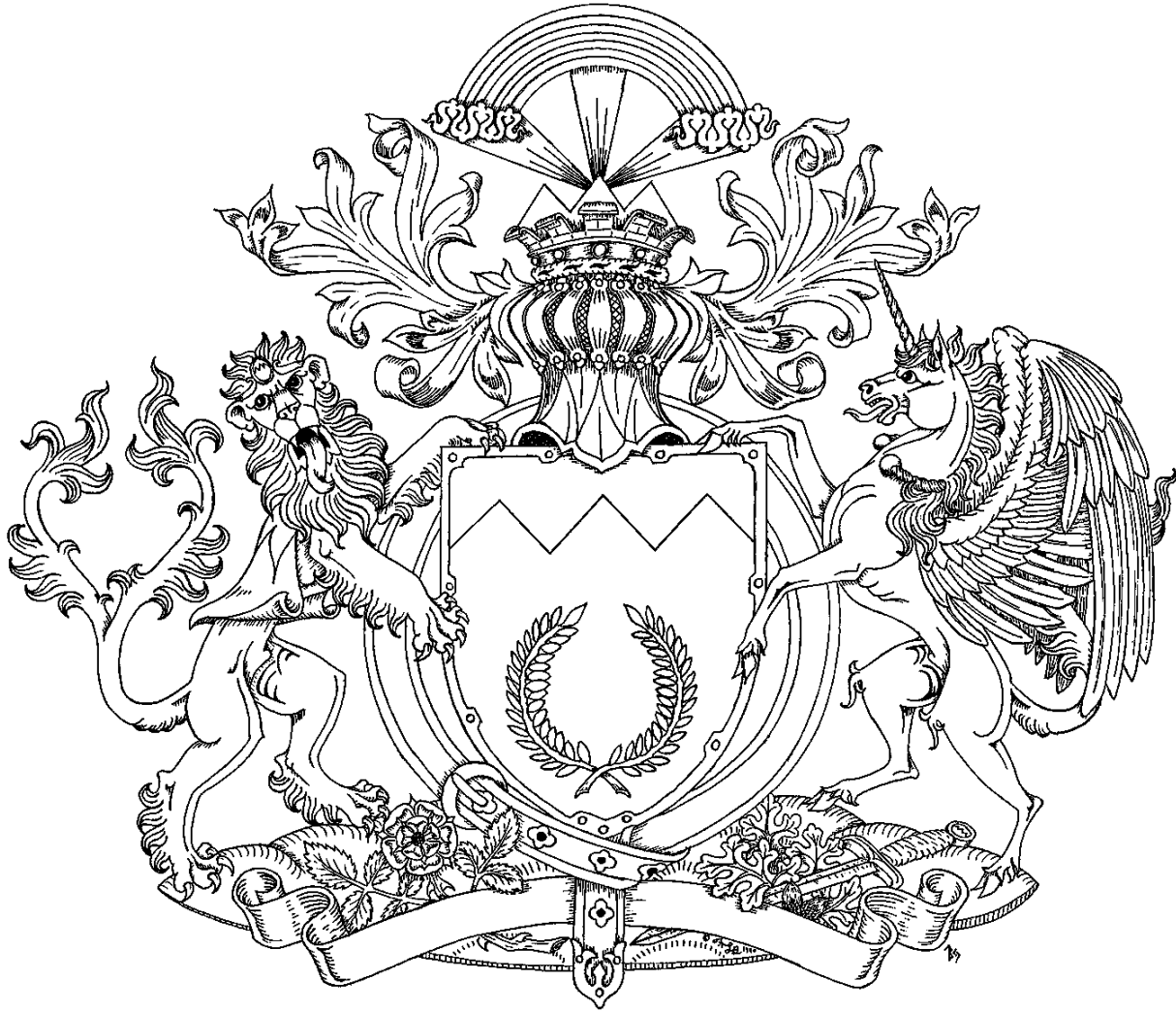


The Financial Policy of the Barony of Three Mountains
in the Kingdom of An Tir
of the Society for Creative Anachronism
Anno Societatus I, October, 2015



**This Policy is to be used in conjunction with the
Customary of the Barony of Three Mountains.**

The financial policies of the Barony of Three Mountains are consistent with the financial policies of the Kingdom of An Tir and are in addition to the duties and responsibilities of the Chancellor of the Exchequer stated in the Baronial Customary (q.v. III.4).

I. Composition of the Financial Committee

- A. In the course of normal business, the Financial Committee consists of all paid members in attendance at a regularly constituted Baronial Council meeting.
- B. In an emergency situation, the Financial Committee (“Council of the Exchequer” in Three Mountains) is composed of the Coronet, the Seneschal(e), the Exchequer, and one other paid member (unrelated to the above mentioned committee members) of the Barony.

II. Terms of Financial Committee Members

- A. The Coronet’s term is as long as it is the pleasure of Their Majesties An Tir.
- B. Seneschals and Exchequers serve two-year terms, both as officers and, congruently, as members of the Financial Committee, and are limited to two consecutive terms.
- C. The Populace member of the Council of the Exchequer is selected by lot from eligible volunteers during the January and July Baronial Council meetings, for a six-month term. The Populace member may not succeed him/herself.

III. Timeframes and Methods for Meetings

- A. Regularly constituted meetings of the Three Mountains Baronial Council occur monthly, currently on the third Tuesday.
- B. Emergency meetings of the Council of the Exchequer are called by the Exchequer when a financial decision needs to be made before the next regularly scheduled Baronial Council meeting.
- C. The Exchequer shall call a special meeting annually, for the purpose of reviewing and revising the annual non-event budget(s) of the Barony.

IV. Timeframes and Methods for Action Approval

- A. All financial decisions are made by consensus of the populace at a Baronial Council. The Council will work towards consensus. If consensus is not achieved, and the decision cannot be postponed, the Council will work towards at least 90% agreement by a polling of those attending the meeting in question.
- B. Baronial officers are request expenditures for that office from the Baronial Council for approval the request shall detail what the expenditure was for and when the expense was incurred.
- C. When expenditures are approved, the minutes of the Baronial Council meeting will document the transfer. For example, “\$110 was approved to build carts to carry the Eric stakes.” This is also true for advances given to Event Stewards or other purposes.

D. When an advance is approved for goods or services, the person given the advance is responsible for ensuring that a receipt describing the goods purchased or service performed is provided to the Chancellor of the Exchequer upon completion of the project or event.

E. To ease reporting, deposits shall be divided so that it is clear exactly where the revenue came from. For example, *gate receipts* shall be deposited separately from “pun tax.”

F. The Chancellor of the Exchequer shall keep a log of all receipts of funds to the Barony. The form of the log shall be up to the Chancellor of the Exchequer but it will include: date, source of funds (e.g., event receipts, book sales, newsletter subscriptions, etc.), amount and initials of at least the Chancellor of the Exchequer and the person turning over the funds. A special notation will be made when cash is received (e.g., “sold 12 books @ \$6.00 each, total is \$72.00 in cash.”).

G. Decisions of the Council of the Exchequer are also made by consensus. If consensus is not achieved, a 75% agreement will approve the spending request. The Council of the Exchequer is authorized to spend up to \$500.00 in support of a previously approved event.

V. Reporting requirements and schedule for reports to the branch administration.

A. In addition to fulfilling all SCA and Kingdom requirements, the Chancellor of the Exchequer shall have up to date financial records available at the beginning of every Baronial Council meeting.

VI. Timeframes and Methods for the Review and Revision of the Financial Policy.

A. In conjunction with the Seneschal(e) calling a meeting to review the Baronial Customary, the Exchequer will call a meeting for the purpose of soliciting recommended changes to the current Financial Policy. However, any citizen may propose changes in writing (at least 3 copies) directly to the Baronial Council. These recommendations will be published during the next 2 months. The final decision on the proposed changes will be made at a council meeting in the third month and the entire revised Financial Policy will be published in the following month.

VII. Event Financial Policy

A. Event Stewards shall provide receipts for all funds associated with holding an event. These receipts and an accounting of related expenditures shall be given to the Chancellor of the Exchequer as soon after an event as possible, not to exceed the time period from the end of an event until the immediately following Baronial Council.

B. Event Stewards shall appoint a person to be responsible for Gate that meets with approval of the Exchequer.

C. No more than one person shall be responsible for putting money in and making change from the cashbox per shift.

D. When gate closes, the Gate person shall count the cashbox in front of the Exchequer or the Exchequer’s Deputy. The Exchequer or Deputy shall recount the money in front of the Gate person. Both the Gate person and the Exchequer or Deputy shall sign and date a receipt of monies received.

E. Whenever the Exchequer is carrying cash at an event, the Exchequer shall be accompanied by an escort. This escort shall accompany the Exchequer to the bank for deposits, if a deposit is made during an event.

F. When conducting Baronial business requiring a mailing address, all mail must be directed to the Baronial post office box. For example: event pre-registrations, merchant contracts. Exceptions will only be made with the agreement of the Seneschal(e) and the Chancellor of the Exchequer.

G. Officials and Baronial Champions having office-related obligations at a Baronial Event are not required to pay a site fee, as determined by the Event Steward for that event.

1. After such determination, the Event Steward will provide a list of names for those people receiving complimentary admission to the site (i.e., a comp list) to Council prior to the event and to the event gate.

2. This list will include the person's name, and office or obligation to the event.

3. Additionally, all Landed Nobility of An Tir are given complimentary admission, especially the Coronets of Terra Pomaria, Stromgard and Dragon's Mist should they attend.

H. Persons not amongst those on the list of complimentary admissions must pay the site fee, and will be refunded at a later time if appropriate and with the approval of the Council.

I. Event Stewards shall not retroactively give complimentary admission to an event once the event is closed.

J. The Council of the Exchequer shall have the authority to spend up to \$500 for event support, subject to ratification by Baronial Council at the following meeting.

VIII. Restricted Funds.

A. Restricted fund expenditures must be ratified by the Council at its next regularly scheduled meeting.

B. Culinary Maintenance are our only restricted funds.

1. Event Stewards may use items from the Baronial culinary holdings for an event, which includes a feast, or for an event-related food vendor who is raising funds for a specific purpose (e.g., general Baronial fundraiser, Kingdom Travel Fund). In order to recover property depreciation, should Event Stewards use the holdings, they will charge a maintenance fee for the use of the items.

2. Maintenance fees will be calculated as part of the expenses of an event, or for the use of the event-related food vendor.

3. The maintenance fee will be assessed based on site attendance (rather than only those eating), or on gross sales.

- a. The maintenance fee for a full feast will be \$0.25 per attendee.

- b. The maintenance fee for a potluck feast will be \$0.10 per attendee.

- c. The maintenance fee for a food vendor will be 5% of its gross sales.

4. The collection of the maintenance fee will be suspended when the balance in the Baronial Culinary Guild account exceeds \$1,000.00, and will be reinstated when the balance falls below \$500.00.
5. The head cook of an event at which food is served shall be authorized to use the Culinary Maintenance funds to replace any broken or sufficiently damaged event related items of the culinary collection.

IX. Baronial Property

- A. The Baronial Council may rent or loan property (herein otherwise identified as rented property) on a case by case basis.
 1. Occasionally, unique situations arise and at these times, requests may be made to the Seneschal(e) and the Council of the Exchequer for approval. Approval at the next Baronial Council will be solicited.
- B. It is expected that rented property will be returned in the same condition as it was rented or lent, excluding wear from normal use. If returned in substantially less than such condition (i.e., broken, damaged, pieces missing) it is expected that the renter will repair or replace the item at Council's discretion.
- C. Rental fees for SCA usage outside of the Barony (for example: another branch's event) will be set and/or waived by the Baronial Council. Rental fees for non-SCA usage will follow the fee schedule in the rental policy agreement in and cannot be waived.
- D. The rental policy, agreement, and fee schedule will be posted on the Baronial website and attached in the Appendices of the Baronial Customary.
- E. Payment should be made by the time of pickup but not later than 30 days after the date of the event for which the items were rented. Checks should be made out the "The Barony of Three Mountains SCA Inc."
- F. Payment can be accepted by the Chamberlain at the storage facility. A receipt shall be supplied to the renter. The Chamberlain shall remit funds to the Chancellor of the Exchequer or Seneschal(e) not later than the next Council meeting.
- G. The date payment is required may be extended at the discretion of the Council.
- H. Terms of the rental shall be included in the rental agreement including: dates of the Council meetings, the date payment is due, the date items may be picked up, and the date by which items must be returned.
- I. Rentals to another SCA branch should be signed by an authorized representative of that branch.
- J. The safe return of Baronial property should be a factor in agreeing to rent items.

VII. Dissolvments.

A. If the Barony of Three Mountains should be dissolved, all accounts shall be given to its successor branch, or should there be no successor, to the Kingdom General Fund. Sponsored Branch funds held in the Baronial accounts will also be given to the successor branch, or should there be no successor, to the Kingdom for administration.

B. If a special interest group or Office ceases to function then its budgeted funds will revert to the general fund at the close of one year.

C. Funds held for Sponsored Branches will be retained for five years before reverting to the general fund, subject to the Sponsored Branches guidelines.