the event by either the autocrat, the head troll, or the reservationist (if separate from the head troll).
2. Discretionary refunds may be given upon request of the autocrat and approved at the following Moot by populace vote.

#### **F. Reporting for Baronial Events**

1. Autocrats for Baronial Events must turn over the event profits, attendance sheets and all applicable receipts to the Baronial Exchequer within 5 days from the closing date of the event.
2. The original attendance sheets and any waivers that were collected shall be turned over to the Baronial Seneschal within 5 days from the closing date of the event.
3. Following receipt of the items mentioned above, the Baronial Exchequer shall prepare the financial report for the event, ensure that it is reviewed and approved by the autocrat and seneschal, and submit it according to Kingdom policy.

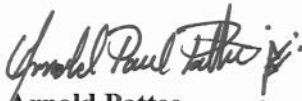
**VII. Financial Statements**

- A. In accordance with Society policy the annual financial statements of the Barony shall be made available to the populace.
- B. The Comparative Balance Sheet and Income Statement from the year-end report (Doomsday) shall be provided to the Baronial Chronicler for publication.
- C. The Baronial Exchequer shall provide a copy of the Comparative Balance Sheet and Income Statement to any member of the Barony that submits a written request for the financial statements.

**VIII. Baronial Property**


- A. A deputy position to the Exchequer (the Quartermaster) is established to oversee the control of all property owned by the Barony.
- B. The Quartermaster shall maintain a running inventory of all property owned by the Barony and will be the primary custodian for the Baronial Storage Unit.
- C. The Quartermaster shall conduct a complete physical inventory of all property belonging to the Barony annually. A copy of the results of this inventory shall be provided to the Baronial Seneschal and Baronial Exchequer no later than the 31st of December every year.

**A review of the Financial Policies of the Barony of Marinus, SCA, Inc. was conducted and changes were presented to and voted upon by the populace of Marinus during the MOOT conducted on the 3rd day of March 2016.**

  
**Arnold Pattee**  
*ArnBiorn Bassi Dansson*  
**Exchequer**

  
**Travis Stokes**  
*Eoin Mac Giric*  
**Seneschal**

  
**Robert Day**  
*Otto von Schwartzkatz*  
**Populace Representative**

  
**Curtis Rhoades**  
*Jean Maurice le Marinier*

  
**Melissa Rhoades**  
*Catalina Riquel de Luna*

**Baron and Baroness of Marinus**