

# Barony of Lions Gate Financial Policy

## A. INTRODUCTION

1. This following Barony of Lions Gate Financial Policy (the “**Financial Policy**”) serves as an addendum and is subject to the requirements set forth by the SCA Corpora and By Laws, Society for Creative Anachronism, Inc. (SCA) Financial Policy, Kingdom of An Tir Financial Policy, the Laws of the Kingdom of An Tir, the Principality of Tir Righ Financial Policy, the Laws of the Principality of Tir Righ and applicable Canadian Law.

2. This Financial Policy should be revised whenever changes in Modern Law, the SCA governing documents and Policies, the Laws of the Kingdom of An Tir and Kingdom of An Tir Financial Policy, the Laws of the Principality of Tir Righ and the Principality of Tir Righ Financial Policy, the needs of the Kingdom, Principality or Barony, or agreement between the Council of the Exchequer, the Principality of Tir Righ Exchequer (Principality Exchequer), Kingdom Chancellor of the Exchequer (Kingdom Exchequer) and/or the Society Chancellor of the Exchequer (Society Exchequer) so require.

3. In the event of a conflict between this Financial Policy and modern law, SCA governing documents and Policies, the Laws of the Kingdom of An Tir or the Kingdom of An Tir Financial Policy, the Laws of the Principality of Tir Righ or the Tir Righ Financial Policy, the modern, SCA, Kingdom or Principality document shall take precedence.

All capitalised items are defined in the Principality of Tir Righ Financial Policy or the Kingdom of An Tir Financial Policy if not defined here.

## B. FINANCIAL POLICY

The currently approved Financial Policy shall be available on the Lions Gate website, in its entirety. The page for the policy documents is currently: <https://lionsgate.tirrigh.org/forms/>

Any amendments to the Financial Policy must be reviewed and approved by the Baronial Financial Committee, and by the Principality Exchequer.

## C. THE BARONIAL 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 Financial 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.

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6. The Lions Gate Financial Policy should be published in its entirety annually in The North Wind newsletter of the Barony of Lions Gate.

## D. 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.

<b>Amount</b>	<b>Approval Needed</b>
Less than \$50.00	Electronic or written approval of the Baron, Baroness and the Seneschal (in consultation with the Exchequer)
Less than \$300.00	Written or electronic approval of the Baron, Baroness, the Seneschal and Exchequer
\$300 or greater	Must be pre-approved by the Financial Committee or Lions Gate Council (and included in meeting minutes)

## E. 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 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.

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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 (e.g. hotels, biffies, catering, garbage, recycling), a minimum of 2 quotes are required, unless there is only one local provider of the service. 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 which will include the attendance, NMR, profit, expenses, and a brief summary of successes or challenges of the event. This report will be submitted to the Exchequer within 1 week of the end date of the event for distribution to the Financial Committee and included in the next council meeting minutes. An alternate date can be arranged with the Exchequer if needed.
9. To be a coordinator of a practice, please discuss with the current officer: Stables, Archery, Blades, Youth Armoured Combat, Dance, Equestrian, or Thrown Weapons. If there is no officer for the practice currently, please discuss with the Baron and Baroness and provide your SCA resume for their consideration.

### F. GATE PROCEDURES

1. The Baronial Exchequer will provide the Event Steward or designated Event Gate Keeper with an event float when requested as approved in the event bid or by Council as recorded in meeting minutes. 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. Only paid members of the SCA may handle cash at gate. Any youth members handling cash at gate must be supervised by an adult member at all times.
3. 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 signed gate sheets. Youth may not be in charge of the cash box.
4. 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.
5. 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.

### G. COMPLIMENTARY FEES

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As per An Tir Financial Policy, individuals receiving complimentary event fees (“comps”) must be paid SCA members for the full event. The following is a list of those individuals who are pre-approved to receive comps:

1. The Baron and Baroness and their minor children are exempt from site and feast fees for all Baronial events.
2. The Baron and Baroness of Seagirt and their minor children are exempt from site fees at Sealion War when hosted by the Barony of Lions Gate.
3. The current Baronial Champions, as per the Baronial Customary, are exempt from site fees only (not feast or accommodation fees) for Baronial events.
4. The Event Steward and co-steward (maximum of 2 people) are exempt from site fees only (not feast or accommodation fees) for the event that they steward.
5. All Royalty and Their Heirs will receive complimentary site and feast fees to Baronial events.
6. At events with organized feasts (e.g. banquet), the head cook and their cooking and serving staff shall receive complimentary site fees and feast fees as outlined in the approved event bid.
7. Additional comps not outlined above can be requested with the bid and will be considered on a case-by-case basis when the event bid is submitted to the Financial Committee.

## H. REVENUE

1. All monetary donations received (e.g. from demos, etc.) are to be given to the Exchequer to be deposited into the branch bank account within five business days.
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, and within five business days.
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 \$1000, arrangements should be made with the Exchequer to make an immediate bank 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. The Exchequer should take the Gate float and all gate sheets and cash and cheques at the end of the event if they are in attendance.

## I. PAYPAL POLICY

Please refer to the Tir Righ Financial Policy for details. The Barony of Lions Gate allows the use of PayPal for an event, according to the Tir Righ Financial Policy, when usage is approved by the Financial

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Committee as part of the usual event bid process and the Paypal fees and foreign exchange rate from USD are accounted for in the proposed event budget.

## J. 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. 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 Exchequer officer within thirty (30) days after the former officer steps down from office. Financial records that are not current may be stored in the baronial locker in a labelled banker box.
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 Baronial books by the Tir Righ exchequer and a witness shall be done whenever there is a change in the Baronial Exchequer office or every three years.

## K. 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 or act as an Event Steward or Co-Steward.

## L. 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 baronial newsletter and on the website of the Barony of Lions Gate in February or March each year. The reports shall include, but not limited to, a Profit/Loss Statement and Balance Sheet.

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## M. 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 November Council Meeting prior to the year budgeted for.
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 and included in the council meeting minutes published on the Barony of Lions Gate website.
4. Budgeted items must have receipts and cheque request form submitted to the Exchequer by December 10<sup>th</sup> of the year in order to be reimbursed, subject to the limits approved by the council. Any receipt older than 120 days will not be accepted for reimbursal.

## N. BARONIAL ASSETS

1. All property owned by the Barony must be marked "Property of Lions Gate" in writing or with a sticker.
2. Any requests for use of Barony assets at non-Baronial events must be presented and approved at Council.
3. Any property must be returned to the Baronial storage locker or the Chamberlain in the same or better condition than when it was picked up. Tablecloths, feast gear, 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. A copy will be kept by the Seneschal and a backup print copy should be included in the paper files of the Exchequer once per year.
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.

## O. CURRENCIES

The Society has forbidden the purchase or sale of any crypto currencies for any reason.

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