

Financial Policy of the Barony of Dragon's Mist

1. GENERAL

a. The Society Financial Policy and the Kingdom of An Tir Financial Policy are the first, foremost and final word on all financial issues in the Barony. Baronial Policy will not contradict anything stated in the financial policies of the Society or the Kingdom.

b. The current version of the Exchequer's Handbook serves as the main resource to any questions about financial dealings in the Barony.

c. All references to the "Branch," as a separate entity, shall be defined as all current members of the Society for Creative Anachronism as defined by the Barony of Dragon's Mist Customary.

d. Donations may be accepted by the Dragon's Mist branch, at the discretion of the Exchequer or Seneschal.

i. Any donation made for a dedicated purpose will be allotted to general funds, if a balance still exists after 1 year. This must be made clear to the donator at the time of acceptance of these funds.

e. The Branch Exchequer, with assistance from the Baronial Officers, shall establish a budget for each upcoming year, to be approved before the December business meeting, by the financial committee. It is recommended that a draft budget be submitted in advance of the November business meeting, to give the Financial Committee sufficient time to review, comment, and resolve any outstanding issues.

i. Each Major Officer will be granted a minimum annual budget of \$100 if no other request is submitted.

ii. Each Minor Officer will be granted a minimum annual budget of \$50 if no other request is submitted.

iii. This will reset at the beginning of each calendar year.

2. NON-MONETARY BRANCH ASSETS

a. All Baronial regalia, decorations, supplies, etc. are considered branch property and therefore must be catalogued and checked out by the Exchequer, or an Exchequer Deputy

b. Only officers or deputies may hold Baronial property, apart from Gold Key garb, which may be checked out to the public by the Gold Key officer:

i. Baronial gold key may only be checked out during Dragon's Mist Baronial events, and is expected to be returned at the same event.

- c. All property/assets may be checked out as needed and will be returned to the Chamberlain or Exchequer at the end of each Officer, Champion or Coronet tenure.
- d. Largesse is an exception to this rule and may be distributed at the Coronets' discretion.
- e. Additions to Baronial property must be approved by the seneschal to avoid overcrowding of storage spaces.
- f. The keys to the Baronial Storage spaces may only be held by a combination of the following individuals: Branch Seneschal, Exchequer, Coronets, Chamberlain or the Gold Key Officer. All Others must coordinate use of that space through those individuals.
- g. Any disposal of Barony property must be dealt with through appropriate channels, with the approval of the seneschal AND documented in the Chamberlains monthly/quarterly report. An Itemized list in their monthly report is fine.

3. FINANCIAL COMMITTEE

- a. The Financial Committee shall be composed of the Coronet, the Branch Seneschal, the Branch Exchequer, and two (2) paid members of the branch as defined by its customary.
 - i. The Coronet of Dragon's Mist act as a singular entry for the purposes of voting as a representative of their position. Both need not be present to exercise their collective vote.
 - ii. The Coronet, the Branch Seneschal and Branch Exchequer shall be on the Financial Committee for the duration of their term of office. All other members shall serve up to two years from their appointment date.
 - iii. The two branch members may come from a pool of volunteers made up of paid SCA members and must have the approval of Seneschal and/or Exchequer. Preference may be given based on longevity within the Barony.
- b. Members of the financial committee are required to be current members of the Society for Creative Anachronism, living within the legal bounds of the Barony during the entirety of their term and will be asked to furnish proof upon their appointment
- c. If a member is unable to fulfill the responsibilities of the office or the requirements, a new member may be appointed at the next possible business meeting.
- d. The Financial Committee will carry out their duties as specified in the financial policies of the Society and/or the Kingdom and the Exchequer's Handbook.
- e. All financial meeting minutes shall be made available in the Newsletter after being approved at the next Financial Committee meeting.

f. The Financial Committee may conduct business if a quorum of its membership is present. A quorum shall consist of the Coronet, the Branch Seneschal, and the Branch Exchequer. A simple majority vote amongst the Financial Committee shall be required for all financial decisions of the branch.

4. EXPENSE REPORTING

a. All expenditures shall be pre-approved by the Branch Council or Financial Committee, directly or via

an approved budget. Anyone requiring reimbursement for approved funds spent on behalf of the Barony should submit their cheque request form for reimbursement within 120 days of expenditure, per kingdom financial policy, with receipt to the branch exchequer.

b. All checks issued to individuals should be cashed in a reasonable time-frame. Any check outstanding for more than 90 days will be voided. If the individual still wishes to receive reimbursement, a written request must be made to the Financial Committee detailing the reasons for not having deposited the original funds, and a reissue of a check will be up to the Financial Committee's discretion.

c. All expenditures made outside of a branch officer's pre-approved annual budget require the approval of the Financial Committee.

5. FINANCIAL POLICY REVIEW

a. The Financial Policy shall be reviewed by the financial Committee at least once a year, upon change of office of Branch Exchequer, or as deemed necessary by the Financial Committee. Changes must be approved by the Financial Committee and the Branch to then be submitted for final approval from the Kingdom Exchequer.

6. GATE AND REFUNDS

a. Gate shall be operated by no less than two individuals, unrelated (by blood and/or marriage) and not living at the same address. One of which must be an adult (18+ years old) and a current member of the Society of Creative Anachronism.

b. All checks must be made out to SCA, Inc. Barony of Dragon's Mist. All checks must be stamped or endorsed "Deposit Only" on receipt of check and placed within the cash box.

c. Only two Baronial Officers may take money out of the Cash Box for deposit, which must be the Branch Seneschal or Branch Exchequer. Either may appoint a temporary deputy to oversee these transactions for individual events. All removal of funds and checks from the cash box require a Gate Reconciliation form to be filed and left with the cash box.

d. All funds collected from an event must be deposited only into the Baronial bank account within five business days of the event business closure. All deposits require a Deposit Record Form and receipt to be turned into the Branch Exchequer.

e. The following individuals are eligible to receive complimentary passes to Dragon's Mist events*. NOTE: If an event has a separate gate and food cost only the gate fee will be waived.

- i. All sitting royals and the heirs of An Tir
- ii. The Coronets of Dragon's Mist
- iii. Heirs to the Coronet of Dragon's Mist
- iv. Landed Coronets from Stromgard and/or Three Mountains
- v. Dragons Mist Branch Champions
- vi. Event Steward(s)
- vii. Dragon's Mist Seneschal and Exchequer

*Other individuals may be considered for a complimentary pass, with approval from the financial committee. These requests must be submitted no later than 5 days before the date of the event in question, and in writing.

f. Gate fees will not be charged to minors under 18 years of age attending events with a parent or guardian. If an event has a separate gate and food cost a meal cost may be charged to minors.

g. Refunds will only be issued at the discretion of the Financial Committee. Requests must be made in writing with a detailed explanation no later than seven (7) days after the event. All refunds will only be made via check issued from the Barony's bank account within thirty (30) days of the request being approved by the Financial Committee. No cash refunds will be issued nor will any refund be issued from an event cash box.

7. BAD DEBT RECOVERY

In the event of a check being returned as non-sufficient funds (NSF), all efforts will be made to recover the amount of the check as well as any NSF related bank fees as outlined in the Exchequers handbook.

8. CURRENT FINANCIAL COMMITTEE MEMBERSHIP: (As of 07/22/2017)

- i. His Excellency, Mast Iago Cabrera de Cadiz, Baron of Dragon's Mist
- ii. Her Excellency, Mistress Lucia Piazzetta, Baroness of Dragon's Mist

- iii. Maestra Ana de la Sara, Seneschal
- iv. HL Ingvar Nikitch Voinov, Exchequer
- v. Populace: Catriona Douglas
- vi. Populace: Flora di Firenze