

Barony of Montengarde Financial Policy



I. Introduction

The following Barony of Montengarde Financial Policy serves as an addendum and is subject to the requirements set forth by the Financial Policy of Society for Creative Anachronism, Inc. (hereafter referred to as "SCA" or "Society"), the Financial Policy of the SCA Corpora (hereafter referred to as Corpora), the Financial Policy of the Kingdom of Avacal, (hereafter referred to "Kingdom"), and the Laws of the Kingdom of Avacal.

In the event of a conflict between this Financial Policy and modern law, SCA Governing documents and Policies, the Kingdom Financial Policy, or the Laws of the Kingdom of Avacal, the modern law, SCA, or Kingdom documents shall take precedence.

II. Financial Policy

The Montengarde Financial Policy shall be published, annually, in its entirety, or it shall be published at any time there are any changes made by the Financial Committee.

- a. The Montengarde Financial Policy shall be reviewed by the Financial Committee at minimum annually.
- b. All proposed changes are to be brought forward to the Montengarde General Council to be discussed prior to ratification.
- c. Final Ratification to be completed by the Financial Committee.

III. Financial Committee

The Financial Committee is responsible for the financial health of the Barony; therefore, all members of the Financial Committee shall be informed on the Financial Polices of Society, Kingdom, as well as Society governing documents and Kingdom Laws.

- a. The Financial Committee shall consist of the Baron and Baroness (one vote combined), Seneschal, the Exchequer and up to two (2) Members-At-Large drawn from the membership of Barony of Montengarde.
 - i. All members of the Financial Committee must hold an active membership throughout the duration of their time as members.
 - ii. Members-At-Large must be approved by the existing Financial Committee members in consultation with the General Council.
 - iii. When either the Baron, Baroness, Seneschal, or Exchequer steps down from their office, their term on the Financial Committee shall end immediately.
 - iv. Financial Committee member term limits shall be 2 years with extensions granted subject to the terms of their respective office.
 - v. Deputies may act in proxy.
- b. A Financial Committee meeting is called and chaired by the Exchequer or designated representative if the deputy exchequer is not available.
 - i. Meetings will be held within seven days prior to a General Council meeting. Meetings may be in person or via any combination of telephone or electronic communication method previously agreed upon by all members of the Financial Committee.
 - ii. Decisions are made by consensus. If consensus cannot be achieved, the matter may be tabled to a later date or all may agree on a simple vote.
 - iii. Minutes of Financial Committee meetings shall be recorded and published on the official Montengarde Website.

IV. Banking

- a. The policy set forth in SCA and Kingdom Financial Policies shall be accepted as standard policy in regards to bank accounts.
- b. Signatories on all bank accounts must be in accordance with SCA and Kingdom Financial Policies.
- c. Signatories on all accounts will include:
 - i. Either the Baron or Baroness
 - ii. Exchequer
 - iii. Seneschal
 - iv. Any Montengarde paid member approved by the Financial Committee.
 - v. Kingdom Exchequer
- d. All signatories will ensure membership information is up to date, as needed and required, copies of proof of membership are in the Exchequers records.

V. Financial Records

Financial Records shall be maintained by the Exchequer and the Barony according to Corpora, Society, and [Kingdom Financial Policies](#).

VI. Reporting and Disclosure

The Exchequer shall report according to Corpora, Society, and [Kingdom Financial Policies](#).

VII. Budget

The Financial Committee will approve in advance, annual and event budgets, which will be discussed with the General Council at the next General Council meeting.

1. All officers must submit an annual budget by the October General Council meeting for the next given year.
 2. The Financial Committee will review and approve the annual budget at the November meeting.
 3. The Financial Committee will ratify the budget by the December meeting.
- a. The Exchequer, with the assistance of the Financial Committee, shall be responsible for preparation of the draft of the Baronial budget.
 - b. All Barony Officers will submit their annual budget request by the October General Council meeting for the next given year, which will be used to finalize the annual Baronial budget, a draft of which will be presented to the Financial Committee by the Exchequer at the November Financial Committee meeting.
 - 1) All Barony Officers will detail fundraising and/or donations amounts separately for their line item with their annual budget submission.
 - 2) Fundraising and/or donations amounts will:
 - a) Not be transferred to the general fund at the end of the year.
 - b) Be recorded as a subline item to the line item, clearly marked as fundraising and/or donation in the Baronial General Ledger.
 - c) Not prevent and/or excuse any Baronial Officer from submitting their annual budget.
 - c. The final budget shall be published at the December General Council Meeting for the upcoming year and on the Montengarde website.

VIII. Expense Authorization

- a. The Financial Committee must approve all expenditures by way of an approved budget or a written request for funds.
- b. Expenditures without prior approval may not be reimbursed.
- c. Fully documented receipts must be provided to support all expenditures. The recipient of any advance will be responsible to pay back the Barony, in full, if receipts are not submitted.
- d. The Exchequer will reimburse for receipts presented with a cheque requisition form. The request for reimbursement must be within 60 days of the expenditure or with Financial Committee approval.
- e. In an emergency, disbursements can be authorized by the Financial Committee through electronic means such as, but not limited to, virtual meetings or emails. These emergency disbursements will be recorded in the minutes by the Financial Committee at the next Financial Committee meeting, and announced at the following General Council meeting to be recorded in the meeting minutes. Emergency requests will be dealt with within three (3) calendar days.
 - i. An emergency is defined as payment being needed before the next scheduled meeting of the Financial Committee, as per Kingdom Financial Policy Section III.

IX. Controlling Disbursements

All disbursements will be made by signed cheque or traceable money order. Disbursements in advance of a purchase must be documented beforehand and will be treated as receivable items until they are reconciled by presentation of receipts and/or cash totaling the amount of the advance. Reconciliation of advances must occur within either 60 days of the disbursement, or 30 days following the last day of an event.

X. Controlling Cash Receivables

- A. Cash receipts shall include, but are not limited to: event income of all types, donations, money from sale of goods purchased with group funds and newsletter income.
- B. Deposit of Cash Receipts
 1. Cash receipts of any type totaling more than \$500 must be deposited into the Baronial account within 7 business days following the close of the event.
 2. Cash receipts of any type totaling more than \$50, and up to \$499 must be deposited into the Baronial account within 14 business days after their receipt.
 3. Cash receipts less than \$50 must be deposited into the Baronial account no later than 30 business days after their receipt.
 4. Money shall be delivered to the Exchequer no later than 5 calendar days after the event with an accurate number of NMR.
 5. There are no exceptions to these timelines, except with prior approval from Financial Committee.
 6. Un-deposited income of any type is not to be used for refunds, reimbursements or expenses.
 7. Only an officer of the SCA approved by the Finance Council can make deposits on behalf of the Barony.

XI. Rental of Baronial Property

Any rental of Baronial Property must be pre-approved by the Financial Committee.

Pavilion Rental:

- a. An event steward wishing to rent the pavilion for an SCA event, will be, at the discretion of the Financial Committee, charged a maintenance fee of \$50.
- b. An honorarium may be approved by the Financial Committee for transport of the pavilion. See Appendix 2.

XII. Baronial Officer/Volunteer Event Compensation

Montengarde may compensate the following volunteers:

1. It is a convention of Montengarde that Royalty, Event Stewards, Feast Stewards and Champions running their championship tournament are comped for local events.
2. It is convention for Montengarde to comp Royalty, event and feast stewards, and champions running the tournament deciding their successor at Montengarde events. For kingdom level events such as Crown, Coronation and TUAs, Avacal financial policy will take precedence.

XIII. Baronial Event Financial Procedures

- A. All Event Stewards must submit an Event budget to be reviewed by the Financial Committee, detailing estimated income and expenditures prior to the proposal being submitted for consideration by the Financial Committee. Baron and Baroness may request proposals to be presented and commented at General Council Meetings prior to final decision
 1. Financial committee review and responsibility is budgetary only.
- B. Event Stewards will appoint a person responsible for running gate and they follow the procedures as outlined by Kingdom.
- C. Each event shall be treated as a separate entity for accounting purposes.
- D. All money collected at gate is the responsibility of the Event Steward, or their chosen representative.
- E. Advances shall be matched or exceeded by the expected income.
- F. Advances shall be the responsibility of the Event Steward and/or Feast Steward, who will sign for monies received.
- G. A paid member of the SCA must be in charge of the gate functions at any event where money is collected in the name of the SCA.
- H. Due to a financial conflict of interest, an owner of a site is not permitted to run an event on their site, or organize gate for an event on their site.
- I. Registration fees and feast fees at Montengarde Baronial events may be comped for all sitting Royalty and landed Baron and Baronesses, Event Stewards and Event Feast Stewards, and Montengarde Baronial Champions when the event has their championship tournament.
 1. See section XII Baronial Officer/Volunteer Event Compensation
- J. See Section XI. Rental of Baronial Property regarding Pavilion Rental
- K. Each Event Steward must have all costs in their event bids for submission to the financial committee for consideration.
- L. Requirements for the Event Steward:
 1. Money shall be handled according to section X. B for Controlling Cash Receivables.
 2. All original waivers are to be delivered to the Kingdom Waiver officer within 10 calendar days after the event.
 3. The final Event Report must be submitted to the Financial Committee no later than 14 calendar days after the event.

Baroness of Montengarde (print) Signature DD/MMM/YYYY
Date

Baron of Montengarde (print) Signature DD/MMM/YYYY
Date

Montengarde Seneschal (print) Signature DD/MMM/YYYY
Date

Montengarde Exchequer (print) Signature DD/MMM/YYYY
Date

Member at Large (print) Signature DD/MMM/YYYY
Date

Member at Large (print) Signature DD/MMM/YYYY
Date

Member at Large (print) Signature DD/MMM/YYYY
Date

Appendix 1: Designated funds descriptions

The Exchequer shall maintain a list of dedicated funds along with their balance to be published at least once a year. The Montengarde Financial Committee must approve the establishment and dissolution of dedicated funds. New funds shall be established with funds raised by the related office, not from general funds. Funds raised for a specific purpose can be directed to general funds if not used in 5 years. When setting up special purpose/dedicated funds, a primary and secondary purpose, and expiration date for inactivity, will be established by the Financial Committee. Funds raised will be used for the primary purpose first. If it is not possible to fulfill the primary purpose or if there are residual funds, the funds will be directed to the secondary purpose. Funds that drop below zero shall be discussed by the Financial Committee to determine the required action.

Name: Fight Practice

Purpose- Income and expenses related to hosting fight practice.
Minimum Dollar-none
Administration-Branch Marshal.

Name: Archery

Purpose- Fund raising and expenses related to archery and loaner archery gear.
Minimum Dollar- none
Administration- Archery deputy.

Name: Heavy

Purpose- Fund raising and expenses related to heavy and loaner heavy gear.
Minimum Dollar-none
Administration-Branch Marshal.

Name: Rapier

Purpose- Fund raising and expenses related to rapier and loaner rapier gear.
Minimum Dollar- none
Administration- Branch Marshal.

Name: A&S

Purpose-Activities, such as classes, instructors, or materials for the office of A&S Deputy.
Minimum Dollar- none
Administration- A&S Deputy

Name: Herald

Purpose- Expenses related to heraldry submissions for Montengarde, such as badges for awards.
Minimum Dollar- none
Administration- Heraldic deputy. Amount may be topped up once a year from general funds to a maximum of the Heraldic budget. If above the budgeted amount, no top-up is necessary.

Name: Pavilion

Purpose- Fund raising and expenses involving the baronial pavilion.
Minimum Dollar-none
Administration- As per the Financial Committee

Name: Baronial Travel Expenses

Purpose- Fund raising and expenses involving Baronial Travel.
Minimum Dollar-To be topped up to \$250 once a year.

Name: Largess and Awards

Purpose- Fund raising and expenses for baronial largess and awards.

Minimum Dollar- none

Administration- Financial Committee

Name: Lost and Found

Purpose- money raised from lost and found auction. Used for Gold Key maintenance.

Minimum Dollar-\$0.00

Administration- Lost and found deputy.

Name: Quartermaster

Purpose- Maintenance and storage of baronial items. Includes rental cost for storage unit.

Minimum Dollar- none

Administration- Exchequer or their deputy will maintain the rental for the storage unit. Fundraising for this purpose is possible.

Name: Ayresgarde

Purpose- Funds held in trust for the incipient Shire of Ayresgarde

Minimum Dollar- none

Administration- Ayresgarde Exchequer will manage these funds. These funds will be given to Ayresgarde once they become an official shire and set up their bank account.

Appendix 2: Pavilion Transport Honorarium

Honorarium is measured by a return trip:

<u>Round Trip KM</u>	<u>Rate Paid</u>	<u>Examples</u>
1 to 600 km	\$50	Calgary, Edmonton, Red Deer, Lethbridge
601 to 1200 km	\$75	Saskatoon, Marsden, Cold Lake, Cranbrook
1201 to 1800 km	\$100	Regina, Moose Jaw, Grand Prairie
1801 to 2400 km	\$125	Fort St. John (BC)