

Financial Policy for the Barony of Fontaine dans Sable

I. Fontaine dans Sable Financial Committee

This committee will consist of 5 voting members. The committee will make decisions using a simple majority of voting members. Mandatory members of the committee are; the Coronet (with one aggregate vote), Seneschal and Exchequer. Deputies are able to speak and vote on behalf of the Seneschal and Exchequer, so long as only one vote is recorded by each office.

Additional members will include two current officers, one from the fighting community, and one from the non-fighting community. Each officer will work on the committee for the entire year, from planning meeting to final review, and has the first right of refusal to continue working on the committee for two years, so long as they continue to be an active officer of the Barony.

The committee will establish the financial policies for the Barony. These policies are in force for the duration of the policy, unless they violate SCA, Inc. corporate financial policies, The Kingdom of the Outlands financial policies, and tax, civil and criminal laws governing the Barony's actions. The financial policy can be changed through a simple majority vote by the committee, unless the Coronet and Seneschal unanimously choose to block the policy change.

The committee will establish officer and event budgets, and consider requests of non-budgeted expenses. The committee will meet quarterly, or as often as necessary. A planning meeting (conducted in December) will be held to establish officer budgets and to review the year's finances. The Exchequer will provide financial information to the committee, as needed, to facilitate these duties.

II. Income and Expenses

The Barony of Fontaine will maintain a bank account at a federally insured financial institution. The bank account must require two signatures for withdrawal of any and all funds. Mandatory signatories are: the Kingdom Exchequer, the Baronial Seneschal, Baronial Exchequer, and the emergency deputies for both Baronial offices. No signatories can share the same address, nor can they be a member of the Coronet.

Checks to the Barony should be addressed, "SCA Fontaine dans Sable", and will be placed into the general funds unless the check directs the funds to be used for a specific purpose (the Coronet Travel Fund, newsletter subscription). All deposited funds returned by the bank shall be reported to the financial committee by the Exchequer. The committee will assess a collection fee of not less than any charges from the Barony's bank. The committee will also decide if any other action is required.

Dispersal of funds will be approved by the committee in the form of annual officer budgets, approved event budgets, or on a case-by-case basis. The Seneschal (or, in the

absence of the Seneschal, another member of the financial committee) has discretionary approval to approve dispersal of funds under \$50.00 per year. When those funds are exhausted, the financial committee must approve further discretionary funds.

Any denials of funds can be appealed to the financial committee, where the member requesting the appeal will appear on their behalf. The appeal will be held at the earliest possible date after the denial of funds.

III. Funding authorizations

Funding authorizations must be submitted to the Baronial Exchequer no later than 30 days after the date of the event. Exceptions to this need to be approved by a simple majority of the financial committee prior to the 30 day limit.

Event related – the autocrat will be given a budget amount by the financial committee. It is the responsibility of the autocrat to make sure that all funding authorizations are completed for the event, and that purchases are in line with the Non-Profit Status Regulations of the SCA, Inc. Any questionable expenses should be forwarded to the Exchequer for review.

Purchases over the budget amount will not cause a corresponding increase in the event budget. Emergency expenditures not covered by the budget will be reviewed by the financial committee on a case-by-case basis, as far in advance of the purchase as possible.

Non-event related – funding authorizations for a non-event related expense must be approved by the financial committee. The committee is responsible for making sure that the expense is in line with the Non-Profit Status Regulations of the SCA, Inc. Any questionable expenses should be forwarded to the Exchequer for review.

A funding authorization should be completed approved by the financial committee prior to the purchase, unless the purchase is included in an approved officer budget. If prior written authorization is not possible, verbal permission must be obtained, and a written funding authorization should be completed as soon as possible after the purchase.

Any amount over the amount authorized requires additional permission before purchase. Emergency purchases without pre-authorization will be reviewed by the financial committee on a case-by-case basis at the committee's next scheduled meeting.