

Barony of Sternfeld

Financial Policy

Amended 2023

- I. Composition of the Financial Committee
 - a. The Financial Committee shall consist of the Coronet (one (1) vote), the Officers of the Barony, and all other paid members of the SCA residing within and/or regularly participating with the Barony of Sternfeld and attending a meeting of the Baronial Open Council as defined in the Bylaws.
 - b. The Emergency Financial Committee will consist of the Coronet (one (1) vote), Seneschal, and Exchequer.
 - c. All assets (funds and non-cash assets) held in the name of the SCA must be managed by a Financial Committee. All financial decisions are the responsibility of the Financial Committee. Under no circumstances shall anyone contract to spend Barony of Sternfeld funds without the proper approval of the Financial Committee.
 - d. This Financial Policy exists as an addendum and is subordinate to the Society Financial Policy and the Middle Kingdom Financial Policy. If any provision of this policy conflicts with a higher-ranking authority, the provision in this document shall be void.

- II. Terms of Financial Committee Members
 - a. Terms of ex-officio members of the Financial Committee shall be based on their terms of office as defined in the Bylaws.

- III. Timeframes and methods for meetings
 - a. Regular financial decisions of the group will be discussed and decided at a meeting of the Baronial Open Council as defined in the Bylaws.
 - b. Financial decisions that must be made when a meeting of the Baronial Open Council cannot be scheduled or in an emergency may be discussed and decided by the Emergency Financial Committee via physical or electronic means.

- IV. Timeframes and methods for action approval

- a. A quorum of the Financial Committee is defined as the quorum of Officers required to hold a Baronial Open Council as defined in the Bylaws, with the additional requirement that the Chancellor of the Exchequer must be present or have designated a deputy to attend. Decisions of the Financial Committee are made with a simple majority vote.
- b. Monies not exceeding the amount set in the Bylaws may be disbursed from Baronial funds with the approval of a single meeting of the Financial Committee. Monies exceeding this amount require two separate approvals.
- c. When the Baronial Open Council is unable to meet, decisions will be made by majority vote of the Emergency Financial Committee as defined above. Decisions of the Emergency Financial Committee must be officially published as defined in the Bylaws.
- d. Only one required approval for any given disbursement may be done via the Emergency Financial Committee.
- e. Officers are granted expense budgets from Baronial funds for use in the course of their office as specified in the Baronial Budget.
 - i. The Baronial Budget must be submitted by the Chancellor of the Exchequer at the November Baronial Open Council meeting each year. The proposed Budget must be officially published as defined in the Bylaws.
 - ii. Each budget line item must be controlled by a Baronial Officer or officially appointed deputy.
 - iii. The Baronial Budget must be approved by two (2) meetings of the Financial Committee.
 - iv. Officers may spend up to their approved budget without additional approval from the Financial Committee. Requests for additional funds may be made at any meeting of the Financial Committee subject to approvals defined in this Policy.

V. 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 Baronial Open Council as defined in the Bylaws and officially published as defined in the Bylaws.

- VI. Timeframes and methods for review and revision of the financial policy
 - a. The Financial Policy will be reviewed under the following circumstances:
 - i. Change to the SCA or Middle Kingdom Financial Policy
 - ii. Change to the Sternfeld Bylaws
 - iii. Change of office of the Sternfeld Chancellor of the Exchequer
 - iv. Two years after the last review of the policy
 - v. As requested in a meeting of the Baronial Open Council as defined in the Bylaws.
 - b. Notice of completed review will be officially published as defined in the Bylaws.
 - c. Any proposed changes to the Financial Policy shall be officially published as defined in the Bylaws prior to at least one (1) meeting of the Baronial Open Council and must be approved at two (2) meetings of the Baronial Open Council before being adopted.
- VII. Methods for controlling cash receipts:
 - a. All reimbursements or advances will be made using the appropriate request form.
 - b. All requests for reimbursement for an 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. Reimbursement for expenses related to towing the Baronial trailer will be paid by mileage based on current IRS standard mileage rates for charitable organizations.
- VIII. Policies regarding events
 - a. Event Budgets must be submitted and approved as defined in the Bylaws. Unless explicitly stated, approval of the event includes

Financial Committee approval of any pre-registration system fees assessed by the SCA.

- b. SCA Financial Policy prohibits complimentary site fees to non-members of the SCA. A “Site Fee Discount” as used below is defined as the event site fee less the member discount as defined by the SCA. For members of the SCA this is, for all practical purposes, a complimentary site fee.
- c. The following people may receive a Site Fee Discount dependent on the Event Budget as approved by the Baronial Open Council:
 - i. The Royalty of the Known World with a defined number of attendants
 - ii. The Baron and Baroness of Sternfeld
 - iii. The Event Steward
 - iv. The Gate Steward
 - v. The Feast Steward
 - vi. Merchants
 - vii. Any others explicitly defined in the Event Budget as approved by the Baronial Open Council.
- d. The Sternfeld Seneschal or designated Seneschal on duty for the event shall receive a Site Fee Discount.
- e. People receiving complimentary feast will be determined by the Feast Steward and addressed in their budget.
- f. Unless otherwise specified in the Event Budget, refund policy will be as follows:
 - i. Refund requests must include names, amount paid, and an address for funds to be sent.
 - ii. Requests for refunds of food-related fees must be made 30 days prior to the start of the event to be guaranteed. Food-related refund requests received less than 30 days but at least 24 hours prior to the start of the event will be honored if the item (for example, a feast seat) can be re-sold at gate.
 - iii. Requests for refunds of all other fees must be received at least 24 hours prior to the start of the event.
 - iv. Refunds will be paid by check after all income, including checks from electronic pre-registration systems, has been deposited.

- v. Refund amounts will be reduced by \$1 per line item to cover non-refundable processing fees and associated processing costs.
- g. All reimbursements for event-related expenses must be approved by the Event Steward.
- h. 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.

IX. Policies on asset management and control

- a. The Barony will maintain financial accounts as allowed by SCA and Middle Kingdom Financial Policies.
 - i. Signers on the accounts 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 up to three (3) other officers or former officers as appointed by the Seneschal with agreement from the Chancellor of the Exchequer. The serving Sternfeld coronet(s) may not be a signatory on any Baronial account.
 - ii. Signers other than those required by Kingdom Financial Policy may be removed by the Seneschal with the agreement of the Chancellor of the Exchequer.
 - iii. Signers will be reviewed by the Seneschal and the Chancellor of the Exchequer at least once per year.
 - iv. Signers shall be reported in a Baronial Open Council meeting or via official publication as defined in the Bylaws upon appointment or removal and after each annual review.
- b. Whenever possible, Baronial property shall be stored in a facility maintained by the Barony for such purpose. Inventory that is not stored in such facility shall be signed out to an officer or appointed deputy and its location noted in the Baronial Inventory.