

Financial Policy for

Barony of Unser Hafen

1. Composition of the Financial Committee
 - A. The Unser Hafen Financial Committee (hereafter the Committee) will consist of three (3) voting members:
 - i. The Baron and Baroness, who will have one aggregate vote;
 - ii. The Baronial Seneschal;
 - iii. The Baronial Exchequer.
 - B. The Committee is governed by section VII of the SCA Financial Policy.
 - C. The Committee will be directly responsible for the management of all assets of the Barony.
2. Terms of Financial Committee members.
 - A. The Baron and/or Baroness, the Baronial Seneschal, and the Baronial Exchequer will serve for as long as they remain warranted and in office.
 - B. Each Committee member must be paid members of the SCA during the time he/she serves on the Committee.
3. Timeframes and methods for meetings.
 - A. Meetings will be held monthly during the populace meeting.
 - B. Additional meetings may be called by the Baron and/or Baroness, Baronial Seneschal or the Baronial Exchequer.
 - C. Meetings may be conducted in person, via email, phone, or other electronic means.
 - D. A Committee meeting requires a Quorum, which shall consist of three (3) Committee members and are generally run ad hoc. If necessary, the Baronial Exchequer may impose further rules of order on the Committee meetings.
 - E. Minutes of all Committee meetings shall be recorded and maintained by the Baronial Seneschal, that include all proposals made with all votes on those proposals. These will be posted on the Baronial webpage. Copies must be kept by the Baronial Exchequer.
 - F. A Committee member is presumed to be recused from voting if they stand to financially gain from the outcome of the vote. The recused member may appeal to the Kingdom Exchequer and the Society Exchequer if they wish to dispute the presumption.

G. Officer Budgets

- i. Officers may submit a budget annually for the next calendar year to the Committee, using the appropriate form for any anticipated expenses related to the subject of their office.
- ii. Budgets will be submitted by November 15th for consideration at the 4th quarter Committee meeting.
- iii. The Committee has line-item veto power by majority vote.
- iv. Once approved, the Officer is not required to have further approval of an item listed in their budget.
- v. Requests for reimbursement must be within 60 days of the date the expense occurred and must include the original receipts labeled and organized in a manner the Baronial Exchequer can understand.
- vi. The Officer shall retain a copy of the receipts for their records.

H. Travel Reimbursements for Baron & Baroness.

- i. Travel expenses are reimbursable for travel out of the Barony to any In-Kingdom events and any War(s) where the Kingdom of the Outlands is a Principal Kingdom.
- ii. Travel expenses are reimbursable for gasoline expenses only.
- iii. Receipts are required for reimbursement and must be submitted within 60 calendar days of the event conclusion the reimbursement is requested for.

I. Requests for Reimbursement or Advance must be on approved Baronial forms. These forms can be requested from the exchequer or found on the Unser Hafen web page.

- i. Only Committee pre-approved expenses or advances will be authorized for payment.
- ii. Expenses over pre-approved amount may be approved by a simple majority vote of the Committee.
- iii. Approval signatures are not allowed on requests for themselves or anyone at their physical address.
- iv. Receipts accounting for the full requested Reimbursement amount must be included with the request form and must be submitted within 60 days of the date the expense occurred.
- v. Receipts and any excess cash accounting for an Advance must be provided to the Baronial Exchequer within 30 days.
- vi. Receipts must be labeled and organized in a manner the Baronial Exchequer can understand.

4. Timeframes and methods for action approval under normal circumstances.

- A. Proposals need to be to the Financial Committee at least a week before the next monthly meeting.
- B. The Committee normally considers the following types of proposals:
 - i. Officer budgets;

- ii. Any expenditures;
 - iii. Event budgets; and
 - iv. Changes to these policies.
 - C. Approval will be decided by a simple majority vote of the Committee in favor of the proposal only after ALL Committee members have voted OR the proposed time frame has expired.
5. Timeframes and methods for meeting and approval in emergencies.
- A. Emergency proposals should be provided to the Financial Committee with no less than 72 hours' notice of spending.
 - B. The Committee may meet on an emergency basis in person or by email or other electronic communications.
 - C. This meeting requires no prior notice to the public, except to all members of the Committee.
 - D. Any results of that meeting shall be included in the minutes of the next regularly scheduled meeting.
6. Reporting Schedule for Branches.
- A. Quarterly financial reports, including event reports during the period, must be sent to the Kingdom Exchequer or a designated deputy by the 30th of the month following the end of the quarter. Barony year-end reports are due to the Kingdom Exchequer or a designated deputy by January 30th.
 - B. The due date shall be met if the electronic copy arrives on the due date.
 - C. The Exchequer shall provide a copy of quarterly and year-end reports to the Baronial Seneschal.
 - D. Non-Member Reports (NMR) and associated payments are due within ten (10) days after the close of an event to the Kingdom NMR Deputy.
7. Reporting requirements for branch reports
- A. Reports should include the following documents
 - i. The SCA-defined Financial Report form,
 - ii. Financial activity such as a journal or ledger,
 - iii. A current list of variances in effect,
 - iv. Bank statements for all accounts for the quarter.
8. Timeframes and methods for review and revision of the Financial Policy.
- A. The Committee will review the Financial Policy no less than every two years.
 - B. This policy may be amended or revised by the Committee at any time.
 - C. Any changes must be ratified by the Committee with a majority vote and will be done so using the process for any normal business item.

- D. The ratified changes will be submitted to the Kingdom Exchequer in writing, email or other electronic means.
 - E. The Kingdom Exchequer must approve changes to this policy, and such changes will be effective once approval is granted.
9. Methods for controlling cash receipts.
- A. Cash receipts shall include but are not limited to:
 - i. Event income of all types,
 - ii. Money collected from advertised fund raising endeavors,
 - iii. Donations,
 - iv. Money from the sale of goods purchased with group funds,
 - v. Newsletter sales and subscription income.
 - B. Cash receipts of any type totaling more than \$50 must be deposited in the appropriate account no later than 14 calendar days after the receipt by an officer of the SCA. Cash receipts of any type less than this limit must be deposited in the appropriate account no later than 30 calendar days after the receipt by an officer of the SCA. No incoming funds of any type are to be kept out of the appropriate account longer than these timeframes. Undeposited income of any type is not to be used for refunds, reimbursements or expenses.
 - C. Use of online credit card acceptance services by SCA branches is restricted to approval by the Society Chancellor of the Exchequer. SCA branches are not to use the personal credit card acceptance account of an individual or other business under any circumstances.
 - D. A paid adult member of the SCA must be in charge of the gate functions at any event where money is collected in the name of the SCA. Site owners may additionally oversee the gate operations, but the final responsibility for the funds collected in the name of the SCA must remain with an authorized paid SCA member who does not have a financial or material interest in the ownership of the site itself.
 - E. Minors may not serve as Head Gatekeeper/Troll/Reservationist/etc. for an event. Minors may assist at the gate collecting funds, making change, etc., under the oversight of an individual permitted by the SCA's Corporate Policies to serve as an officer, who will be ultimately responsible for the accounting of the funds passing through the gate.
 - F. At least one paid adult member of the SCA must be present and in charge anywhere SCA money is collected.
 - G. All incoming checks shall be made out to "SCA Inc. - Barony of Unser Hafen."
 - H. No payments may be issued from the cash box at an event. Exception: Checks can be returned to their owner or voided as a refund at the discretion of the Baronial Seneschal or Baronial Exchequer.

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- I. Gate records shall be kept on a standardized gate sheet approved by the Baronial Exchequer.
10. Policies regarding event admission charges, refunds, or complimentary passes.
- A. Proposed admission charges shall be submitted within the event bid process and must be approved by the Financial Committee.

- B. Admission age ranges for all Events hosted by the Barony shall be as follows:
 - i. Adult – 14 years and older
 - ii. Youth – 7 years and 13 years old
 - iii. Child – 0 and 6 years old
 - C. An estimated number of complimentary site/feast fees and a list of names must be submitted within the event bid to be approved by the Committee. Complimentary site/feast fees may only apply to:
 - D. All current Royalty and Landed Nobility, in or outside the Kingdom of the Outlands will not be charged site and/or feast fees
 - E. Refunds must be approved by the Financial Committee. Exception: See section 9.H.
11. Policy regarding asset management and control of inventory.
- A. Bank Accounts.
 - i. Accounts are governed by section IV and V of the SCA Financial Policy.
 - ii. Two signatures are required on all checks written.
 - iii. At least three paid members must be signatories on all accounts that include:
 - a. The Baronial Exchequer;
 - b. The Deputy Exchequer;
 - c. The Baronial Seneschal; and, if necessary,
 - d. One other officer of the Barony.
 - iv. No two signatories on the same account may reside at the same address or be immediately related.
 - v. Signatories cannot sign a check to themselves or anyone living at their physical address.
 - vi. In addition to the Kingdom of the Outlands reporting requirements for the Baronial Exchequer, copies of the quarterly reports and monthly reconciled bank statements must be provided to the Baronial Seneschal.
 - B. Non-Cash Assets.
 - i. All items such as camping gear, pavilions, decorations, cooking gear, etc., that the Barony has purchased or have been donated to the Barony, are owned by the Barony and will not be used or loaned out for any purpose other than Official SCA events without prior approval from the Committee.
 - ii. The items mentioned above shall be stored in a storage facility ("Keep") under the supervision of the Baronial Quartermaster "Quartermaster."
 - iii. Items that need to be repaired or replaced will be reported to the Quartermaster immediately or at the time all items borrowed are returned to the Keep.

- iv. The Quartermaster will maintain an accurate inventory of all items contained in the Keep and require all items removed from/to the Keep be logged on a sign-in/sign-out sheet.
 - v. Rules for the care and maintenance of items stored in the Keep will be posted by the Quartermaster in the Keep.
 - vi. Items of Baronial regalia will be kept either in the Keep or with a member of the Baron/Baroness' retinue or the Baron/Baroness themselves.
 - vii. Keys to the Keep and access is limited to the Baronial Seneschal, Baronial Exchequer, and Baronial Quartermaster or their designees.
 - viii. If any keys to the Keep are lost, the loss will be reported to Baronial Seneschal or Baronial Exchequer immediately.
 - ix. Keys to the Keep will not be loaned out to anyone.
 - x. Other Baronial Assets, such as loaner armor or loaner garb, used in the routine duties of office, may be held and maintained by the Baronial Officer or their Deputies.
 - xi. Non-Cash Assets should not be given away, sold, or disposed of without the approval of the Committee.
- C. TRAILERS
- i. All trailers owned by the SCA are to be used for storing and transporting SCA property to and from SCA functions. Trailers owned by the SCA may not be used for strictly personal purposes by the members of the branch.
 - ii. Anyone towing a trailer owned by the SCA or one of its branches shall be a member in good standing and tows the trailer at their own risk.
 - iii. Agreements to store and tow the trailer must be made in writing in advance between the member storing or towing the trailer for each trip and the branch owning the trailer. Each agreement should include specifications of timeframes and calculation for any expense reimbursement. Each trip should be considered round-trip, and the member towing the trailer is responsible for its return at the end of the trip, unless otherwise specified in the agreement.
 - iv. Trailers must always be loaded in compliance with the trailer's maximum gross trailer weight rating, maximum tongue weight rating, and load balancing instructions. Trailers must be attached to a towing vehicle rated for that type of trailer. Trailers must be attached using all legally required attachments and restraints and working electrical connections.
 - v. If there is available capacity in the trailer after the branch property is loaded, and there is a desire to transport additional personal property in the trailer, it is allowable that additional personal property owned by branch members is placed in the

trailer. Any personal property is loaded into the trailer at the property owner's risk.

12. Prohibited Activities

- A. RAFFLES AND ONLINE AUCTIONS are prohibited.
- B. FIREWORKS - The purchase, ownership or sale of fireworks is prohibited. The purchase of professional fireworks services is permitted, with approval by the Board of Directors. To request permission from the Board, the branch must request approval through the Kingdom Seneschal and the Kingdom Exchequer who will contact their Society Superiors for instructions.

13. Policy on sales tax if any area in the Kingdom is required to collect state/ local sales tax for event admissions, fundraisers, silent auctions, etc. Also, if there needs to be a policy of collecting sales tax from vendors. (Any addition to this area must be done with consultation with the Society tax specialist.)

14. Special Purpose and Dedicated Funds

- A. The purpose of a Dedicated Fund is to keep separate any money that was earmarked by the donor for a specific purpose; to make sure the money is only spent for the purpose intended by the donor. Any money not placed in one of the below funds is kept in the General Fund. *Note: A Dedicated Fund should be distinguished from a Budget, with which it is sometimes confused. A Budget is a voluntary commitment of money by the Financial Committee for specific purpose/s. For instance, budgeted money may be drawn from the General Fund and/or from any appropriate Dedicated Fund.*
- B. The Barony of Unser Hafen does not have any Special Purpose or Dedicated Funds.

15. Any additional policies desired by the Kingdom Financial Committee.

- A. Contents and Scope of Policy.
 - i. This policy is governed and subordinated by the current Society for Creative Anachronism ("SCA") Financial Policy and the current Financial Policy for the Kingdom of the Outlands. If any provision of this policy is in conflict with these higher-ranking policies, the provision in this document shall be void.
 - ii. This policy defines how the Barony of Unser Hafen ("Barony"), a local group within the Kingdom of the Outlands of the SCA, manages all assets, funds, and non-cash assets, held by the Barony.
 - iii. This policy shall conform to the requirements of financial policies as laid out in the SCA Financial Policy section VIII.A.

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- iv. Direct references to other financial policy documents are made to specific versions of those documents. This is for reference purposes only and does not remove the requirement to conform to the most current version of those documents.