

2023 Financial Policy

Barony of Stierbach

Approved by Financial Committee – 13 December, 2022 (A.S. LVII)

Approved by Kingdom Exchequer – February 15, 2023

1) Composition of the Financial Committee.

- a. The Barony of Stierbach (Barony) Financial Committee shall consist of members of the populace present at the monthly Baronial business meeting.
- b. All members of the Financial Committee must be residents of the Barony and be current, paid members of the SCA.
- c. The Exchequer shall chair the Financial Committee. In the absence of the Exchequer, the Seneschal will serve as chair. The chair will only vote in the event of a tie.
- d. The Financial Committee must have a quorum of six members plus the Baronial Seneschal (Seneschal), the Baronial Exchequer (Exchequer), or their deputies.
- e. The Financial Committee shall review all proposed expenditures of SCA funds by the Barony. Expenditures must be approved by the Financial Committee prior to being disbursed.
- f. Any non-event expenditure \$300 or more shall be discussed and voted on at a regularly scheduled Baronial business meeting. Expenditures under \$300 may be discussed and decided on by the Emergency Financial Committee as needed.
 - i. If non-payment of a Baronial expense would be grounds for loss of use of a site, fines, or legal action against the Barony, expenditures over \$300 may be approved outside a regularly scheduled business meeting by the Emergency Financial Committee, as required.
 - ii. In the event that a vote of a simple majority cannot be reached in the discussion over payment of a Baronial expense, non-payment of which would result in grounds for legal action against the Barony, the Emergency Financial Committee may act in concurrence to approve payment without full financial committee approval. Such overriding approval must be unanimous.
- g. Except as otherwise specified, a simple majority is required for a decision.
- h. The Exchequer will keep a record of the decisions of the financial committee. The record will include the date of the decision, purpose and amount of the expenditure, decision (approved, not approved, returned for more information), and a count of all votes, including number of members present, ayes, nays, and abstentions. This record will be published monthly in the Baronial newsletter.

2) Terms of the Financial Committee. The terms of the financial committee members shall run concurrently with their paid membership, and expire when their membership expires.

3) Timeframes and methods for meetings. Meetings may be held in person, by telephone, by virtual meetings, or by electronic means (e.g., by exchange of email). If meetings are held in

person, by telephone, or virtually, it is the responsibility of the Baronial Exchequer to create and preserve a written record of all decisions of the committee. If the meeting is held by email, the Exchequer will retain copies of all relevant emails as a permanent record of the meeting. Voting will not take place on Facebook or any other social media venues.

- 4) Timeframes and methods for action approval under normal circumstances.
 - a. Meetings will be held as part of the monthly Baronial business meeting.
 - b. Members of the Populace who are not paid members of the SCA are welcome to attend meetings of the Financial Committee. They may contribute to the discussion of an expenditure; however, they may not vote on any decisions made.
- 5) Timeframes and methods for Emergency Financial Committee meetings.
 - a. The Baronial Emergency Financial Committee shall meet as needed. Such meetings may be held in person, over the telephone, or electronically (e.g., via email, online/video chat, etc.).
 - b. The Exchequer shall keep a record of all meetings, discussions, and decisions of the Emergency Financial Committee. Copies of this record shall be provided to the Seneschal and the Baronial Chronicler to be published in the Baronial newsletter.
 - c. Emergency Financial Committee discussions held outside of regularly scheduled Baronial business meetings shall be presented by the Exchequer as a report during the next regularly scheduled Baronial business meeting.
 - d. In the case of an urgent funding need, any three Warranted Officers, which must include at least one Warranted Officer on the Emergency Financial Committee, may approve urgent funding expenditures.
 - i. Urgent funding needs are those which are unforeseeable and necessary for the continuance of the activity. Examples: replacing spoiled food for a feast on the day of the event or renting a new site after the original site is damaged in a storm.
 - ii. Prior to a final decision, every effort should be made to contact the Exchequer and/or Seneschal for verbal approval.
 - iii. Approval of the expenditure must be unanimous. Meetings may be held in person, by telephone, by virtual meetings, or by electronic means, and will be conducted as soon as two members know of the urgent funding need. If the Exchequer or Seneschal are not available, one approving officer must take a record of the meeting and provide it to both the Exchequer and Seneschal as soon possible after a decision is made.
 - e. Composition of the Emergency Financial Committee.
 - i. The Baronial Emergency Financial Committee shall consist of the Seneschal and Exchequer or their deputies, two Warranted Officers, and two members of the Populace.
 - ii. The Emergency Financial Committee must have a quorum of 5 members including the Chair.

- iii. No members of the Emergency Financial Committee may be from the same family, live in the same residence, or be in a personal relationship.
 - iv. Members of the Emergency Financial Committee shall be chosen by a majority vote of the populace present at the first regularly scheduled Baronial business meeting of each calendar year.
- f. Terms of the Emergency Financial Committee members.
 - i. The terms of the Exchequer and Seneschal will be concurrent with their respective signed warrants.
 - ii. The terms of the Warranted Officer and Populace members will be one calendar year, from January through December. The terms may be extended with approval of the Populace, not to exceed three years.
 - iii. Upon appointment, each new member of the Emergency Financial Committee shall review and agree to abide by the Baronial Financial Policy.
 - iv. In the event that a member of the Emergency Financial Committee's SCA membership expires, that member will be immediately suspended from serving on the Financial Committee until their membership is reinstated.
 - v. Warranted Officer and populace members Emergency Financial Committee may only be removed by a majority vote of the populace during a regularly scheduled business meeting. This vote may only be called at the joint request of both the Exchequer and the Seneschal.
 - vi. Any suspensions/removals from the Emergency Financial Committee shall be announced to the populace as soon as possible via email and at the next regularly scheduled Baronial business meeting.
 - vii. Replacements for suspended/removed members of the Emergency Financial Committee shall be voted on during the next regularly scheduled Baronial business meeting following the announcement of the suspension/removal. Until replacements for any suspended/removed Emergency Financial Committee members are found, the Deputy Seneschal or Deputy Exchequer shall fill that position.

6) Reporting Schedule for Branches

- a. The Barony will follow the reporting schedule as specified in the Kingdom of Atlantia Financial Policy. The Barony must submit quarterly reports to the Kingdom Exchequer or a designated representative.
- b. Reports will be cumulative, and are due as follows:
 - i. January 1 – March 31 (First Quarter Cumulative), due April 30th
 - ii. January 1 – June 30 (Second Quarter Cumulative), due July 31st
 - iii. January 1 – September 30 (Third Quarter Cumulative), due October 31st
 - iv. January 1 – December 31 (Fourth Quarter Cumulative/Domesday), due the following January 31st.
- c. Non-Member Registration (NMR) reports and monies are due to the Kingdom Exchequer Deputy for the NMR no later than 10 business days after the event closes.

- d. Event reports shall be submitted for every event. These shall be completed with copies of the event receipts attached and sent with the corresponding quarterly reports.
- e. Reports will be considered late if they are not received by the due date or if they are incomplete.
- f. Late or missed quarterly reports, failure to submit the fourth quarter/Domesday report by the deadline, failing to submit a Non-Member Registration report by the deadline, or a pattern of missing/late/incomplete reports may result in the Barony being suspended by the Kingdom.

7) Reporting requirements for branch reports

- a. Quarterly reports should include at least the minimum following documents
 - i. Financial activity such as a journal or ledger,
 - ii. A current list of variances in effect,
 - iii. Bank statements for all accounts for the quarter, signed and dated by the seneschal.
 - iv. The Excel report form
 - v. A PDF of the report, signed by the branch Exchequer and the Seneschal
 - vi. Copies of receipts for monies spent, if applicable
 - vii. Event reports, if applicable

8) Timeframes and methods for review and revision of the financial policy.

- a. The Barony of Stierbach Financial Policy will be maintained by the Baronial Exchequer and will be reviewed annually by the Financial Committee for compliance with Kingdom and Society requirements and appropriateness for the Barony.
- b. Proposed changes to Stierbach Financial Policy will require approval by a simple majority of the Committee to be forwarded for ratification by the Kingdom Exchequer. If the proposal is disapproved by the Kingdom Exchequer, the Committee may rework and resubmit changes
- c. Changes that do not affect disbursements will become effective immediately following Kingdom approval.
- d. Changes that do affect disbursements will become effective at the start of the next quarter following Kingdom approval.
- e. The approved Financial Policy will be posted on the official Baronial website, or provided upon request to the Baronial Seneschal or Exchequer.
- f. The Financial Policy will be reviewed and approved by the Financial Committee annually, and submitted to the Kingdom Exchequer after approval.

9) Methods for controlling cash receipts.

- a. Cash receipts include but are not limited to event income of all types, money collected from advertised fund raising endeavors, donations, money from the sale of goods purchased with group funds, and newsletter sales and subscription income.

- b. Cash receipts of any type and in any amount must be deposited in the appropriate account no later than 14 calendar days after receipt by a Baronial Officer. No incoming funds of any type are to be kept out of the appropriate account longer than 14 calendar days. Undeposited income of any type is not to be used for refunds, reimbursements or expenses.
- c. Use of online credit card acceptance services by SCA branches is restricted to approval by the Society Exchequer. SCA branches are not to use the personal credit card acceptance account of an individual or other business under any circumstances.
- d. Minors may not serve as Head Gatekeeper/Troll/Reservationist. for an event. Minors may assist at the gate collecting funds, making change, etc., under the oversight of an individual permitted by the SCA's Corporate Policies to serve as an officer, who will be ultimately responsible for the accounting of the funds passing through the gate.
- e. At least one paid adult member of the SCA must be present and in charge of the gate functions at any event where money is collected in the name of the SCA. Site owners may additionally oversee the gate operations, but the final responsibility for the funds collected in the name of the SCA must remain with an authorized paid SCA member who does not have a financial or material interest in the ownership of the site itself.
- f. All cash received at an event shall be counted and recorded by two people (not of the same family or residence and not in a personal relationship) before the cash is removed from the site. Copies of the cash record will be provided to the Exchequer and Seneschal.

10) Policies regarding event admission charges, refunds, or complimentary passes.

- a. Event fees for the following individuals may be waived:
 - i. The current reigning Monarchy of any Kingdom,
 - ii. The current Heirs of any Kingdom,
 - iii. The current Baron and/or Baroness of Stierbach
 - iv. The Event Steward / Autocrat
 - v. Children age 6 and under. Children age 7 to 17 may be offered a reduced rate.
- b. The Financial Committee may choose to waive event fees for other individuals based on position or job function at a given event.
- c. To waive the fees of any other attendees, the Financial Committee must approve the request and include a list of those approved for waived fees in the Event Budget and Event Report. Fees may not be waived for non-members.
- d. If the feast at an event includes high table, the ranking attending individual(s) may invite 2 guests to eat at high table at their discretion (children of the ranking individual may eat at the high table and are not considered guests). Invited guests shall not be charged for feast if they have not already paid for a feast spot.
- e. For events sponsored by the Barony, Event Refunds shall be provided as follows:

- i. Site or NMR fees will be refunded if a request for cancellation is received before the event registration closes. The Exchequer must receive refund requests in writing (email is acceptable)
- ii. Feast refund will be provided if the feast spot was resold to another attendee.
- iii. Complimentary or waived items will be refunded upon request. For example, individuals who paid for feast and later become servers who are entitled to complementary or waived feast.
- iv. Other fees may be refunded based upon a decision by the Financial Committee.
- v. All refunds shall be paid by check from the Barony of Stierbach checking account.
- vi. No refund shall be issued until the event books have been closed and all reservation checks have cleared.
- vii. No refund shall be issued if the event has not made a profit. This policy may be waived by unanimous vote of the Baronial Financial Committee in cases of event cancellation or other extreme circumstances, provided that such action does not put the Barony in financial jeopardy.
- f. Refer to the Kingdom Financial policy for special guidance for Kingdom Events.

11) Policy regarding asset management and control of inventory including trailer policy

- a. Baronial Trailer.
 - i. All trailers owned by the Barony are to be used for storing and transporting Barony property to and from SCA functions. Trailers owned by the Barony may not be used for strictly personal purposes by the members of the branch.
 - ii. Anyone towing a trailer owned by the SCA or one of its branches shall be a paid member in good standing and tows the trailer at their own risk.
 - iii. Agreements to store and tow the trailer must be made in writing in advance between the member storing or towing the trailer for each trip and the branch owning the trailer. Each agreement should include specifications of timeframes and calculation for any expense reimbursement. Each trip should be considered round-trip, and the member towing the trailer is responsible for its return at the end of the trip, unless otherwise specified in the agreement.
 - iv. Trailers must always be loaded in compliance with the trailer's maximum gross trailer weight rating, maximum tongue weight rating, and load balancing instructions. Trailers must be attached to a towing vehicle rated for that type of trailer. Trailers must be attached using all legally required attachments and restraints and working electrical connections.
 - v. If there is available capacity in the trailer after the Baronial property is loaded, and there is a desire to transport additional personal property in the trailer, additional personal property owned by Barony members may be

placed in the trailer. Any personal property is loaded into the trailer and transported at the property owner's risk.

b. Other Property

i. Baronial property

1. An inventory will be maintained of all Baronial assets.
2. The inventory shall be maintained by the Exchequer or a designated deputy (Chamberlain or Quartermaster)
3. The inventory will include location of the property, and purchase price and date if known.

ii. Property management will include

1. Storing the Barony's assets in a secure place
2. Checking assets out to users as needed
3. Checking assets in when returned to storage
4. Inspecting assets upon return to storage to determine
 - a. If maintenance is required for routine wear and tear, such as repairing tears, replacing grommets, ropes, etc., cleaning, and other similar issues.
 - b. If asset has been damaged by neglect, such as mold/mildew due to being kept in damp conditions
 - c. If asset has been damaged by abuse, such as cutting, bending, or otherwise modifying.
5. Arranging for maintenance or repair as needed.

iii. The Baron and/or Baroness will sign a document stating that They will be responsible for the security and maintenance of the Coronets while such Coronets are in Their possession. It is strongly recommended that the Baron/Baroness will add the Coronets to Their homeowner's or rental insurance, if permissible. The Exchequer and Chamberlain will provide documentation as needed.

12) Prohibited Activities. The following activities are prohibited:

- a. Raffles and online auctions.
- b. Purchase, ownership, or sale of fireworks. The purchase of professional fireworks services is permitted, with approval by the SCA Board of Directors. To request permission from the Board, the branch must request approval through the Kingdom Seneschal and the Kingdom Exchequer who will contact their Society Superiors for instructions.
- c. Purchase of alcohol other than small amounts used for cooking.
- d. Purchase of, use of, or investment in cryptocurrency.

13) Policy on sales tax: Not applicable in the Kingdom of Atlantia.

14) General, Special Purpose, and Dedicated Funds

- a. General Funds are monies collected by the Barony to support the administrative and event-related functions of the Barony. Unless otherwise specified all money collected will be considered to be General Funds.
- b. The financial committee may direct the Exchequer to assign money to special purpose funds. These funds may either be permanent or temporary funds.
- c. All special purpose funds must have a secondary fund purpose in the event that the primary purpose ceases to exist. If the purpose for the fund ceases to exist, the money will be assigned to the secondary purpose. Unless another secondary purpose is defined, the money will return to the General fund if the primary purpose ceases to exist.
- d. Monies within a special fund are approved for the use for which the fund was established without a separate vote of the Financial Committee.
- e. Spending decisions involving special funds shall be made by the Baronial officer responsible for the activity those funds address (e.g., decisions regarding the Silk Banners fund are made by the Minister of Arts and Sciences, etc.).
- f. If there is no obvious responsible Baronial officer for a particular special fund, the responsibility for spending decisions for that special fund revert to the Baronial Financial Committee.
- g. Any special funds shall be accounted for independently of the Baronial general fund and all other special funds
- h. Permanent Funds. Permanent Funds do not have an end date. Funds will be detailed in Appendix 1 of the Financial Policy. Stierbach's current Permanent Funds are:
 - i. Archery
 - ii. Their Excellencies' Travel Fund
 - iii. Camping
 - iv. Cooks' Guild
 - v. St. Anne's Clothiers Guild
- i. Other permanent funds or activity-related funds may be established by a majority vote of the Stierbach Financial Committee.
- j. A permanent fund will be set up for each incipient group the Barony sponsors to track their income and expenses. When the group achieves full status, the funds will be turned over to the new group. If the incipient group dissolves, the money will return to the Barony's general fund.
- k. Temporary Funds may be established for use as short-term obligations occur. Temporary funds are established for a defined purpose or time period, and expire when that purpose is complete. Any money remaining when the fund expires will be transferred to the Barony's General Fund
 - i. Temporary funds will not extend past the end of each calendar year or the time period of the designated purpose, whichever is longer. Unless specified by the purpose of the fund, all Temporary funds expire on December 31.
 - 1. Temporary funds will be approved individually by the Financial Committee. An example of a Temporary Fund is money set aside for Events, based on a budget submitted by the Event Steward.

2. Temporary Funds may have an end date specified to achieve the fund's goal. If the goal is not met by the set date, or if there are residual funds after the goal is met, the money will return to the general fund. Information on Set-Term funds will be included as an appendix in the financial policy.
 3. Temporary Funds expected to last longer than one year, or expected to be renewed annually will be listed in Appendix 2 of the Financial Policy.
- ii. Stierbach's Temporary funds which are expected to be renewed annually are:
1. Baronial Birthday Event
 2. Holiday Faire Event.

15) Additional policies

a. Bank Accounts

- i. Accounts must be administered to follow policies set forth in the Exchequer's Handbook, including but not limited to the following:
 1. At a minimum, the Kingdom Exchequer, the Baronial Seneschal, and the Baronial Exchequer will each be a signatory on any baronial bank account. Additionally, the deputy Exchequer and deputy Seneschal should each be a signatory on any baronial bank account.
 2. Reigning Monarchs may not be signatories on an account
 3. Territorial Baronage may not be signatories on their Baronial accounts
- ii. If the Barony can demonstrate an undue hardship in following any of these dictates, they may request a variance from the Kingdom Exchequer.
- iii. If a branch or guild of the Society dissolves for whatever reason, the monies held in the group account shall be returned to the Kingdom General Fund. At the request of the majority of the officers of the disbanding group, another fund may be selected. In the case of a disbanding Canton, the Baronial account may be selected.

b. Disbursements

- i. Disbursements are any monies released from a Society account for the purposes of funding events, activities, or administration of the Kingdom.
- ii. All disbursements will be made by bank draft (check) in accordance with Stierbach Financial Policy.
- iii. Advance payments can only be made with the prior approval of the Stierbach Financial Committee in accordance with Stierbach Financial Policy.
- iv. No advances will be given to any individual who has not yet cleared (returned receipts and excess monies) a previous advance.
- v. Disbursements which are reimbursements for approved expenditures will require the request for reimbursement, which includes the legal and society name of the individual requesting reimbursement, explanation of expenditures and documentation of their approval, and all receipts.

- vi. Under no circumstances will reimbursement be made without a receipt of expenditure. All receipts must be presented to the Exchequer for reimbursement within 14 days of the end of the event in which they were incurred.
- vii. Disbursements for items not specified in this document or otherwise budgeted for may be requested by individuals. Such requests should be made to and approved by the Stierbach Financial Committee in advance of purchase whenever possible.
- viii. An accounting of expenditures shall be made at the next monthly business meeting.
- ix. The Exchequer is authorized to make disbursements from General Funds based upon the Annual Budget as approved by the Stierbach Financial Committee.
- x. All receipts must be submitted to the Exchequer within 14 days of incurring the expense.
- xi. All postage costs associated with the execution of an office will be reimbursed and will not be considered as part of the Officer's budgeted allocation.
- xii. Telephone expenses of Officers and Excellencies will not be reimbursed under any circumstances.
- xiii. Postage costs incurred by Their Excellencies shall be reimbursed upon receipt to the Exchequer.
- xiv. Should the Exchequer deem any requested amounts unreasonable, he/she shall consult the Stierbach Financial Committee.

c. Budget.

- i. The Baronial Officers shall prepare an annual budget for their respective offices. The Exchequer will submit an annual budget to the Stierbach Financial Committee for approval.
- ii. A majority vote of the Financial Committee is required for approval of the budget.
- iii. Any expenditure in the approved budget may be expensed throughout the year without further decision from the Financial Committee, provided the expense does not exceed the approved amount.
- iv. Based on the recent history of expenditures, expected activity, and the current financial health of the Barony, funding levels will be proposed and allocated for the following Budget Line Items:
 - 1. Seneschal.
 - 2. Exchequer.
 - 3. Chatelaine.
 - 4. Chronicler / Baronial Newsletter.
 - 5. Knight Marshal.
 - 6. Herald.
 - 7. Minister of Arts and Sciences.

8. Minister of the Lists.
9. Web Minister.
10. Baron/Baroness.

d. Event proposals and approval

- i. Event proposals (ideas) should be presented to the Seneschal, or their designated representative. If an event proposal is approved, the Event Steward / Autocrat will be asked to prepare an event bid.
- ii. Event bids should be presented to the Seneschal and Exchequer, or their designated representatives.
- iii. The event bid should include all the financial information about the event (income and expenses), as well as site information and details of the event staff.
- iv. The Seneschal or representative will schedule the bid to be discussed at an appropriate baronial business meeting.
- v. The populace will discuss the bid to identify any concerns the financial committee may want to take into consideration. If the full financial committee is not present, the Seneschal will note any concerns to share with the absent members.
- vi. The Event Steward / Autocrat may adjust the bid after hearing the concerns of the populace.
- vii. The financial committee will then meet to vote on the bid.
- viii. The financial committee may work with an Event Steward / Autocrat to improve an event bid before approval. The financial committee will determine whether the changes are significant enough to share at a baronial business meeting.
- ix. Once an event bid is approved the Exchequer will set up a dedicated fund in the amount of the total event budget. Any unspent funds will automatically revert to the general fund 30 days after all expenses have cleared.

e. Activities prior to the event

- i. The Event Steward / Autocrat will meet with the Exchequer before the event to determine how to handle the funds and receipts from the event.
- ii. Site deposits should be paid as necessary to secure sites.
- iii. The Autocrat is responsible for appointing for all mandatory principal event staff, to include the Reservationist and Head Troll. Principal event staff may select their subordinates at the discretion of the Autocrat.
- iv. The Reservationist and Head Troll should be acceptable to the Exchequer. They should be trained in record keeping and cash handling procedures. They should know what to do with the funds.
- v. Expenditures listed in an approved event budget may be paid without requiring a separate vote from the Financial Committee, upon submission of receipts for the expenditure.
- vi. The Event Steward / Autocrat is responsible for ensuring the event stays on budget. Unforeseen expenses should be presented to the financial

committee for approval prior to payment/reimbursement. Approval of such overages is not guaranteed.

- f. During and after the event.
 - i. The Event Steward / Autocrat and Head Troll should know what to do with paperwork, cash, and checks on hand when troll closes.
 - ii. Non-member registration (NMR) payments to the kingdom should be determined at the event whenever possible.
 - iii. Event profits are those monies remaining from event receipts after all expenses have been paid. Cost of the site, food, prizes, supplies for decoration, advertising, or administrative purposes are acceptable expenses to be charged to an event. Acquisition of items which will be retained by the Barony (such as serving gear or cooking gear) are not considered expenses of the event.
 - iv. Requests for reimbursement for expenditures listed in an approved event budget must be submitted with receipts within five business days of the final day of the event. Such requests must be paid out within 14 business days of the final day of the event.
 - v. Cash advances for event expenses should be cleared within seven business days of the event. Cleared means receipts for all expenditures and any remaining cash turned into the Exchequer.
 - vi. The Exchequer must receive all event-related receipts and requests for reimbursement no later than seven business days after the event.
 - vii. Event Steward / Autocrats will work with the Exchequer to complete the event report by a specified date based on quarterly reporting deadlines and no later than 14 days after the event.
 - viii. Event reports will be sent to the Seneschal, the Exchequer, and made available to the Financial Committee.

16) This policy is effective upon approval of the Baronial Financial Committee and the Office of the Atlantian Chancellor of the Exchequer. The policy covers all incipient groups sponsored by the Barony unless they have their own financial policy approved by their financial committee and the Atlantia Chancellor of the Exchequer.

Appendix 1

Permanent Funds

1) Their Excellencies' Travel Fund

- a. Primary Purpose and Point of Contact. The Travel Fund is established to partially defray the costs associated with travel to official Society Functions incurred by the Baronage. The Travel Fund shall be opened and maintained with an allocation specified in the annual budget from the General Funds for reimbursement of travel expenses as soon as the Coronet has been chosen. The Point of Contact for this fund is the Baronial Exchequer.
 - i. The Travel Fund will reimburse 100% of authorized submitted receipts for Baronial Sponsored Events.
 - ii. The Travel Fund will reimburse 50% of authorized submitted receipts for Events not sponsored by the Barony, including out of Kingdom events.
- b. The Travel fund may accept donations in addition to those allocated from the General Funds. Any donation made to the Travel Fund may exceed the maximum fund balance and is available for the use of the current Baron and Baroness. In the event that donations cause the fund balance to be exceeded, additional allocations from the General Fund will not be made until disbursements reduce the fund below the maximum balance set in the annual budget.
- c. The Travel Fund will be available for disbursements for the entire duration of the Baron and Baroness' term of office. Disbursements to the outgoing Baronage may not exceed funds available in the Travel Fund on the day prior to the Investiture of Their Heirs. Requests for reimbursement from the outgoing Baronage must be submitted within 14 days of the day of the Investiture of Their Heirs. Disbursements to the incoming Baronage will be held until the expiration of the 14- day period.
- d. Should the Baron and Baroness choose to submit receipts separately, the travel fund is to be divided equally, unless both agree in writing to a different split. Any additional allocations and funds raised are also to be divided in the same proportion.
- e. Only the following expenses may be reimbursed from the Travel Fund: gas, event fees, lodging, commercial transportation fares, and vehicle rentals. Other categories of Travel Fund reimbursement requests shall be addressed by the Financial Committee on a case-by-case basis.
- f. All reimbursements will be made from the appropriate Travel Fund. No reimbursement shall be made that exceeds the amount available in the fund.
- g. Any donated funds remaining at the end of each term of office shall be transferred to the next Excellencies' Travel Fund.
- h. Reimbursements to their Excellencies for travel and associated expenses may be held to offset the cost of repairing or replacing regalia and other Baronial property which has been signed out to Their Excellencies that is lost or damaged through abuse or neglect by Their Excellencies. If the Chamberlain identifies loss or damage

through abuse or neglect, this will be confirmed by the Exchequer and the Seneschal before determining that reimbursement for travel expenses will be held.

- i. The Baron and/or Baroness will submit authorized receipts for expenses within 14 days of the event for which it was generated.
- j. Secondary Purpose – If the primary purpose of this fund ceases to exist, the funds will be returned to the General Fund of the Barony of Stierbach.
- k. Inactivity Expiration – this fund is a Permanent Fund, to be part of the annual budget and voted on by the Financial Committee annually.

2) Archery

- a. Primary Purpose and Point of Contact. The Archery Fund is established to purchase equipment and supplies to further Archery activities for the Barony. The Point of Contact is the Baronial Archery Marshal. The Secondary Point of Contact is the Baronial Knight Marshal
- b. Secondary Purpose. If the primary purpose of this fund ceases to exist, the funds will be returned to the General Fund of the Barony of Stierbach.
- c. Inactivity Expiration. This fund is a Permanent Fund, to be part of the annual budget and voted on by the Financial Committee annually

3) Camping

- a. Primary Purpose and Point of Contact. The Camping Fund is established to purchase equipment for use in Baronial encampments. The Point of Contact is the Baronial Seneschal.
- b. Secondary Purpose. If the primary purpose of this fund ceases to exist, the funds will be returned to the General Fund of the Barony of Stierbach.
- c. Inactivity Expiration. This fund is a Permanent Fund, to be part of the annual budget and voted on by the Financial Committee annually

4) Cooks' Guild

- a. Primary Purpose and Point of Contact. The Cooks' Guild is established to further the culinary activities of the Barony.
- b. Secondary Purpose. If the primary purpose of this fund ceases to exist, the funds will be returned to the General Fund of the Barony of Stierbach.
- c. Inactivity Expiration. This fund is a Permanent Fund, to be part of the annual budget and voted on by the Financial Committee annually

5) St. Anne's Clothiers Guild

- a. Primary Purpose and Point of Contact. These are funds held by the Barony on behalf of the St. Anne's Guild.
- b. Secondary Purpose. If the primary purpose of this fund ceases to exist, the funds will be returned to the General Fund of the Barony of Stierbach.
- c. Inactivity Expiration. This fund is a Permanent Fund, to be part of the annual budget and voted on by the Financial Committee annually

Appendix 2

Temporary Funds

1) Baronial Birthday Event

- a. Primary Purpose and Point of Contact. The primary purpose of this fund is to set aside sufficient funds necessary to conduct the annual Baronial Birthday Event. The Point of Contact is the Autocrat for the event.
- b. Secondary Purpose. There is no secondary purpose for this fund. When the event has concluded and all expenses are paid, remaining funds will be returned to the General Fund of the Barony of Stierbach.
- c. Inactivity Expiration. This fund is a Temporary Fund, to be voted on by the financial committee based on a budget submitted by the Autocrat of the event.

2) Holiday Faire Event.

- a. Primary Purpose and Point of Contact. The primary purpose of this fund is to set aside sufficient funds necessary to conduct the annual Holiday Faire Event. The Point of Contact is the Autocrat for the event.
- b. Secondary Purpose. There is no secondary purpose for this fund. When the event has concluded and all expenses are paid, remaining funds will be returned to the General Fund of the Barony of Stierbach.
- c. Inactivity Expiration. This fund is a Temporary Fund, to be voted on by the financial committee based on a budget submitted by the Autocrat of the event.