

Financial Policies & Procedures

These are the Official Financial Policies of the Barony of Nordskogen, the Twin Cities metropolitan branch of the Society for Creative Anachronism, Inc. a 501(c)3 educational nonprofit, as of **March 2019**.

The following financial policies exist as addenda to Society for Creative Anachronism, Inc. financial policy and the kingdom of Northshield financial policy, to be followed by Nordskogen members and officers.

These policies may be changed at the discretion of the Nordskogen financial committee. all changes shall be proposed and voted on at a group meeting, then submitted to the kingdom of Northshield for approval. in the event the kingdom and/or society handbooks have any policies that are contrary to the policies listed here, the Kingdom and/or society policies will be upheld first and foremost.

Definition: The Nordskogen Territorial Baron(s) and/or Baroness(es) (“B&B”).

I. Nordskogen Financial Committee

- A. The purpose of the Nordskogen Financial Committee (the “Committee” or “Financial Committee”) is defined within the Chancellor of the Exchequer Kingdom Officer’s Reference Handbook.
- B. The Financial Committee will be comprised of the individuals required within the Chancellor of the Exchequer Kingdom Officer’s Reference Handbook, B&B as a collective one vote, and a minimum of three paid members of the Baronial populace.
- C. Members of the Baronial populace wishing to volunteer on the Financial Committee may apply to the Baronial Chancellor of the Exchequer for approval.
 1. Members must meet the requirements defined in Chancellor of the Exchequer Kingdom Officer’s Reference Handbook
 2. Committee Members will serve for a term of two years.
- D. Meetings will be called and conducted by the Chancellor of the Exchequer.
 1. A Quorum of the Committee is defined as a minimum of three, including the Seneschal, Chancellor of the Exchequer and at least one other Committee member.

2. The Committee will review the current status of Baronial funds quarterly, with meetings scheduled and convened by the Chancellor of the Exchequer in February, May, August and November.
3. These Financial Policies and Procedures shall be reviewed by the Financial Committee annually.

II. General Policies

- A. The Financial Committee shall consider all continuing expenses and encourage fundraising to help ensure the Barony brings in enough funds to meet those expenses and has a reasonable balance.
- B. Funds allocated for each Baronial office and not used within the calendar year will be reallocated to the Baronial General Fund, unless specifically approved otherwise by the populace.
- C. Changes to the Baronial budget must be created by the Chancellor of the Exchequer, reviewed by the Financial Committee, and approved by the populace at a regular business meeting.
- D. Non-event-related receipts are due to the Chancellor of the Exchequer no more than 30 days after the expenditure. Exceptions are at the discretion of the Chancellor of the Exchequer only.

III. Events

- A. Events should be budgeted to break even or make a profit. It is understood that circumstances may prevent an event from doing so, but the event should be initially planned with an eye toward fiscal responsibility. The populace recognizes that some events will have a significant financial outlay. The Financial Committee will weigh the expense with the desires of the populace in its decisions.
- B. Once the populace approves the detailed event proposal, then the budget is forwarded to the Financial Committee. If the Financial Committee approves the budget, the Seneschal may sign the contract, and expenses may be paid for the event.
 1. Expenditures not included in the detail budget and/or changes to the detailed budget must be approved by the Financial Committee
 2. Event related receipts are due to the Chancellor of the Exchequer no more than 30 days after the Event. Exceptions are at the discretion of the Chancellor of the Exchequer only.

- C. B&B and one retainer each do not have to pay site or feast fee for any Event financially sponsored by Nordskogen. This privilege will also include the Sovereigns plus one retainer each, and the Heirs plus one retainer each. Further exemptions regarding site and feast fees will be included with the budget presented to the Financial Committee. All persons receiving free site fees must be paid members.
- D. Event fee refunds must be requested no later than two weeks prior to the event, by default.

IV. Special Purpose Funds

- A. Special purpose funds are defined in greater detail in the SCA Financial Policy.
- B. Special purpose monies must come from fundraising designated for the purpose.
 - 1. These funds must have a defined primary purpose and secondary purpose.
 - 2. The default final purpose for any special purpose fundraising is the Baronial General Fund, unless specified otherwise.
 - 3. Any funds raised over the need for the primary purpose will be applied towards the next purpose.
- C. When the fund is created a timeline must be established to determine when funds will roll to the next purpose with a default of two years.