

2008 Financial Policy

SCA, Inc - Barony of the Steppes

Article I. Financial Policies and Accounts

Section 1.01 Inclusion of kingdom and corporate financial policies

With the exception of any specific policies spelled out below, all financial policies of the Barony of the Steppes follow the Society of Creative Anachronism and the Kingdom of Ansteorra financial policy documents.

The most recent versions of these policies are available on the Kingdom of Ansteorra website via this URL (valid as of 11/29/07):

<http://treasurer.ansteorra.org/documents.php>

Section 1.02 Account signatories

- (a) The signatories on the Baronial checking account shall consist of the following: the Seneschal, the Exchequer, the Baron or Baroness, at least 1 member of the financial committee, the regional exchequer, and the kingdom exchequer.
- (b) All checks must be signed by two signatories.

Article II. Annual Budgets

Section 2.01 Pre-approval of budgeted expenses

All expenditures in the annual budget are estimates, not commitments or approvals, and must be pre-approved prior to any purchase.

Section 2.02 Budget deadlines

The annual budget for the following year should be approved by meeting of the financial committee by no later than October 31st.

Final annual budgets are due to Kingdom by November 30th.



Article III. Events

Section 3.01 Event Budget Planning

- (a) For specific event planning guidelines, consult the Steppes Event Planning Guide.
- (b) A preliminary budget must be submitted with every event bid. Upon being awarded an event, each event steward must submit a complete budget to be approved by the financial committee prior to any expenditure for that event.
 - (i) If the event budget, as submitted, is within the previously approved annual budget for that event, then the seneschal, exchequer and Baron or Baroness can speak for the financial committee.
 - (ii) The complete budget must be delivered to the seneschal, exchequer and Baron or Baroness within 21 days after the bid is awarded, or the event award may be rescinded.
- (c) We should attempt to make a profit on all events. Even as a worst-case scenario, event budgets should plan to make a profit assuming minimum attendance. These numbers are to be stated in the event budget.
 - (i) Specifically, Warlord must make sufficient profit to fund the Barony for the next year.

Section 3.02 Gate Policies

(a) Comp Lists

- (i) The comp list for any given event shall include, but is not necessarily limited to:

1) *Every event:*

- a) Current King
- b) One member of the king's entourage
- c) Current Queen
- d) One member of the queen's entourage
- e) Current Prince
- f) One member of the prince's entourage
- g) Current Princess
- h) One member of the princess' entourage
- i) Current Baron and/or Baroness

2) *Warlord (or events at which these titled competitions are held):*

- a) Current Warlord
- b) Queen of Love and Beauty
- c) Current Champion
- d) Queen of Grace and Honor
- e) Current Lancer
- f) Current Archer
- g) Current Bard



3) **Artisan:**

- a) Most recent Artisan
- (ii) A comp list must be provided to gate that lists both SCA and legal names.
- (iii) Anyone not on the comp list must be approved by the financial committee no later than two weeks prior to the event.

(b) Checks

- (i) All checks written to the Barony need to have the signer's valid phone number and driver's license (or state-approved id) number printed or written on the check.
- (ii) If a check is returned for non-sufficient funds, the Barony reserves the right to refuse that form of payment at future events.

(c) Family Max pricing

- (i) The event steward will set the family maximum price as equal to the site fee of two adults and two children, unless discussed with the seneschal, exchequer and Baron or Baroness prior to the event.
- (ii) This wording must be placed in all event announcements and be visible at gate:
"The family maximum price only covers a maximum of two adults of the same household and their legal minor children."

(d) Disputes

- (i) Any dispute of gate policies may be appealed to the gate coordinator.
- (ii) Refunds of site fees may be requested in writing (via postal service or email) to the exchequer up to fifteen days from the date of the event. Appeals may be made to the seneschal and will be judged on a case-by-case basis.

Section 3.03 Expense Reimbursements

- (a) Only pre-approved event expenditures are eligible for reimbursement. Receipts are required for any reimbursement to be given.
- (b) During an event, the event steward has the authority to authorize emergency event expenditures, but only to the amount of the event's previously approved miscellaneous budget. Expenditures above that amount can be submitted to the financial committee for approval on a case-by-case basis.



- (c) All requests for reimbursement **must** be in the hand of the exchequer within twenty-one days of the last day the event was held.
 - (i) Clear scans or faxes of receipts are acceptable to meet the reimbursement deadline with prior approval by both the exchequer and seneschal. In this case, the original receipt **must** be given to the exchequer by the next business meeting.
- (d) After the reimbursement period has passed, all unreimbursed expenses are treated as a donation to the Barony and the full balance of all advances, less receipts submitted, immediately become a receivable due to the Barony to be paid by the next official business or baronial meeting.
 - (i) In extreme circumstances only, the reimbursement period may be extended by approval of both the seneschal and exchequer.
- (e) All business dealings with SCA members will not be approved without a written contract signed by the group seneschal.

Section 3.04 Prizes

- (a) Pass-down prizes for Steppes titled competitions are Baronial assets and the responsibility of the winner until the next competition. Original and upkeep costs are expensed as capital, not event.
- (b) Take-home prizes are event expenses and become the property of the recipient.

Article IV. Financial Audits

Section 4.01 Audit requests

- (a) Any requests to review the Barony's financial papers must be submitted in writing to the exchequer, seneschal and sitting Baron and/or Baroness.
- (b) Due to the size of the Barony's financial files, all requests must include the scope and time period that the requester wishes to review.

Section 4.02 Audit procedures

- (a) All requested financial papers shall be made available no sooner than ten business days from the date of request.
- (b) The exchequer will notify the requester and members of the financial committee of three reasonable and available dates, times, and places to meet for the review.
- (c) The Barony's financial papers may not be loaned out, nor copies be made, without prior approval by the financial committee.



So approved November 25th, 2007

**Katheryn Cunninghame (Julie Cunningham), Baroness
Margarite McBridin (Michelle Hanson), Seneschal
Elinor Salter (Joanne Jones), Exchequer
Valeria Richila Navarro (Valerie Kelley), Financial Committee
Robin of Gilwell (Jay Rudin), Financial Committee
Francesca Laviana Sansovino (Ann Abate), Financial Committee
Dietrich von Greysson (Eric Dickey), Financial Committee**

