

Schedule A

The Financial Policies of the Barony Beyond the Mountain

All capitalized terms in this Schedule A will retain their meanings as defined in the Baronial Custom.

- I. The fiscal policies of the Barony (the “Financial Policies”) will conform to the fiscal policies of the SCA and the Kingdom.
- II. The Financial Committee.
 1. Any expenditure of Baronial funds must be voted on and approved by the Financial Committee, in the manner set forth in VI(4)(b) of Baronial Custom.
 2. The Financial Committee (“Financial Committee”) of the Barony is the members of the Populace who are eligible for inclusion according to the policies of the SCA and the Kingdom, and who are present at any Meeting where a request to spend funds is voted on.
 3. No Baronial Officer or group of Baronial Officers can authorize the expenditure of funds without the approval of the Financial Committee, other than as set forth in II(5) below.
 4. An expenditure of funds will be approved by a plurality of the Financial Committee. In the event of a tie vote, the Baronage will break the tie.
 5. In the event of an emergency situation where a distribution of funds is necessary prior to a Meeting, a special Meeting may be called in order to authorize the expenditure.
 - a. The special Meeting may be conducted in person or via electronic media as necessary (e.g. telephone, conference call, email).
 - b. The special Meeting must include, but is not limited to: the person requesting the disbursement of funds, the Seneschal and/or deputy Seneschal, the Exchequer and/or deputy Exchequer, and two other members of the Populace who are eligible to be members of the Financial Committee.
 - c. There must be a compelling reason for requiring a disbursement in the context of a special Meeting.

III. Funding of Baronial Offices.

1. The Baronial offices which are required by the Governing Documents and Kingdom Law, as well as any other offices which the barony has filled will be assigned a yearly stipend of \$100.00 to cover day-to-day operations (the “Stipend”), without requiring further authorization from the Financial Committee. The Baronial Seat will be budgeted as one officer.
 - a. Such expenditures must be in accordance with the items allowed under SCA and Kingdom policies.
2. All anticipated expenditures beyond the amount of the Stipend will be communicated to the Exchequer no later than the month of September for inclusion in the following year’s budget.
3. The next year’s budget will be presented to the Financial Committee before the end of the calendar year. The proposed budget will be voted on at the following meeting.
4. Once approved, the budget takes effect upon January 1 of the following year.
5. All funds, including the Stipend, will be held by the Exchequer until such time as a formal request is submitted. Any receipts or unspent monies must be given to the Exchequer within thirty days of the distribution of the requested funds.
6. Any additional money beyond the Stipend needed for the standard operation of a Baronial Office must go through the regular procedure to request funds set forth in Section II of this Schedule A. This request cannot be considered an emergency.

IV. Funding of Events.

1. Event proposals as referenced in VII(2) of the Baronial Custom, including separate or included proposals for dayboard or feast, must contain an estimated operating budget to hold the Event.
2. All Event budgets and expenditures must be approved in advance by the Financial Committee.
3. Funds may be disbursed in advance upon approval of the Baronial Seneschal and Baronial Exchequer, subject to SCA and Kingdom procedures. The recipient must provide receipts and/or repayment to cover the total amount disbursed either within 60 days of cashing the advance, or not later than 15 days after the event, whichever date is earliest. The Barony will accept an electronic signature on the request in the form of “\s\ [name]; [date of request]”.

4. Refunds.
 - a. Requests for refunds for an Event must be submitted in writing to the Event Steward, Exchequer, or Seneschal. Requests will be accepted in any form, including but not limited to notations on the pre-registration sheet, letter, or email.
 - b. Requests for refunds for an Event that have been properly submitted before, or within fourteen (14) days after, the end of the Event will be granted without requiring prior approval by the Financial Committee
 - c. Requests for refunds for an Event that are submitted more than fourteen (14) days, and less than thirty (30) days, after the end of the Event will be decided by the Financial Committee on a case-by-case basis.
 - d. Requests made more than thirty (30) days after an event will not be considered.
5. Event site fees and feast fees will be waived for the following people (the “Dignitaries”):
 - a. The current Baronage;
 - b. In the case of a jointly sponsored event, the Baronage of the other sponsoring group;
 - c. The current King and Queen of any kingdom;
 - d. The current Prince and Princess of any kingdom or principality;
 - e. For the sake of clarity and the avoidance of doubt, spouses of the Dignitaries who are not Dignitaries themselves will pay the appropriate fees.

V. Finances.

1. Expenditures
 - a. The Baronial Exchequer may reimburse expenses upon request as long as they are in accordance with the approved budget. All requests for reimbursement should be submitted within 30 days of the expense being incurred.
 - b. If there is a request to reimburse unapproved expenses, there is a time limit of 30 days from the date of the expense to submit to the Baronial Exchequer for voting by the Financial Committee at the next meeting.

2. Advances

- a. Funds may be disbursed in advance upon approval of the Baronial Seneschal and Baronial Exchequer, subject to SCA and Kingdom procedures. The recipient must provide receipts and/or repayment to cover the total amount disbursed within 60 days of cashing the advance. The Barony will accept an electronic signature on the request in the form of “\s\ [name]; [date of request]”.

VI. Fund Control.

1. At any Meeting, any member of the Populace may request an informal review of the most recent completed quarterly report, recording stubs of checks paid out, and the current working accumulated financial report. The Exchequer will comply with this request at the next Meeting held. If the Exchequer is unable to attend the next Meeting they will:
 - a. Send the requested materials to the Meeting with another member of the Populace;
 - b. Send scanned electronic versions of the materials to the requesting party with copies to the Seneschal and Baronage.
2. A formal review of the financial records and end-of-year report will take place at the March Meeting by the Seneschal. At the Seneschal’s discretion, this review may be deferred to a later Meeting. Any paid member of the Populace may request a copy.

VII. Changes to the Financial Policy.

1. The Financial Policy may be amended at any time by the following process:
 - a. The proposed changes must be presented by a paid member, in writing to the Seneschal and Exchequer.
 - b. The proposed changes must be discussed and voted upon by the Populace present at a regular Meeting. The changes will be deemed approved upon receipt of a simple majority.
 - c. Approved changes must be published in the Newsletter.