



Barony of Aarquelle

Financial Policy for The Barony of Aarquelle

Proposed for review June 5, 2018

- I. Contents and Scope of Policy
 - a. This policy is governed and subordinated by the SCA Financial Policy (available at <http://www.sca.org/docs/library.html#cfm> and <http://www.sca.org/docs/finpolicies/SocietyFinancialPolicy.pdf>) and the Financial Policy for the Kingdom of the Outlands (available at <http://www.sca.org/docs/finpolicies/OutlandsFinancialPolicy.pdf>). If any provision of this policy is in conflict with these higher ranking policies, the provision in this document shall be void.
 - b. 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. Referenced document versions:
 - i. SCA Financial Policy, Amended January 24, 2009 version.
 - ii. Financial Policy for the Kingdom of the Outlands, Revised 03/25/2010 version.
 - c. This policy shall conform to the requirements of financial policies as laid out in the SCA Financial Policy section VIII.A.
 - d. This policy defines how The Barony of Aarquelle, a local group within the Kingdom of the Outlands of the Society for Creative Anachronism, manages all assets (funds and non-cash assets) held by The Barony of Aarquelle.
1. This policy may be amended or revised by The Barony of Aarquelle Financial Committee at any time. Any changes must be ratified by a majority vote and will be done so using the process for any normal business item. Changes to this policy must be approved by the Kingdom Exchequer, and such changes will only go into effect once this approval has been granted.
- II. The Barony of Aarquelle Financial Committee (hereafter Committee)
 - a. The Committee is governed by section VII of the SCA Financial Policy.
 - b. The Committee will be directly responsible for the management of all assets of The Barony of Aarquelle.
 - c. Committee composition and terms

- i. The Committee will consist of at least FIVE voting members. Members shall be: Baron & Baroness, Seneschal, and Exchequer, and TWO other members of the populace shall be selected by the Baron & Baroness, Seneschal, and Exchequer to serve as At-Large members.
 1. At-Large members will submit a letter of interest to the Committee. The Committee, having reviewed the letters will approve new members by simple majority.
 - ii. Each member receives one vote except for the Baron & Baroness who have one total vote.
 - iii. Each Committee member will be a paid member of the SCA, and resident of Aarquelle.
 - iv. A committee member's term shall last as long as they remain in office, or two years in the case of At-Large members, or are removed by a simple majority vote of remaining Committee members.
- d. Committee meetings
- i. Meetings of The Barony of Aarquelle Financial Committee will occur at the monthly Folkmoot (aka Aarquelle Business Meeting). Additional meetings may be held as needed.
 - ii. Meetings may be conducted in person, via email, phone, or other electronic means.
 - iii. A meeting requires a Quorum of members. A Quorum shall consist of FOUR, or more votes. Meetings are generally run ad hoc. If necessary the Exchequer may impose further rules of order on Committee meetings.
 - iv. In the case of the sudden need for an unexpected/emergency financial decision, the Seneschal, Exchequer, and any other members of the Financial Committee that form a Quorum may, by agreement, make financial decisions.
- e. Minutes of all Committee meetings shall be recorded, including all proposals made and all votes on those proposals. Meeting minutes shall be recorded and maintained by the Exchequer and shall be accessible by the public.
- f. Review and approval of proposals
- i. The Committee normally considers the following types of proposals:
 - Officer budgets
 - One time expenditures
 - Event budgets
 - Changes to these policies
 - ii. The proponent shall make copies of the proposal available in advance to all members of the committee.
 - iii. Approval of proposals will be made by a simple majority of the committee.
- III. Accounts and Funds
- a. Accounts are governed by section IV and V of the SCA Financial Policy.

- b. Two signatures are required to withdraw funds. No two signers may reside at the same address.
- c. Copies of the reconciled bank statements must be provided to the Seneschal monthly.
- d. Income
 - i. All incoming checks shall be made out to “SCA Inc. Barony of Aarquelle”.
 - ii. Methods for controlling cash receipts;
 - A. No payments may be made from the cash box at an event (exception: checks can be returned to their owner or voided as a refund).
 - B. Gate records shall be kept on a standardized gate sheet. (The kingdom standard sheet is recommended, but not required).
 - C. Gate receipts shall be deposited into an SCA bank account within 7 days of the end of the event.
- e. Expenses
 - i. Financial requests must use the form provided in Appendix A.
 - ii. Only pre-approved expenses will be reimbursed. Receipts accounting for the full requested reimbursement amount must be provided to the Exchequer prior to any reimbursement. Receipts must be labeled and organized in such a way that the Exchequer can understand them.
 - iii. Autocrats and the Financial Committee, by mutual consent, can offer reduced or complimentary rates to any or all cooks, servers, royalty, nobles, entourage, instructors, event staff, etc....

REQUEST FOR FUNDS FROM THE BARONY OF AARQUELLE

Please Print Clearly

Date: _____

Requested by (SCA name): _____

Legal Name: _____

Phone Number: _____

Pay to the Order of: _____

Amount Requested: \$ _____

Event Name & Date (if applicable): _____



Purpose of Funds: _____

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 _____

FINANCIAL COMMITTEE RESPONSE

___ Request for funds is granted.

Check Number: _____ Date Issued: _____ Amount: \$ _____

___ Request for funds is denied.

Explanation: _____

1st Authorized Signature _____

Date _____

2nd Authorized Signature _____

Date _____

EXCHEQUER USE

Total Spent: \$ _____ Notes: _____

Attached Receipts: \$ _____

Total Returned to Exchequer: \$ _____

Date: _____

Exchequer Signature _____

Appendix B: Timelines for Event Planning (From the Aarquelle Event Planning Workbook)

Included here is the timeline used for event planning because the Exchequer, Quartermaster, and Financial Committee play important roles at numerous points (**highlighted in yellow below**) during the event planning process. This timeline serves as a guide, but remember, every event planning situation is different.

Date Event Idea or Bid is Brought to Populace / Folkmoot for Approval	at least six months in advance
<i>Mandatory Budget Meeting w/ Seneschal & Exchequer to review the initial event budget for presentation to the Financial Committee</i>	very soon after Folkmoot
Facebook Event Creation & Web Page Publication	six months in advance
First Outlandish Herald Submission Date *	at least three months in advance *
Seneschal Signs Contracts & Coordinates ALL Deposits **	
Kingdom Calendar Submission Date	four months in advance
Seneschal Orders Any Required Insurance Certificates	two months in advance
Coordinate any equipment needs with Quartermaster	two months in advance
Pre-Registration Deadline	about one month in advance
Merchant Registration Deadline	about one month in advance
Final Date to Request Checks before Event ***	two full weeks in advance ***
Return any Baronial Materials to Quartermaster	two weeks after
Final Reimbursement Date after Event ***	less than one month after ***
Final Event Report at Folkmoot	one month after

* The Event Article MUST be published in AT LEAST TWO Outlandish Heralds for the event to be considered a legitimate SCA Event so that awards can be presented, AND for the event to be covered by SCA Liability Insurance.

** The Seneschal is the legal SCA representative for the mundane world as far as all contracts are concerned.

*** All Request for Funds Forms must be submitted before any checks are written. Allow the Exchequer and Financial Committee at least two weeks to process funds requests, and issue checks.

Proposed Budget— Final Budget Will Come Later

- Notice on the Timeline that ALL event budgets, and budget revisions, **must** go to the Seneschal and Exchequer for review. Once the Seneschal and Exchequer have reviewed the budget for legalities, the Exchequer brings the budget to the Financial Committee. The Committee does not approve events, but it does approve all expenditures that it deems an acceptable use of the Barony’s resources.
- Be as thorough and as logical as you can, and remember, **no starting budget should be in the negative.**
- In all circumstances, all Request for Funds Forms for budget items, and reimbursements must be submitted to the Exchequer, and approved by the Financial Committee, before any checks are issued. Plan to allow two weeks to process requests, and issue checks.

	Simple Estimated Income— Include Descriptions		Projected Amount
Projected Income	Preregistered Adult Fee \$	Attendance #	\$
	At-Gate Adult Fee \$	Attendance #	\$
			\$
	Other Fees (Describe)		\$
No Funraiser Income	Meal Plan / Feast Price \$	How many will be sold #	\$
			\$
	How many comped Site fees #	How many comped meals #	\$
Projected Income Total:			\$

	Simple Estimated Expenses— Include Descriptions		Projected Amount
Site & Amenitie	Site Rental / Usage Fee (Refundable Deposit: \$)	\$
	Maintenance / Clean-Up Fee		\$
	Cleaning Materials / Supplies		\$
	Port-a-John Rentals		\$
			\$
Feast Snacks & Food			\$
	Paper & Plastic Dining/Serving Products		\$
Supplies & Other Costs	SCA Insurance Certificates (<i>Ordered by Seneschal only IF needed</i>)		\$
	Site Tokens		\$
	Gate / Program Booklet		\$
	Itemized Honoraria		\$
			\$
Projected Expenses Total:			\$

Describe any other income or expenses: _____
