

# 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) Financial Policy, SCA Corpora and By-Laws, the Kingdom of An Tir (Kingdom) Financial Policy, the Laws of the Kingdom of An Tir, the Principality of Tir Righ (Principality) Financial Policy, and the Laws of the Principality of Tir Righ.

## II. Financial Policy

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

**B.** The Hartwood Financial Policy shall be reviewed by the Financial Committee at least on an annual basis. All changes must be brought forward to the Hartwood Council to be discussed and ratified.

**C.** This FP is subject to approval by the Tir Righ Exchequer.

## 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 at least three (to a maximum of five) SCA members: Seneschal, Exchequer, and one other agreeable to Council.

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.

2. **Meetings** are to be held, at minimum, one to four weeks before an Annual 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.
3. **Decisions** are made by consensus (unanimous agreement). If consensus cannot be achieved, the matter may be tabled to a later date, or all may agree on a majority vote.
4. **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. Items brought up at regular monthly Council meetings *may* be voted on by members at the Council meeting with the approval of the Financial Committee.

**D. The Financial Committee must approve expenditures exceeding the budget.**

5. An event steward or officer may spend up to 10% over their approved budget, or up to

\$100, whichever is less, without authorization of the Financial Committee.

**E.** In an emergency, disbursements can be authorized by the Financial Committee through electronic means. An emergency is defined as a financial decision that cannot wait until the next scheduled monthly meeting. 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. Signatories must not be related nor co-habiting.

**B.** Signatories on all accounts will include:

1. Exchequer,
2. Seneschal,
3. Principality Exchequer,
4. And the Canadian Banking Society Representative,
5. with the option to add one person in each of the greater Shire population areas.

**C.** All signatories will ensure membership information is updated as needed, and that required copies of proof of SCA 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.

#### **VI. Reporting and Disclosure**

- A. The Shire follows the reporting requirements of the Principality Financial Policy.
- B. The Exchequer must reconcile the bank statement monthly, and provide to the Seneschal for review and signature acknowledging same. The signed and reconciled bank statement should be stored with the Shire's financial records.
- C. Financial statements (consisting of the Comparative Balance Statement and the Income Statement) must be made available to the membership at least annually, via official Hartwood media.

#### **VII. Asset Management**

- A. All branch assets must be recorded. The inventory system should list the location and description of all non-cash assets regardless of type. Items may be grouped together (e.g. 10 baldrics) where reasonable. Where possible a photo inventory should also be kept to supplement the written descriptions.
- B. Assets will be inventoried annually, after the Champions event.

## VIII. 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.
    - a. If not submitted, the Financial Committee will rely on historical information.
  - 2. All **Event Stewards of scheduled events will submit their event proposals/budgets** prior to the December meeting of the Financial Committee.
    - a. If not submitted, the Financial Committee will use forecasted budget numbers based on historical data; the Event Stewards will confirm a minimum of 6 months before the event.
- B. The budget shall be ratified at the January Council Meeting of the budget year.
- C. The final budget shall be published in the official Shire media.

## IX. Expense Authorization

- A. The Financial Committee must approve all shire expenditures before they are incurred by pre-approved budget or a written request for funds.
- B. The Financial Committee must approve unbudgeted expenditures before they are incurred. Expenditures without approval may not be reimbursed.
- C. Fully documented receipts must be provided to support all expenditures. Statutory declarations may be accepted where there are no receipts.
- D. The Exchequer is only obligated to reimburse receipts presented within 90 days of the expenditure.
- E. Any expenditures over \$500 require two quotes.

## X. Controlling Cash

- 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 30 days of the disbursement.

## XI. Controlling Funds Received

Funds received include, but are not limited to: event income of all types, donations, and money from sale of goods purchased with group funds.

### A. Deposit of Funds

- 1. Funds totaling more than \$500 must be deposited into the Shire account **within 5 business days from the close of the event.** No exceptions.
- 2. Funds totaling less than \$500 must be deposited into the Shire account no later than 14 business days after receipt. No exceptions.

**3. Undeposited income of any type is not to be used for refunds, reimbursements, or expenses.**

**4.** Only paid SCA members may handle SCA funds. Minors may not serve as Head Gatekeeper/Reservationist/etc. 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. At least one paid adult member of the SCA must be present and in charge anywhere SCA money is collected.

#### **B. Forms of funds accepted**

- Preferred form of payment is cash or personal cheque.
- SCA branches are not to accept the personal credit card of an individual or business under any circumstances.
- Interac/eTransfers are not allowed, according to all SCA Financial Policies.

### **XII. Event Financial Procedures**

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

#### Event Proposals

1. Advances shall be less than 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.
4. The requirement for an event to yield a profit may be waived at the discretion of the Financial Committee.
5. Event admission charges will be presented to the Financial Committee for approval.
6. Event proposals must include a refund deadline for all pre-paid fees.

#### **B. During an event, all income is the responsibility of the Event Steward.**

- All monies shall be locked in a box in possession of the Event Steward, Seneschal, Exchequer, or their designates.
- As monies accumulate at Gate, they shall be removed to a secure place leaving the original float. Drops are sealed into an envelope with the relevant gate sheets, witnessed by another paid SCA member and the envelope initialed by both.

**C. 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.

**D. Event refunds** will be assessed on an individual basis by the Event Steward and the Financial Committee. Refunds will only be given for exigent circumstances.

**E. Complementary Passes** are as per Principality Law.

**F. Refund Policy Regarding Event Cancellation**

- Refunds may be given when an attendee has overpaid their event registration fee, when an event is canceled, when a class at an event is canceled, or when a refund request for a pre-event payment is made prior to the deadline
- Refunds to attendees will be made by shire cheque.
- Requests for refund of a pre-event payment, e.g., feast ticket or TUTR classes, must be made by the published deadline. The request must include a valid postal mailing address.
- If an event is canceled, all pre-event payments will be reimbursed.
- An overpayment of an event registration fee, at the event gate, cannot be reimbursed from the gate cash box.

**XIII. Prohibited Activities**

**A. Raffles and Online Auctions are prohibited.**

**B. Fireworks**

- a. The purchase, ownership, or sale of fireworks is prohibited.
- b. The purchase of professional fireworks services is permitted, with approval of the Board of Directors. Board approval is obtained through the Kingdom Seneschal and Kingdom Exchequer who will contact their society superiors for instructions.
- c. Branches wishing to purchase professional fireworks services must provide details of same to the Principality Seneschal and Principality Exchequer for their review and forwarding to their Kingdom superiors.

*Ratified on: Jan 5, 2023*

*Shire of Hartwood Financial Policy - 2023*