

Barony of Sternfeld
Financial Policy

I. Composition of the Financial Committee

- a. The Financial Committee shall consist of the Coronet (one (1) vote), Seneschal, Chancellor of the Exchequer, at least two (2) other Great Officers, and all paid members of the Barony at a meeting of the Open Council, Althing, or other posted meeting in the Sternfeld Star or on the Announcements page on the website.
- b. In the case of an emergency, the Emergency Financial Committee will consist of the Coronet (one (1) vote), Seneschal, and Exchequer.
- c. Financial issues of the group will be discussed at the monthly business meeting, Althing meetings, and other special meetings that are announced in the Sternfeld Star or on the Announcements page on the website.
- d. Signers on the account will follow Kingdom Financial Policy and include the Seneschal, Chancellor of the Exchequer, the Kingdom Chancellor of the Exchequer OR Deputy Kingdom Exchequer - Constellation Region, and three (3) other officers or former officers with an announcement to the populace.
- e. The outgoing Exchequer will not be a signer on the account.

II. Timeframes and methods for action approval:

- a. The Financial Policy will be reviewed on an annual basis and will include publishing changes in the Sternfeld Star or in the Announcements page on the website prior to at least one (1) meeting of the Open Council, and made by consensus at two (2) or more meetings of the Open Council before being adopted.
- b. All decisions concerning finances of more than one hundred dollars (\$100.00) shall be published in the Sternfeld Star or in the Announcements page on the website prior to at least one (1) meeting of the Open Council and made by consensus at two (2) or more meetings of the Open Council before being adopted.
- c. Monies not exceeding the amount of one hundred dollars (\$100.00) may be disbursed from Baronial funds with the consensus of a single meeting of the Open Council.
- d. When the Open Council is unable to meet, decisions will be made by majority vote of the Emergency Financial Committee as defined above.
- e. A preliminary budget for each Kingdom level event should be submitted and approved at a meeting of the Open Council at least six (6) months prior to the event. Special consideration will be made by the Financial Committee. Regional and Local events will be approved on a case by case basis.
 - i. Officers are granted expense budgets from Baronial funds for use in the course of their office as specified in the Baronial Budget.
 - ii. Increases to the annual budget may be requested annually following procedures for approval as defined above.
 - iii. Mid-year requests for additional funds may be requested on an as-needed basis following procedures for approval as defined above.

III. Reporting requirements:

- a. The Chancellor of the Exchequer shall present to the Seneschal copies of reconciled bank statements on a monthly basis.

- b. The Chancellor of the Exchequer shall submit the Balance and Income and Expense pages from the Domesday (4th quarter) report to the Barony in a meeting of the Open Council and published in the Sternfeld Star or in the Announcements page on the website.

IV. Methods for controlling cash receipts:

- a. All reimbursements or advances will be made using the appropriate request form.
- b. All requests for reimbursement for Officer's expenses must be submitted to the Chancellor of the Exchequer within sixty (60) days of the expense or by January 21 of the following year, whichever is sooner.
- c. All receipts or remaining funds must be submitted to the Chancellor of the Exchequer within sixty (60) days of receipt of a cash advance or before January 21 of the following year, whichever is sooner.
- d. All reimbursements for event-related expenses must be approved by the Autocrat.
- e. All requests for reimbursement for event related expenses must be submitted to the Chancellor of the Exchequer within twenty-one (21) days of the end of the event.
- f. Reimbursement for expenses related to towing the Baronial trailer will be paid by mileage based on current IRS standard mileage rates for charitable organizations.

V. The following people may receive complimentary site or feast at events dependent on the event budget and subject to approval by the Open Council:

- a. The Royalty of the Known World
- b. The Baron and Baroness of Sternfeld
- c. The Autocrat
- d. The Feast Steward
- e. Volunteers working an amount defined by the Autocrat, but no less than 4 hours.
 - i. Volunteers must pay for all fees at Troll when they arrive on site.
 - ii. Fees will be held as collateral until a timesheet with sufficient hours worked is signed by a department head and submitted to the Volunteer Coordinator.
 - iii. Serving feast will not count towards volunteer hours for complimentary site fees.
- f. People receiving complimentary feast will be determined by the Feast Steward and addressed in their budget.

First Polling Approved this _____ day of _____, Anno Societatis 47, Being 2012 Anno Domini

Second Polling Approved this _____ day of _____, Anno Societatis 47, Being 2012 Anno Domini

Baron/Baroness _____

Seneschal _____

Exchequer _____