

Shire of Coeur du Val Financial Policy

as of Apr 22, 2006 with 2015 revisions

INTRODUCTION

The following Shire Financial Policy serves as an addendum and is subject to the requirements set forth by Modern Law, by the Society for Creative Anachronism, Inc. Financial Policy, Corpora, and By-Laws; by the Kingdom of An Tir Financial Policy and Laws; and the Principality of the Summits Financial Policy and Laws. Modern Law, Corporate Policy/Law, Kingdom Policy/Law, and Principality Policy/Law have precedence in any case of contradiction with Shire Policy.

Our intent is that financial decisions reflect the will of the Shire.

I. FINANCIAL COMMITTEE

- A. The Regular Financial Committee consists of the Shire Seneschal, the Shire Exchequer, and all paid Shire members and paid members from surrounding King's lands present at a financial committee regularly scheduled Shire monthly business meeting. There must be a minimum of five (5) people making up the Committee for any decisions to be binding.
 1. If a Shire member wishes to vote on a financial decision, but is not able to attend the business meeting, they can request that the vote be postponed.
 2. We will postpone a vote ~~up to twice~~ once. After the ~~second~~ postponement, if the Shire member still wishes to vote on the decision, they must designate a proxy.
 3. We will accept proxy votes, though permission for the proxy must be in writing and must be submitted to the Seneschal before the vote. (We prefer Shire members attend in person, since changes can come about through discussion before the vote. If a Shire member chooses to use a proxy, we recommend sending a phone number with the proxy, so the proxy can contact the absent Shire member in case of changes.)
- B. The Emergency Financial Committee consists of the Shire Seneschal, the Shire Exchequer, and at least one additional warranted Shire officer~~the first available person in the following list, the list being in order of precedence: Shire Marshal, Shire Arts and Sciences Officer, Herald, Royal Patron.~~
- C. If the Seneschal or Exchequer is not available at a meeting, they may vote by phone.

II. FINANCIAL COMMITTEE MEETINGS

- A. Regular Financial Committee meetings will be held within the Shire's monthly business meetings, and the business meeting minutes will serve as the Financial Committee meeting minutes. Additional meetings of the Regular Financial Committee can be held if announced to the populace at least five days ahead by the Seneschal or Exchequer.
- B. Emergency Financial Committee meetings will be held only when financial decisions must be made before the next regularly scheduled Shire Business Meeting. The Financial Committee will record minutes of the meeting and will report at the next regular Business Meeting.

III. REPORTING

- A. The Shire Exchequer will report the Shire's financial status as of the end of each month at the next monthly Shire business meeting.

- B. Any **Emergency** Financial Committee meeting(s) held will be reported at the next regular business meeting.
- C. The Shire Exchequer will submit quarterly and yearly reports as per the Principality of the Summits Financial Policy.
- D. Shire Financial statements must be made available to the public at least annually. We will post the year-end financial statement (the Domesday Report) on the Shire's web site. (*ref Society_FP I,C*)

IV. REVIEW AND REVISION OF THIS FINANCIAL POLICY

- A. The Shire Financial Policy shall be revised yearly by review at a Shire business meeting. The process shall start each year in the January business meeting.
- B. Financial Policy shall also be revised whenever changes in Modern Law, the SCA's governing documents/policy/law, Kingdom policy/law, Principality policy/law, or agreement between Council of the Exchequer and the Society Exchequer so require.
- C. The Financial Committee must approve the revised Financial Policy.

V. SIGNATORIES

- A. Currently, Corporate Law requires at least two signers on checks.
- B. By Kingdom Law, the Kingdom Exchequer, or designated representative, and the Branch Exchequer must be signers.
- C. At least two officers of the Shire must be listed as signatories. (*ref SocietyFP V,B, AnTirFP,III*)
- D. To make check signing easier, Coeur du Val has additional local signatories (five total). They are chosen by Office and / or availability and / or reputation.

VI. REIMBURSEMENT REQUESTS

- A. Reimbursement requests are submitted to the Exchequer **by cheque request**.
- B. The Exchequer submits reimbursement request directly to the Financial Committee.

VII. BUDGETS

- A. Shire officers may choose to submit an annual budget for expenses expected during the year, during a **regularly-scheduled** meeting **of the Regular Financial Committee**.
- B. After an officer's budget is approved she/he may spend money for budgeted items and submit receipts (within the budgeted amount) for reimbursement without needing further approval by the Shire. The officers are not required to spend all of their budgets.
- C. If expenses exceed the budget, then Shire approval is required. Similar expectations apply to events and autocrats (see below).

VIII. CONTROL OF CASH

- A. All funds from an event must be in the possession of the Seneschal or Exchequer by the end of the event. ("Event" does not include fighter practice for this purpose.) The funds will be counted by the Autocrat and the Seneschal and/or Exchequer in each other's presence, and reconciled with gate sign-in sheets and records of other sources

(e.g., merchant fees, auctions, etc). Ideally, at overnight events, gate receipts and sign-in sheets should be secured from gate, counted, reconciled and stored safely periodically during the event. Gate and/or other event receipts are **not** to be used as "petty cash" during the event. Gate monies must be kept separate from all other event monies {until deposited}.

B. All funds from an event must be deposited in the Shire bank account within 7 days of the event. The bank receipt and the original accounting worksheet must be given to the Exchequer.

B-C. For bounced checks see section X, C.

IX. CONTROL OF CHECKING ACCOUNT

A. The Seneschal will open, review, and sign the Shire's checking account statement, before giving the statement to the Exchequer. (*ref SocietyFP IV,C*)

B. Shire financial records must be reconciled to the bank statements monthly.
(*ref SocietyFP VI,B*)

X. EVENTS

A. Autocrats ~~must~~**should** present an estimated budget at a business meeting for approval; ~~especially if the expenditure will be greater than 25% of current funds.~~ Autocrats can put a line item in their budgets for "things I forgot" to allow for the purchase of emergency supplies, without having to have a Financial Committee Meeting.

B. At events, unless another ~~person~~**paid member** is specified as responsible for the gate funds, the Exchequer is responsible. (*ref PrincipalityFP*)

C. Bounced checks: If ~~a person~~**an event attendee** pays with a check that is returned by the bank, the attendee shall be contacted and asked to make good on the debt plus the bank fee. The payment shall be made in cash, a money order, or by cashier's check. If the attendee fails to make good on his/her debt, he/she will be required to pay site fee at future events in cash, or be refused admittance to the event. Habitual offenders may be refused admittance to events.

C-D. Refund requests for event pre-registration fees will be granted if requested in writing to the Exchequer or their designated deputy at least 30 days prior to the event. Requests made later will be considered after the event books close and not more than two weeks after event date. Refunds will not be granted if the event did not turn a profit. This {policy} applies to branch events only.

XI. COMPLIMENTARY PASSES TO EVENTS

A. Certain Society members must be comped in if they come to an event, as stated in Society/Kingdom/Principality law. (*ref SummitsFP IV*)

B. Additional people can be comped into an event by the will of the Shire. Comps are decided on an event-by-event basis.

C. Comps must be decided at a ~~Regular Financial Committee~~**Business** Meeting prior to the event. No last-minute~~s~~ comps.

C-D. The Shire Champion will be comped at branch events.

