



Financial Policy

for the

Barony of Caerthe

being the
Denver Colorado branch
of the

Society for Creative Anachronism

January 1, 2005

A.S. XXXIX

1. General Policies
 - a. Incoming checks should be made out to “SCA-Caerthe”, never to an individual. Corpora also dictates that checks from SCA members should contain that person’s SCA name and home branch in the memo field of the check.
 - b. General Terms
 - i. Financial Policy: This document, discussing the financial policies and practices for the Barony of Caerthe.
 - ii. Business Meeting: This indicates the monthly business meeting of the Barony often referred to as Populace Meetings.
 - iii. Committee: This indicates the Financial Oversight Committee described below.
2. Event Funds
 - a. Budgets
 - i. Autocrats must submit an event budget prior to approval of the event.
 - ii. Autocrats must submit an event summary at the end of each event.
 - iii. Use the Event Financial Report located in Appendix B for this budget and report.
 - iv. The Seneschal and Exchequer, at minimum, must receive a completed copy of the Event Budget Form prior to approval of an event.
 - v. The final copy of the Event Financial Report and all collected and/or surplus funds must be given to the Exchequer or their authorized deputy at the Business Meeting following the event or at a time pre-approved by the Exchequer.
 - vi. Reimbursements must follow the process for check requests outlined below.
 - b. **No payments or reimbursements may be made from cash collected at an event or function.**
 - c. Event Profits for Kingdom Coffers
 - i. A 10% donation of net profits from all Caerthean events, excluding events designated as fund raising events, will be given to the Kingdom.
 - ii. Caerthe will give an additional 40% donation of net profits to the Kingdom for any Kingdom level event sponsored.
3. Check Requests
 - a. All check requests must be made using the Check Request Form located in Appendix B.
 - b. Receipts must be provided for reimbursable expenses. The receipts should be labeled so the Exchequer can understand them. Expenses for which receipts are not provided may not be eligible for reimbursement.
 - c. All checks must have two authorized signatures.
 - d. The Exchequer will give checks only to the person in charge of a project/event or their designate. Unless otherwise instructed, the

Exchequer will automatically consider a named feast coordinator a designate to receive funds for an event.

- e. Always get an SCA check. Whenever practical, checks should be picked up at Business Meetings to enable appropriate officers to quickly approve the release of funds. Arrangements must be made in advance to have checks available at other times.
 - f. Never write personal checks for anything where the SCA name is used. This includes site rentals, site deposits, equipment rentals, or anything that requires a contract, etc.
4. Expenditure Approval Practices
- a. The Financial Oversight Committee will be responsible for voting to approve officer budgets, or to make changes to the Baronial Financial Policy.
 - b. General Populace votes will be taken to approve events and large unplanned expenditures.
 - c. The group's Seneschal or Exchequer may approve the expenditure of funds for any reasonable expenses made by an officer in the day-to-day administration of their office without prior approval of the group as a whole, or the Financial Oversight Committee.
5. Allocated Funds
- a. Sub-Group Accounts
 - i. Any approved sub-group within the Barony may generate funds for the use of the sub-group, within the normal expenditure guidelines of the Barony, Kingdom, and Society.
 - ii. All sub-group funds will be managed and tracked by the office of the Exchequer.
 - iii. Any sub-group failing to fulfill its reporting or membership requirements as defined by Baronial Policy (Duct Tape) will have its funds reassigned to the general fund.
 - b. Officer Budgets
 - i. Each office should develop a budget each year to estimate the upcoming expenses/expenditures by the office.
 - 1. This budget should attempt to cover all capital (permanent physical goods) expenditures for the upcoming year. These are for permanent items such as filing cabinets, etc.
 - 2. This budget should approximate all supplies/expendables expenses for the upcoming year. These are for items such as pens, etc.
 - 3. Use the Officer Budget Request Form located in Appendix B for this budget.
 - ii. Officer budgets are due by the November business meeting of each year for the upcoming annual period.
 - iii. Officer budgets will be approved on a per line item basis.
 - iv. Officers may expend the assigned funds for the approved budgetary items without further approval.

- v. Offices failing to develop a yearly budget, or having expenses outside of the approved budget items, must have expenditures approved on a per case/item basis.
6. Financial Oversight Committee
- a. Number of Members
 - i. The Committee will consist of five (5) voting members and three (3) non-voting members.
 - ii. Committee meetings will be open to the general populace.
 - b. Makeup of Members
 - i. Voting Members:
 - 1. Exchequer
 - 2. Seneschal
 - 3. Coronet
 - 4. Populace Member – Peer
 - 5. Populace Member – Non-peer
 - ii. Non-Voting Members:
 - 1. Exchequer Drop Dead Deputy
 - 2. Seneschal Drop Dead Deputy
 - 3. Kingdom Exchequer (or designated Deputy)
 - c. Voting
 - i. Each of the five prime “members” has a single vote for policy issues.
 - ii. The coronet is restricted to a single vote regardless of makeup of coronet.
 - 1. If the individuals comprising the coronet cannot agree upon a single vote regarding a specific issue, it is recommended that the coronet abstain from the vote.
 - iii. Each Officer deputy may only vote as proxy in the absence of his or her officer.
 - d. Term Length for Populace Members
 - i. The standard term will be 1 year.
 - ii. Populace members may only serve consecutive terms if there are no other eligible populace members willing to fill the roll at the time of the start of the term.
 - iii. Term starts:
 - 1. Peer Member – This member will start their term at the January Business meeting.
 - 2. Non-Peer Member – This member will start their term at the July Business meeting.
 - iv. Unfinished Terms: If a member is unable to complete their term, any eligible member may serve the remainder of the term. They may server a second full term immediately following this with the approval of the Committee.
 - e. Nomination of Populace members

- i. Any populace member may nominate any other eligible populace member for service on the Financial Oversight Committee. Self-nomination is permitted.
 - ii. The Committee will seek confirmation of the nomination with the nominated person prior to announcing the nomination.
 - iii. Nominations may be taken at any time prior to the start of a term.
 - iv. The Committee will maintain a list of nominated and confirmed members to ensure a smooth transition in the event a current Committee member must step down.
- f. Eligibility of Populace members
- i. Populace members of the Committee must be official members of the Society for Creative Anachronism, and must maintain this membership, during their term upon the Committee.
 - ii. Populace members of the Committee must subscribe to the Baronial newsletter, *the Fortress*, during their term upon the Committee.
 - iii. Populace members of the Committee must have resided within the Barony for a minimum of 1 year prior to their joining the Committee, and must live within the bounds of the Barony during their term.
 - iv. To fill the Peer position upon the Committee, the populace member must be a member of the Order of the Laurel, Pelican, or Chivalry, or a Royal Peer. These awards may be from any Kingdom or group.
 - v. To fill the Non-Peer position upon Committee the populace member must not be, and have never been, a member of the Order of the Laurel, Pelican, Chivalry, or a Royal Peer. If the member should receive admittance to one of these orders during their current term on the Committee, they must immediately step down from their membership on the Committee.

Appendix A: Current Fixed Expenses of the Barony of Caerthe

The following items are the current fixed expenses of the Barony of Caerthe as of January 1, 2005:

Expense	Recipient	Amount	Period
Fighter Practice Site	Jefferson County Fairgrounds	\$615	Six months
Business Meeting Site	Denver Public Library	\$120	Six months
P.O. Box Rental	USPS	\$26	Annual
Storage Unit	Public Storage	\$472.40	Four months
Web Site	PHP Webhosting	\$119.40	13 months
Publication of <i>the Fortress</i>	Various	\$1500	Annual

Appendix B: Financial Policy Forms

The following items are the descriptions of the approved forms required by the Baronial Financial Policy. The actual forms follow the descriptions and are located at the end of the Appendix.

- I. Officer Budget Request Form
 - a. The Officer Budget Request Form is used annually to estimate and seek approval for planned expenses in the up-coming year.
 - b. Monthly Standard Expenses are the specific items listed that must be tracked individually by the Exchequer office. If your office does not use or need these items, leave the costs for them blank.
 - c. Monthly Other Expenses are the other items used by the office on a monthly or yearly basis.
 - d. Capital and One Time Expenses are those items that are not normally purchased by the office. This can include purchase of filing cabinets, boxes, tables and other permanent physical goods, as well as unusual one-time expenses such as new helmets for loaner armor.
- II. Event Financial Report
 - a. The Event Financial Report is used to budget and report income and expenses for events within the Barony of Caerthe. This form can also be used to report income and expenses to the Kingdom of the Outlands.
 - b. Check the appropriate box at the top of the form to indicate if it is being used to generate a budget estimate for the event, or if it is being used to show actual values as a Final Event Report.
 - c. Previously defined budgeted values should be indicated in the right hand column on the Final Event Report version of the report. This will allow an easy comparison between projected and actual values.
- III. Request for Funds
 - a. The Request for Funds form is used to document a request for a check to be written on the Baronial account.
 - b. Appropriate receipts must accompany the form, for a funds reimbursement.

Caerthe Officer Budget Request Form

OFFICE: _____

BUDGETARY YEAR: _____

Estimated Monthly Standard Expenses:

Line #	Item/Description	Monthly Cost	Yearly Cost
1	Postage		
2	Printing/Copying		

Estimated Other Monthly Expenses:

Line #	Item/Description	Monthly Cost	Yearly Cost
3			
4			
5			
6			
7			
8			
9			

Estimated Capital and One Time Expenses:

Line #	Item/Description	Use/Reason	Cost
10			
11			
12			
13			
14			
15			

Total Standard Expenses:
 Total Other Expenses:
 Total Capital/One Time Expenses:
TOTAL REQUESTED BUDGET:

Requested Budget is Declined for the following reasons:

Requested Budget is Approved with the exception of the following line items:

Approved by Financial Committee on: _____

Witness: _____
 (Print)

 (Sign)

Barony of Caerthe

Request for Funds

Please Print Clearly

Date: _____
Requested by (SCA name): _____
Legal Name: _____
Phone Number: (_____) _____ - _____
Pay to the Order of: _____
Amount Requested: \$ _____
Event Name and Date
(if applicable): _____

**PLEASE ATTACH ALL RELEVANT RECEIPTS TO THE BACK OF THE
FORM AND RETURN TO THE EXCHEQUER.**

Purpose: _____

I understand that I am required to submit receipts to document any advance or reimbursement, and that all advanced funds not accounted for by receipts must be returned to the Exchequer.

Requestor Signature (Legal Name) _____ Date _____

_____ Request for funds is granted.
Check Number: _____ Date Issued: _____ Amount: \$ _____
Funds to be allocated from: _____

_____ Request for funds is denied.
Explanation: _____

1st Authorized Signature _____ Date _____ 2nd Authorized Signature _____ Date _____

****NOT NEGOTIABLE****NOT NEGOTIABLE****NOT NEGOTIABLE****NOT NEGOTIABLE****

Total Spent: \$ _____ Attached Receipts: \$ _____ Returned to Exchequer: \$ _____ Date: _____