



The following Financial Policies pertain to the Barony of Arn Hold in the Kingdom of Artemisia. These Policies are in addition to the Society Financial Policy (SFP), and the Artemisian Kingdom Financial Policy (KFP), and does not replace, or supersede any part of either the SFP or KFP.

I The Baronial Financial Policy (BFP) must be reviewed on an annual basis. Any changes to BFP, not required by SFP and/or KFP, must be passed by a unanimous vote by the Baronial Financial Committee (BFC).

II The BFC is made up of the Nobility (Baron and Baroness with one vote), Baronial Seneschal, and Baronial Chancellor of the Exchequer (BCoE). The term-limit of service to the BFC will end with their stepping away from their Coronet or Baronial Office. BFC meetings will be largely electronic in nature and/or at the populace meetings. Populace meetings are generally held once a calendar month.

III Reporting Timeframes

- A. The SCA uses the calendar year of Jan 1 to Dec 31 as the fiscal year.
- B. Baronial Exchequer reports to Kingdom will be sent in the format, by the due date and via the method requested by KFP and the KCoE.
- C. Copy of the reconciled Baronial account statements will be sent monthly to the BFC. Copy of Society quarterly report will be sent to the BFC quarterly.
- D. Monthly Baronial budget financial information will be available via the Moose Call. The previous years, Society approved, Balance Sheet and Income Statement will be made available via the Moose Call.

IV Monetary Assets

- A. Fiscal proposals may include both -- or either -- a bringing in, and/or a disbursement of, Baronial funds. A majority BFC vote is needed to pass or veto fiscal proposals for amounts of less than \$200.
- B. A unanimous BFC vote is needed to pass or veto fiscal proposals for amounts of \$200 or more.
 1. Fiscal proposals for unbudgeted amounts of \$500 or over, in addition to a unanimous BFC passing vote, must be discussed at a minimum of one populace meeting as a part of the agenda of the meeting.
 2. The annual budget must be presented to the populace before it is enacted.
- C. Fiscal proposals brought before the BFC under normal, non-emergency circumstances, must be voted upon and responded to within one month.
- D. Fiscal proposals brought before the BFC under emergency circumstances and requiring urgent action, must be voted upon and responded to within 24 hours.
 1. If not all BFC members are reachable within the 24 hour timeframe, and the amount in question is under \$200, then the first two similar votes may carry the vote, or a superior Exchequer – Kingdom or Society -- may be asked to break a tie.
 2. If the amount in question is \$200 or over and not all BFC members are reachable within the 24 hour timeframe, then a superior Exchequer officer must be asked to vote even if the first two votes are similar.

3. If the emergency concerns an over or unbudgeted amount of \$500 or over, the requirement of bringing the fiscal proposal to the populace meeting is suspended due to the required urgent action.

E. Any person to whom an advance of funds was given for any and all BFC pre-approved expenses, must present receipts to the Exchequer for items purchased plus any remaining funds within 30 days of the delivery to the Barony of the item(s).

F. Any person expecting reimbursement for any and all BFC pre-approved expenses must present receipts to Exchequer within 30 days of the purchase of the item(s).

V Non Monetary Assets

A. Any and all usage of Baronial equipment/Regalia must have prior approval of BFC. All equipment/Regalia must be signed out.

1. The Baronial Lease Form will be used, items signed out will be listed, any care instructions for item(s) will be spelled out and the return date noted.

2. As per SFP sec VIII A 2, only a current SCA member may sign out the trailer.

B. All equipment/Regalia will be turned into the Office of the Chancellor of the Exchequer (either the Exchequer or the Quartermaster Exchequer), when the period of time is over. Baronial equipment/Regalia may not be turned over to any other Office or person without prior approval of the Exchequer.

VI Events

A. Event paperwork will use Kingdom forms and formats.

B. An event bid package must include at minimum a Pre-Event Budget form, a Fundraising Proposal and Budget, and an event announcement for the Sage Advice.

C. A complementary pass, (comp); or an Adult discount into an event, will only be available to current Adult Members of the Society. Adult status is 18 years of age or older on the day of the event.

1. All event Stewards must include on the Pre-event Budget the number of event staff they wish to be comp'd. Upon approval by the BFC, the event Steward must give to the person sitting gate a list of names (both modern and SCA), of the people to be comp'd.

D. All Minors (17 years of age or younger on the day of the event), will be discounted a minimum of \$1.00 off of the full Adult member gate fee registration.

F. Once Event is approved by the BFC, Baronial Equipment/Regalia needed for an event may be signed out by the Event Steward(s), and returned to the Quartermaster Exchequer or designated Baronial Officer.

E. At the beginning and end of each day of the event, using the current 'Cash Chain of Custody' form, a double count of the funds will be held and signed off by the event Steward or his/her representative and the person responsible for gate.

Baron  Date 6/25/17

Baroness  Date 6/29/17

Seneschal  Date 6-25-17

Exchequer  Date 6-25-17

Kingdom Exchequer  Date 7/18/2017