

Barony of Lions Gate FINANCIAL POLICY

This policy serves as an addendum and is subject to the requirements set forth by Modern law, the Society for Creative Anachronism, Inc. (SCA) Financial Policy, Kingdom of An Tir Financial Policy, SCA Corpora and By Laws, the Laws of the Kingdom of An Tir, the Principality of Tir Righ Financial Policy and the Laws of the Principality of Tir Righ.

A. THE FINANCIAL COMMITTEE

1. The primary purpose of the Financial Committee is to manage the Barony's finances.
2. The Financial Committee shall consist of at least the Baron, Baroness, Seneschal and Exchequer.
3. The committee shall consist of an odd number of members for voting purposes, noting that the Baron and Baroness (the Coronet) jointly have one vote.
4. All members of the Financial Committee must be paid members of the SCA.
5. The Lions Gate Financial Policy shall be reviewed by the Financial Committee at least on an annual basis. All changes should be brought forward to Lions Gate Council to be discussed and ratified. Final approval shall be granted by the Principality Exchequer.
6. The Lions Gate Financial Policy should be published in its entirety at least annually in The North Wind.

B. EXPENDITURES

1. Whenever possible, all expenditures of Lions Gate funds must be pre-approved by Council of Lions Gate.
2. A receipt for all goods or services purchased shall be provided to the Baronial Exchequer.
3. Where an individual has used his/her own funds for pre-approved expenditures, a receipt must be submitted prior to reimbursement.
4. If there is no regularly scheduled Lions Gate Council Meeting occurring before the expenditure is required, then the criteria outlined in Table B-1 must be met. In addition, a full accounting (including receipts and signed authorizations) must be presented at the next scheduled Lions Gate Council Meeting.
5. In exceptional situations, when the Baron and/or Baroness, Seneschal, and Exchequer are in agreement, funds may be dispersed with the intent of presenting a full accounting to Council at the next Lions Gate Meeting. See Table B-1 for the decision criteria.

Table B-1: Outline of criteria for approving expenses.

Amount	Approval Needed
less than \$50.00	Oral approval of the Baron, Baroness and the Seneschal (in consultation with the Exchequer)
less than \$100.00	Written approval of the Baron, Baroness and the Seneschal (in consultation with the Exchequer)
less than \$200.00	Written approval of the Baron, Baroness, the Seneschal and Exchequer
\$200.00 or greater	Must be pre-approved by the Financial Committee and Lions Gate Council (included in minutes)

C. EVENTS AND PRACTICES

1. With the exception of practices, all Baronial events must have an Event Steward and a Co-Event Steward.
2. All events and practices shall have their own operating budgets for accounting purposes. All budgets are subject to approval of the Financial Committee.
3. All individuals wishing to be an event steward or be a practice coordinator must submit a bid to Council using the Baronial Event Bid forms.
4. All bids are reviewed and discussed by the Financial Committee. The decision to grant a bid is up to the Baronial Coronet and the Seneschal. When multiple bids are submitted, the choice is given to the Baronial Coronet provided that Their choice meets the legal and financial requirements.
5. All event budgets (including advances and site fees) must be pre-approved by the Financial Committee.
6. For services required at an event that cost a significant amount of money (eg. Hotels, biffies, catering, garbage, recycling), a minimum of 2 quotes are required). Copies of the quotes must be submitted with the event bid.
7. All emergency funds requested must meet the expenditure criteria (Table B-1).
8. The Event Steward will complete an Event Financial Report after the event is over. This report will be submitted to the Exchequer within 2 weeks of the end date of the event for distribution to the Financial Committee. An alternate date can be arranged with the Exchequer if needed.

D. GATE PROCEDURES

1. The Baronial Exchequer will provide the Event Steward or designated Gate Keeper with an event float when requested. This float shall be the responsibility of the Event Steward who shall sign for it. If the event float/gate responsibility is delegated by the Event Steward, the Event Steward is still responsible for oversight of the event funds.
2. When staffing gate, only one person at a time will be responsible for the cash box. A record of who was responsible for the cash box for each shift throughout the duration of the event must be submitted with the event report.
3. Any cheques returned NSF must be paid in full in cash to the Barony plus the NSF banking fee within 2 weeks of notice from the Exchequer. Anyone who bounces a cheque will be barred entrance to a Lions Gate event until the debt plus NSF charges are paid in full.

4. Original gate sheets and waivers must be submitted to the Seneschal as soon as possible after the event. Original waivers and a copy of the gate sheets will be sent to the Kingdom Waiver Secretary. Original gate sheets will be retained and stored in the Exchequer files with the event financial report.

E. COMPS

The following is a list of those individuals who are pre-approved to receive complimentary event fees (comps):

1. The Baron and Baroness and their minor children are exempt from site and feast fees for all Baronial events.
2. The current Baronial Defenders for Heavy, Rapier, Archery, A&S and Bardic are exempt from site fees only (not feast or accommodation fees) for Baronial level 1 and level 2 events.
3. The Event Stewards (maximum of 2) are exempt from site fees but not feast or accommodation fees.
4. All Royalty and Their Heirs will receive complimentary site and feast fees to Baronial events.
5. At events with organized feasts (e.g. banquet), the head cook and their staff shall receive complimentary site fees.
6. Additional comps not outlined above can be requested and will be considered on a case-by-case basis.

F. REVENUE

1. All monetary donations received (e.g. from demos, etc.) are to be given to the Baronial Exchequer to be deposited into the branch bank account.
2. All event proceeds are to be given to the Baronial Exchequer immediately following the event to be deposited into the branch bank account as soon as possible.
3. All proceeds from practices will be given to the Baronial Exchequer each month at Council so that they can be deposited into the branch bank account. If at any time, the amount collected from practices exceeds \$500, arrangements should be made with the Exchequer to make an immediate deposit.
4. During an event, all cash receipts are the responsibility of the Event Steward.
5. As monies accumulate at Gate, they should be removed by the Event Steward or Head Gate Keeper to a safe place leaving just the original float.

G. FINANCIAL RECORDS

1. The Baronial Exchequer will maintain permanent books and records of all financial activity. Detailed records must be maintained with receipts, disbursements, and contributions specifically itemized. Where a system is automated, a printout or "hard copy" of computerized records will be made monthly as well as backups of the relevant files and disks. All records must be retained for at least seven years. All books and records, as well as all assets, bank statements, other correspondence and files of an

official nature are the property of the Barony of Lions Gate. They must be turned over to the successor officer within thirty (30) days after the former officer steps down from office.

2. The original bank statement and reconciliation are to be provided to the Baronial Seneschal on a monthly basis for review and signature.
3. There shall be no co-mingling of Society funds with the funds of any individual, business, or other legal entity.
4. A review of the books is mandatory when the office changes hands and every two years, such review to be conducted by the Principality Exchequer or their designated representative. The financial records are public property and will be made available for examination by any member upon reasonable request agreed upon by the Baronial Exchequer and the requestor.

H. SEGREGATION OF DUTIES

The baronial offices of Seneschal and Exchequer cannot operate out of the same residence. The Seneschal and Exchequer may not hold any other office during their term of service.

I. REPORTING AND DISCLOSURE

1. The Baronial Exchequer must report quarterly to the Principality and/or Kingdom Exchequer using the designated forms, with a copy to the Baron, Baroness and Seneschal, as follows:

Quarter	Due Date
January 1 - March 31	May 1
April 1 - June 30	August 1
July 1 - September 30	November 1
January 1 - December 31 (Domesday)	February 1

2. The Lions Gate financial reports must be published in The North Wind in February or March each year. The reports shall include, but not limited to, a Profit/Loss Statement and Balance Sheet.

J. BUDGET

1. The Financial Committee shall be responsible for preparation of the draft Baronial Budget to be presented to Lions Gate Council. This budget shall be ratified at the January or February Council Meeting of the year budgeted.
2. All Baronial Officers will submit budget requests to the Financial Committee prior to the December Council meeting to be discussed at Lions Gate Council. Failure to meet this deadline could result in a budget allocation at the discretion of the Financial Committee.
3. Once ratified, the Lions Gate Budget must be published in The North Wind.

K. BARONIAL ASSETS

1. All property owned by the Barony must be marked "Property of Lions Gate".

2. Any requests for use of assets at non-Baronial events must be presented and approved at Council.
3. Any property must be returned to the Baronial locker or the Chamberlain in the same or better condition than when it was picked up. Tablecloths, Gold Key and serving tabards must be washed before returning to storage.
4. All property must be returned to the Baronial locker within 2 weeks or no later than 7 days before the next event, whichever period is shorter.
5. The Chamberlain will maintain a list of all the Baronial assets and where they are located specifically. This list will be made available on the Baronial website.
6. The Chamberlain will conduct an inventory of all Baronial assets once per year and submit an updated list to the Exchequer by January 15.