

Financial Policy - Shire of Fjordland

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I. Introduction

The following Shire of Fjordland Financial Policy serves as an addendum and is subject to the requirements set forth by the Financial Policy of Society for Creative Anachronism, Inc. (hereafter referred to as “SCA” or “Society”), the Financial Policy of the SCA Corpora, the By-laws of the Kingdom of An Tir (hereafter referred to “Kingdom”), the Financial Policy of the Principality of Tir Righ (hereafter referred to “Principality”), the Laws of the Kingdom of An Tir and the Laws of the Principality of Tir Righ.

In the event of a conflict between this Financial Policy and modern law, SCA Governing documents and Policies, the Laws of the Kingdom of An Tir, The Kingdom of An Tir Financial Policy, the Laws of the Principality of Tir Righ, or the Principality of Tir Righ Financial Policy, modern law, SCA, Kingdom, or Principality document shall take precedence.

II. Financial Policy

The Fjordland Financial Policy shall be published, in its entirety, on both print (annually) and internet media.

- A. The Fjordland Financial Policy shall be reviewed by the Financial Committee at least on an annual basis. All Changes should be brought forward to the Fjordland General Council to be discussed and ratified.

III. Financial Committee

The Financial Committee is responsible for the financial health of the shire; therefore, all members of the Financial Committee are informed on the Financial Polices of Society, Kingdom and Principality, as well as Society governing documents and Kingdom and Principality Laws.

- A. The Financial Committee shall consist of the Seneschal, the Exchequer and one (1) Member-At-Large drawn from the membership of Shire of Fjordland.
 - 1. When an Officer steps down from their office, their term on the Financial Committee shall end immediately.
- B. A Financial Committee meeting is called and chaired by the Exchequer.
 - 1. Meetings are to be held one week before a General Council meeting; if there are time conflicts, all may agree to move the date. Meetings may be in person or via any combination of telephone or electronic communication method previously agreed upon by all members of the Committee.
 - 2. Decisions are made by consensus. If consensus cannot be achieved, the matter may be tabled to a later date or all may agree on a simple vote.
 - 3. Minutes of Financial Committee meetings shall be recorded and published through official Fjordland media.
- C. The Financial Committee will approve in advance annual and event budgets, which will be ratified by the General Council at the next General Council meeting.
- D. The Financial Committee must approve expenditures exceeding the limits of the budget; any funds remaining at the end of the year will be directed back to the General Fund.
- E. In an emergency, disbursements can be authorized by the Financial Committee through electronic means. These emergency disbursements will be recorded in the minutes by the Financial Committee at the next Financial Committee meeting. Emergency request will be dealt with within three (3) days.

IV. Banking

- A. The policy set forth in SCA, Kingdom and Principality Financial Policies shall be accepted as standard policy in regards to bank accounts.
- B. Signatories on all bank accounts must be in accordance with SCA, Kingdom and Principality Financial Policies.
- C. Signatories on all accounts will include:
 - 1. Exchequer
 - 2. Seneschal
 - 3. At least one other Officer
- D. All signatories will ensure membership information is updated as needed and required copies of proof of membership and government-issued photo identification are in the Exchequer's records.

V. Financial Records

Financial Records shall be maintained by the Exchequer and the Shire according to Corpora, Society, Kingdom and Principality Financial Policies.

VI. Reporting and Disclosure

The Shire Exchequer shall report according to Corpora, Society, Kingdom and Principality Financial Policies.

VII. Budget

- A. The Financial Committee shall be responsible for preparation of the draft of the Shire budget.
- B. All Shire Officers will submit their budget request prior to the December meeting of the Financial Committee.
- C. The budget shall be ratified at the January General Council Meeting of the year budgeted.
- D. The final budget shall be published in the official Shire media.

VIII. Expense Authorization

- A. The Financial Committee must approve all expenditures in advance, by pre-approved budget or a written request for funds.
- B. The Financial Committee must approve unbudgeted expenditures. Expenditures without approval may not be reimbursed.
- C. Fully documented receipts must be provided to support all expenditures.
- D. The Exchequer is only obligated to reimburse for receipts presented within 120 days of the expenditure.

IX. Controlling Disbursements

All disbursements will be made by signed cheque or traceable money order. Disbursements in advance of a purchase must be documented beforehand and will be treated as receivable items until they are reconciled by presentation of receipts and/or cash totaling the amount of the advance. Reconciliation of advances must occur within 60 days of the disbursement.

X. Controlling Cash Receipts

- A. Cash receipts shall include, but are not limited to: event income of all types, donations, money from sale of goods purchased with group funds and newsletter income.
- B. Deposit of Cash Receipts
 1. Cash receipts of any type totalling more than \$500 must be deposited into the Shire account within 5 calendar days following the close of the event.
 2. Cash receipts of any type totalling more than \$50 must be deposited into the Shire account within 14 calendar days after their receipt by an Officer of the SCA.
 3. Cash receipts of any type less than this limit must be deposited into the Shire account no later than 30 calendar days after their receipt by an Officer of the SCA.
 4. There are no exceptions to these timelines.
 5. Un-deposited income of any type is not to be used for refunds, reimbursements or expenses.

XI. Event Financial Procedures

- A. All Event Stewards must submit an Event Proposal (form available online or from the Exchequer) detailing estimated income and expenditures. If approved, the Proposal is released to the General Council for ratification.
- B. Each event shall be treated as a separate entity for accounting purposes.

- C. Advances shall be matched or exceeded by the expected income.
 - D. Advances shall be the responsibility of the Event Steward, who will sign for monies received.
 - E. A paid member of the SCA must be in charge of the gate functions at any event where money is collected in the name of the SCA.
 - F. Site owners may oversee gate operations, but the final responsibility for 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.
 - G. During an event, all cash receipts are the responsibility of the Event Steward.
 - H. Recommendations for the Event Steward:
 - 1. All monies collected should be locked in a box in either the Event Steward or Exchequer's possession.
 - 2. As monies accumulate at Gate, they should be removed to a safe place leaving the original float. Drops should be sealed into an envelope with the relevant gate sheets, witnessed by another Financial Committee member and the envelope initialed by both.
 - 3. All money to be counted by two (2) people separately.
 - I. The Event Steward shall, with the assistance of the Shire Exchequer and within two weeks of the close of the event, complete an Event Financial Report to be submitted to the Financial Committee and the General Council.
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Seneschal
Shire of Fjordland

Exchequer
Shire of Fjordland

Member-At-Large
Shire of Fjordland

Date Signed

Date Signed

Date Signed