

Financial Policy

Barony of Bryn Gwlad

- I. The Bryn Gwlad Financial Committee (BGFC) consists of five (5) members: Baron/Baroness (One (1) vote), Seneschal, Exchequer, Deputy Exchequer and one member of the Barony of Bryn Gwlad (Populace Representative).
- II. The Populace Representative will be chosen by election of the Populace on a minimum biannual basis at a business meeting. All other members of the BGFC will be on the Financial Committee for the length of time that they serve in their office.
- III. All members of the BGFC will be paid members of the SCA of at least an Associate level in good standing.
- IV. All members of the BGFC will maintain any required training or warrants required for their office, have taken the Financial Policy training within 90 days of becoming members of the BGFC, and maintain their training every 2 years.
- V. Members of the BGFC will meet on an as-needed basis. Meetings will be open to the populace unless decided before the meeting. Meeting Minutes will be made available to the populace upon request.
- VI. Members of the BGFC are signatories of the Bryn Gwlad Checking Account except that the Baron and Baroness may not both be signatories (as outlined in Kingdom financial policy.)
- VII. Two (2) members of the BGFC must sign every check.
- VIII. No member of the BGFC may sign a check on which they, or a member of their residence, are being personally reimbursed.
- IX. A majority (3 members) of the BGFC must approve all annual budgets, event budgets, expenses in excess of the approved Event Budget, Officer's Budgets, or any unbudgeted expenses.
- X. Major purchases and major commitments in excess of \$500 of Baronial funds must be presented to the Populace of Bryn Gwlad for commentary, if at all possible, before they may be approved by the BGFC. This does not apply to budget Event expenses.
- XI. All payments, including refunds from Events, will be made by check. All checks will be payable to a person and not to "Cash".
- XII. Original receipts for refunds from Officer's Budgets must be submitted with the Check Request form no later than January 15th of the following year unless otherwise specified in order to received reimbursement. Unbudgeted expenses must be approved by the BGFC before they may be reimbursed.

- XIII. Event expenses must be submitted with the Check Request form within 14 days after the event in order to received reimbursement. Extension of up to 7 days may be made at the discretion of the Exchequer.
- XIV. Requests for advances for expenses must be submitted on an Advance Request form, approved by the Financial Committee, and all original receipts and any remaining monies returned within 60 days.
- XV. All expense requests to the BGFC will be addressed in writing within 30 days of receipt.
- XVI. Officer's budget requests must be submitted on an annual basis in writing to the BGFC by the November business meeting. These requests are for 1 calendar year and will be considered by the BGFC in setting the annual budget. Any funds remaining in the Officer's Budget at the end of the year will not "roll over" for use in the next calendar year.
- XVII. Officer's inventories must be submitted on an annual basis with the Officer's Budget Request per article XVI. No funds will be disbursed for that office until a written inventory has been received by the exchequer with an exception of outside contracted expenses.
- XVIII. Event Budgets must be submitted on the official Event Budget form and the total budgeted expenditure amount must be approved by a majority of the BGFC before any expenses will be reimbursed for that event. This does not include deposits for sites recurring events.
- XIX. The following positions may, at the discretion of the Event Steward and BGFC, receive complimentary site and/or feast at local Events during the length of their office. Examples include:
- Any current Royalty (King, Queen, Prince or Princess)
 - One (1) entourage member for each Royal Member
 - Local Baron and Baroness
 - Event Site Owner/Representative
 - Event Steward(s)
 - Feast Steward
 - Local A&S Champion
 - Local Archery Champion
 - Local Bardic Champion
 - Local Chivalric Champion
 - Local Equestrian Champion
 - Local Rapier Champion

Additional compensations may be added to the list with the approval of the BGFC. The 10th of those positions offered complimentary site and / or feast will be given to the Event Steward and the Gate Coordinator.

- XX. The Event Steward(s), who is Deputy Seneschal, must approve all event expenses. The BGFC must approve all budget overages as per Article IX.
- XXI. Funds will be deposited in the Bryn Gwlad Checking Account no later than 7 bank days after receipts.

- XXII. This Financial Policy will be reviewed every year and presented to the populace at the first Business Meeting of the year.
- XXIII. Financial status reports will be completed on a monthly basis and made available to the populace upon request.
- XXIV. Funds held for sponsored groups must be disbursed by the Exchequer as per the written request of the group's financial committee with no further approval required of BGFC.

Approved this day of Anno Societatus November 30, Being 2010 Anno Domini

Baron/Baroness *Dawn E Scott* Susan Scott

Seneschal *H. J. Featherung* H.J. FEATHERUNG

Exchequer *Marguana Griffin* Marguana Griffin

Deputy Exchequer *Robin Bainter* Robin Bainter

Populace Representative *Gyldin H. Derride* Cindy Derride

Last updated 11/30/2010