

## Barony of Castel Rouge – Financial Policy

First and foremost, the Barony will follow all SCA, Kingdom of Northshield and mundane laws

1. Composition of the Financial Committee (required)
  - The Barony must have an Exchequer as well as a drop-dead deputy, both of whom are adults and paid SCA members
  - The bank account needs a minimum of 3 local signatories and one “outside”/Kingdom signatory – all cheques must be double-signed, and not by the person that the cheque is made out to.
  - In order to vote on financial matters, all persons must be a member of the Barony and a paid SCA member
2. Terms of Financial Committee Members (required)
  - The Exchequer and the drop-dead deputy will be elected for two-year terms, which can be extended by populace vote
  - ?
3. Time Frames and methods for meetings (required)
  - Votes on Baronial financial matters will occur at Folkmoots, which are held regularly, at least once per month
  - Depending on the issue, the Baronial Council may meet to discuss an issue, before presenting it to the populace for a vote
  - Ideally, the issue(s) to be voted on will be shared prior to the meeting, so that members have a chance to think about the matter to be voted on
4. Time frames and methods for action approval under normal circumstances and in emergencies (required)
  - The financial committee must approve annual budgets in advance
  - The financial committee must approve event budgets before the event can be approved – if there is no budget prepared in advance, then there will be no event
  - Financial expenses of more than \$200? \$500? Must be voted on by the Barony
  - Officer budgets: \$100/year for expenses?
  - The financial committee must approve unbudgeted expenditures: emergency situations dealt with on a case-by case basis
5. Reporting requirements and schedule for reports to the branch administration (optional)
  - The Exchequer will share monthly bank reconciliation reports, quarterly reports, the Domesday report, and event reports with the Seneschal and event autocrats in a timely manner, after they are completed
  - ?
6. Timeframes and methods for review and revision of the Financial Policy (optional)
  - ? Ideas? Do we need this written out? Or review/revise as needed?
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7. Methods for controlling cash receipts
  - Cash received for any reason which is more than \$50 must be deposited within 14 days of receiving it
  - Cash received that is less than \$50 must be deposited within 30 days
  - Cash received (of over \$???) must be counted and recorded on a cash count form, which is signed by the Exchequer and another officer, ideally the Seneschal
  - Expenses need to be submitted to the exchequer soon after they are incurred, in order to be reimbursed. Expenses submitted more than 60 days after the expense was incurred will not be reimbursed.
8. Any policies regarding event admission charges or complimentary passes
  - a. Site fees may not be waived for non-members
  - b. contractual obligations may be exempted on a case-by-case basis (e.g. hall staff)
  - Comp Northshield royals
  - Comp autocrats, or refund for them if the event makes a profit?
  - Comp Baron & Baroness
  - Half price feast for cooks & servers
  - Free admittance to entertainers whose sole purpose of being at the event is to entertain us e.g. musicians
  - Teaching event: half price for teachers
  - For any particular event where a fee is being charged, the Barony can hold a special vote to allow complimentary attendance for specific reasons, include reasons with that event's report
  - It has been our tradition to share the proceeds of the raffle from the Gimli event. Typically, ½ of the money raised will go to the Barony, and the other ½ will be donated. We have decided each year if we will be donating the money, and where we will be sending it to (e.g. Kingdom, Royal Travel Fund, mundane charity, etc.).
- Thoughts? Ideas?

## Barony of Castel Rouge – Event Gate Policy

This policy is an addendum to the financial policy for the Barony of Castel Rouge, and is intended to expand and clarify how Gate should be handled prior to, during, and after an event.

1. Gate Coordinator
  - a. The Barony's exchequer or another designated person will be the Gate Coordinator for an event.
  - b. The Gate Coordinator must always be a paid adult member of the SCA.
2. Cash Box
  - a. Depending on the nature of the event, a pre-registration fee may be collected (e.g. deposit, or feast payment).
  - b. Pre-registration fees for an event must be deposited according to the Baronial financial policy.
  - c. Cash that is collected in the 14 days prior to the event can be held and used as the float for the cash box.
  - d. If there is insufficient cash available prior to the event, a cheque can be written for the Gate Coordinator to cash, and use as a float for gate.
  - e. At the start of the event, the Gate Coordinator and another Baronial Officer, preferably the Seneschal or the Event Coordinator, will count the amount of cash in the cash box at the beginning of the day, and confirm that it matches the amount expected. Both will sign a paper with the amounts confirmed.
  - f. Only paid SCA members may handle the cash box at events. The Gate Coordinator will ensure that only approved people are in control of the cash box at all times, until the funds can be deposited.
  - g. Reimbursements and refunds must be done by cheque, not with cash from the cash box, to make tracking payments and refunds easier.
  - h. At the close of the event, the Gate Coordinator and another Baronial Officer, preferably the Seneschal or the Event Coordinator, will count to amount of cash in the cash box at the end of the day, to confirm that it matches the amount expected. Both will sign a paper with the amounts confirmed.
3. Gate tables, forms, etc
  - a. The Gate Coordinator will ensure that a table for gate is set up close to the entrance to the hall, for guests to register and pay for the event.
  - b. The Autocrat(s) should communicate the fees for the event to the Exchequer, to ensure that the forms are correct, and the proper fees collected.
  - c. The Gate Coordinator will ensure that sufficient copies of the appropriate SCA Gate forms are prepared for the event, with the fees listed on each form, as well as bringing the cash box, float, calculators, pens, Baronial chequebook, etc.

- d. Do we want the autocrat or exchequer to arrange for people to sit at gate? Sufficient people should be recruited so that staff are able to have breaks and participate in the event.
  - e. Do we want to always have 2 people sitting at gate?
  - f. The Autocrat(s) are responsible for bringing site or feast tokens.
  - g. The Gate Coordinator will ensure that staff have been trained in properly completing the gate form, dealing with site/feast tokens, etc, and that appropriate waivers are signed. They shall also be informed of the Barony's policies regarding waiving of fees for Royals, and others. Questions that arise on-site should be referred to the Gate Coordinator.
  - h. The Gate Coordinator and the Autocrat(s) will communicate prior to the event, to ensure that copies of event schedules, SCA policies, etc, are available at gate.
4. Event Reporting
- a. If the Gate Coordinator is not the Baronial Exchequer, he/she shall return the cash box, gate forms, waivers, and signed cash count forms to the Exchequer as soon as possible after the event.
  - b. The Exchequer will review the gate forms and cash count forms, to ensure that the expected amount of money is present. Remember that some of the pre-registration fees may have already been deposited, and must be included into the event's final report.
  - c. The Exchequer will deposit all funds from the cash box in a timely manner, according to the Baronial, Kingdom, and SCA policies.
  - d. The Exchequer shall announce a closing date to submit requests for reimbursement of event expenses, sufficient to allow for preparation of the event report in a timely manner. Expenses will be reimbursed only when accompanied by receipts.
  - e. Expenses must be kept within the previously prepared event budget, or they will not be reimbursed.
  - f. Reimbursements will be by check only, never by cash
  - g. Ordinarily, event expenses will be paid by a member, and the Barony will reimburse them afterwards. However, if the expense causes undue hardship, the member can ask the Financial Committee to provide them a check in advance, to help cover those expenses.
  - h. Family cap for events? Of \$XXX.XX???
  - i. Event autocrats may choose to charge a fee for merchants wishing to set up at the event. The fee can be a donation of goods, a set dollar amount, or other arrangement, as determined ahead of time by the autocrat(s).
  - j. The Exchequer will complete the event report, and submit it to the Regional Exchequer, Kingdom Exchequer, and Baronial Seneschal, in a timely manner.
  - k. The Exchequer will complete the NMS Event Report, and submit it, along with a cheque for the appropriate amount, to the Kingdom NMS Deputy, in a timely manner.