

Note: Sources for sections may be given...

TR = Tir Righ; AT = An Tir; FP = Financial Policy

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Shire of Hartwood Financial Policy

I. Introduction

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

A. 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, the modern, SCA, Kingdom or Principality document shall take precedence.

(TR intro, AT intro.)

II. Financial Policy

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

B. The Hartwood Financial Policy shall be reviewed by the Financial Committee at least on an annual basis. All changes should be brought forward to the Hartwood 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 Policies 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, Exchequer, and all the Greater Officers of Hartwood. (Greater Officers are: Seneschal, Exchequer, Herald, Master of Stables, Chronicler, Minister of Arts & Sciences, Chatelaine, Chirurgeon.)

1. When an Officer steps down from their office, their term on the Financial Committee ends as well.

B. A Financial Committee meeting is called and chaired by the Exchequer.

1. Meetings are to be held two to four weeks before a

General Council meeting; if there are time conflicts, all may agree to move the date. Meetings may be in person, via e-conferencing, or a combination thereof.

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 Hartwood media.

C. The Financial Committee will approve in advance annual and event budgets, which will be ratified by the Council at the next 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.

IV. Banking

The policy set forth in SCA, Kingdom, and Principality Financial Policies shall be accepted as standard policy in regards to bank accounts.

A. Signatories on all bank accounts must be in accordance with SCA, Kingdom, and Principality Financial Policies.

B. Signatories on all accounts will include:

1. Exchequer,

2. Seneschal,

3. at least one person in each of the greater Shire population areas,

4. and, if possible, the Principality Exchequer.

C. All signatories will ensure membership information is updated as needed, and that required copies of proof of membership and government issued photo identification are in the Exchequer's records.

V. Financial Records

A. Financial Records shall be maintained by the Exchequer and the Shire according to Corpora, Society, Kingdom and Principality Financial Policies. (see SCA FP VI.)

VI. Reporting and Disclosure

A. The Shire Exchequer shall report according to Corpora, Society, Kingdom, and Principality Financial Policies and Laws. (see SCA FP I.)

VII. Budget

A. The Financial Committee shall be responsible for preparation of the draft of the Shire budget.

1. All Shire Officers will submit their budget requests prior to the December meeting of the Financial Committee.

2. All Event Stewards of scheduled events will submit their event proposals/budgets prior to the December meeting of the Financial Committee.

B. The budget shall be ratified at the January Council Meeting of the year budgeted.

C. 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

A. All disbursements will be made by signed cheques or traceable money orders. 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. (SCA XI)

X. Controlling Cash Receipts

Cash receipts shall include, but is not limited to: event income of all types, donations, money from sale of goods purchased with group funds, and newsletter income.

A. Deposit of Cash Receipts

1. Cash receipts of any type totaling more than \$500 must be deposited into the Shire account within 5 calendar days from the close of the event.

2. Cash receipts of any type totaling more than \$50 must be deposited into the Shire account no later than 14 calendar days after receipt by an officer of the SCA.

3. Cash receipts of any type less than this limit must be deposited in the Shire account no later than 30 calendar

days after the receipt by an officer of the SCA.

4. No exceptions.

5. Undeposited income of any type is not to be used for refunds, reimbursements or expenses. (AT IX)

XI. Event Financial Procedures

A. All Event Stewards must submit an Event Proposal (form available online and from the Exchequer) detailing estimated income and expenditures. If approved, the Proposal is released to the Council for ratification.

1. Advances shall be matched or exceeded by the expected income.

2. Each event shall be treated as a separate entity for accounting purposes.

3. Advances shall be the responsibility of the Event Steward, who will sign for money received.

B. 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.

1. 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. (see SCA XII.D.)

C. During an event, all cash receipts are the responsibility of the Event Steward. Recommendations for the Event Steward:

1. All monies should be locked in a box in either the Event Steward's or Exchequer's possession.

2. As monies accumulate at Gate, they should be removed to a safe place leaving the original float. Drops are sealed into an envelope with the relevant gate sheets, witnessed by another Financial Committee member and the envelope initialed by both.

D. The Event Steward, with the assistance of the Shire Exchequer, shall complete within two weeks an Event Financial Report to be submitted to the Financial Committee and the Council.

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