

Nordskogen Financial Policies

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 (date to added upon approval).

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 business meeting, then submitted to the kingdom of Chancellor of the Exchequer for approval. In the event the kingdom and/or society handbooks have any policies that are contrary to the policies listed here, the Society, then Kingdom policies will be upheld first and foremost. All policy changes must be published in the Crystal Quill. Once approved Policies must be published in the Crystal Quill and on the Baronial website.

I. Nordskogen Financial Committee

- A. The purpose of the Nordskogen Financial Committee (the “Committee” or “Financial Committee”) is defined within The Society for Creative Anachronism, Inc. Chancellor of the Exchequer Handbook (thereafter SCA Exchequer Handbook)
- B. The Financial Committee will be composed of the Baronial Seneschal, Exchequer, and territorial Baronage as a collective (one) vote as required by the SCA Exchequer Handbook, and a minimum of two other paid members of the Baronial populace to ensure there is an odd number of votes.
- 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. Financial committee members must meet the requirements defined in the SCA Exchequer 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. An emergency meeting or change of date of a scheduled meeting is permissible. A baronial officer may request from the chancellor of the exchequer an emergency financial meeting.
 1. A quorum of the financial committee is defined as a minimum of three, including the Seneschal, Chancellor of the Exchequer and at least one other committee member.
 2. The financial 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. Meetings may be held outside these months as needed.
 3. These Financial Policies and Procedures shall be reviewed by the Financial Committee annually at the August meeting.

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 financial committee.
- C. The Baronial budget must be created by the Chancellor of the Exchequer, published to the populace, and approved by a simple majority of the financial committee at the November business meeting. Changes to the baronial budget must be approved using the same procedures.
- D. The annual budget must be published in the January issue of the Crystal Quill.
- E. Non-budgeted expenses are submitted to the Chancellor of the Exchequer, published to the populace, and approved by a simple majority of the financial committee at any financial committee meeting before the expense is incurred. Any expenses without prior approval may be rejected by the financial committee even if they have been paid.
- F. Non-event related receipts are due to the Chancellor of the Exchequer no more than 20 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(s), and expenses may be paid for the event.
 - 1. Expenditures not included in the detailed 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 20 days after the event. Exceptions are at the discretion of the Chancellor of the Exchequer only.
- C. The Baronage and one retainer do not have to pay site or feast fee for any event financially sponsored by Nordskogen. This privilege will also include the Crown plus one retainer, and the Heirs plus one retainer. Further exemptions regarding site and feast fees will be included in 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.

IV. Dedicated Funds

- A. Dedicated Funds are a provisioning of Baronial Funds for specified purposes, the allocation of which will be contingent on discussion and approval by the Financial Committee and the designation of a primary and secondary reason for the fund. Unless otherwise set forth, the secondary purpose of any Dedicated Fund is that the funds revert to the General Fund. A two thirds majority vote of the Financial Committee is required to add or amend a dedicated fund. A majority vote is required to remove a dedicated fund. Any dedicated fund which receives an allocation from the General Fund has the caveat that the allocated funds will be used last, after any funds received from donations and fundraising efforts have been exhausted. This is to ensure donated funds will be used for the purpose intended by the donors.
- B. Temporary Funds: In the event that there is a special project which receives funds from donations or fundraising effort, a temporary dedicated fund may be created using the same set up as permanent dedicated funds. The list of temporary dedicated funds shall be maintained by the Baronial Exchequer and published in the Crystal Quill when the budget is published. Such funds will be maintained as temporary funds no longer than two years. Should a project continue for more than one year, the Financial Committee will assess the viability of the project and either continue the project for a second year or cancel the project. If a project needs to continue for more than two years, it should be made into a permanent dedicated fund.

V. Fighting Mat Fund

- A. Primary Purpose: The Fighting Mat Fund is used to offset the costs associated with replacement of fighting mats as they reach the end of their service life or are damaged.
- B. Secondary Purpose: At such time when the Fighting Mat Fund has served its purpose, the money may be moved into the General Fund by a simple majority vote of the Financial Committee.
- C. Allocation: Use of the mats, including by the Barony of Nordskogen, will require a \$50 payment that will be added to the fighting mat fund. Donations will also be accepted to this fund.