

Canton of Kappellenberg Financial Policy

This Financial Policy was approved by the Canton of Kappellenberg on 29 January 2001.

This Financial Policy was amended by the Canton of Kappellenberg on 17 May 2004.

This Financial Policy was amended by the Canton of Kappellenberg on 23 May 2011.

1. This Policy is superseded by: Kingdom Exchequer Policy, Kingdom Financial Policy, Kingdom Law, Society Exchequer Policy, Corpora, State, and Federal Law.
2. This Policy shall be accepted and/or amended by a majority vote of the below defined Financial Committee using the method described below for the disbursement of funds (section 4.3.4). This policy shall replace all previous Financial Policies, and may be reviewed at any future canton meeting.
3. The Canton of Kappellenberg shall keep a regular bank account, at a bank of the Exchequer's choosing.
4. When there are monies in the account, they may be used by the Canton or by members of the Canton for SCA-related activities.
 - 4.1 The Canton shall have a Financial Committee consisting of the Canton Seneschal, the Canton Chancellor of the Exchequer, and all other paid members of the Society for Creative Anachronism (SCA) whom are in attendance, who are active in the Canton activities, including but not limited to meetings, dance practice, and fighter practice, and consider themselves members of the Canton. This membership shall not be limited by zip code or physical address. Financial Committee members should come prepared to produce membership information if they plan to vote. Those who are not paid members of the SCA Inc. may not vote in the Financial Committee, but should feel free to express their opinions on any subject.
 - 4.2 The Canton shall have an Emergency Financial Board consisting of the Canton Seneschal, the Canton Chancellor of the Exchequer, and one other Canton Officer who has received a warrant from a Kingdom Great Officer of State. The third officer of the Emergency Financial Board will be chosen based on who is the most readily available. This Emergency Financial Board will have the power to make immediate allocations of canton funds up to \$50. They must confer before the allocation is spent. This conference may take place in person, over the telephone, or via electronic methods. The actions of the Emergency Financial Board must be reported to the Canton at its next regular meeting.
 - 4.3 For funds to be disbursed, a plan should be brought to the Canton by the member who wishes to use the funds.
 - 4.3.1 For projects and acquisitions, this plan can be a simple request for a sum of money (e.g. \$50 for tabard fabric and paint).
 - 4.3.2 For event bids, this plan should include an itemized list of expenditures as well as the total amount to be allocated to the project (e.g. \$800 for site fees, \$500 for feast, \$100 for sanitation supplies, and \$50 for prizes for a total of \$1450 for the event).
 - 4.3.3 If the total dollar amount requested is less than or equal to \$50, the Seneschal may motion a vote on the subject by the Canton Financial Committee. If a simple majority is reached, the amount shall be allocated and disbursed given there are unallocated funds in the account and the Chancellor of the Exchequer has no objections based on law or policy.
 - 4.3.4 If the total dollar amount requested is more than \$50, the plan shall be brought up at the next regular meeting for a vote of the Canton Financial Committee. The Seneschal shall notify the canton that the vote will take place at a future meeting at least 24 hours prior to said meeting. Said notification can include calling members via phone and/or posting to the email list. If a simple majority is reached, the amount shall be allocated and disbursed given there are unallocated funds in the account and the Chancellor of the Exchequer has no objections based on law or policy.
 - 4.3.5 If a regular member of the Canton is unable to attend, and knows ahead of time, he or she may send a proxy to vote for them. The proxy vote must be written, and received by the Seneschal before the beginning of the meeting. This can be sent via regular US postage or via email to the addresses listed in the kingdom newsletter. The member may ask the Seneschal to reply that the proxy vote was received via email or telephone. Such proxies should include Legal and SCA names, membership numbers and expiration dates, and

- contact info. Should the member so desire, they may include a short statement that the Seneschal would read during the debate.
- 4.3.6 If there are not at least 5 members of the Canton Financial Committee present for any vote brought before them to disburse funds, then the matter shall be tabled until the next regular business meeting where at least 5 members are present.
 - 4.3.7 In the event of a tie vote, a second period of discussion shall ensue. After said discussion, the canton can move to revote, or delay the vote until the next meeting. In the event of a second tie vote, the Seneschal shall cast the deciding vote based on what he/she believes is best for the group.
5. Current recurring expenses including, but not limited to the Canton Post Office Box, web site fees photocopies, and stamps, do not need to be approved by the Canton.
 - 5.1 New recurring expenses should be approved via the method described in 4.3.4 regardless of dollar amount.
 6. The Canton shall maintain a fund for a student group based at the University of North Carolina at Chapel Hill, even if said fund is reduced to zero funds and/or said group temporarily disbands.
 - 6.1 Said student group may deposit money into said fund for later withdrawal and use.
 - 6.2 The student recognized by UNC as the President of said student group may request funds be allocated and disbursed without approval of the Canton Financial Committee. Should the request follow any policies the student group imposes on itself and the Canton Chancellor of the Exchequer have no objections based on law or policy, the money shall be disbursed.
 7. Event “troll” or check-in coordinators are deputies of the Exchequer for the duration of the financial period of the event. This includes, but is not limited to, the registration period before the Event, the check-in at the event, and the balancing of the gate-take after the event.
 - 7.1 Trolls must deposit checks into the Canton checking account as they receive them, and they will not hold them to be deposited at a later time. The Exchequer will provide deposit slips as needed for this purpose. Photocopies will be made of the checks before deposit.
 8. Autocrats or event coordinators are deputies of the Seneschal for the duration of the event. This includes, but is not limited to, the preparation period before the event, the weekend of the event itself, and the post event cleaning and reporting period.
 - 8.1 Autocrats must submit an event report to the Seneschal no later than 30 days after the last day of the event. This report will be made available to the Canton and will be summarized at a regular meeting.
 9. Refunds and Event Fee Policies
 - 9.1 Refunds will not be issued until the books for the Event are balanced for all other costs and income.
 - 9.2 Refunds will be made by request only, as long as the request reaches the Exchequer in writing no later than 30 days after the Event.
 - 9.3 Refunds will be issued from the Canton checking account.
 - 9.4 Refunds will only be issued by the Exchequer or a delegate signatory on the Canton checking account, not by any other event official.
 - 9.5 A request to refund event fees will be honored if the requestor did not attend the event and the canton made a profit on the event
 - 9.6 A request to refund a feast fee will be honored if the requestor makes their request in writing and it is received by the Exchequer one week before the event.
 - 9.7 Feast spaces will not be resold by Troll or any other event official unless the owner of said space specifically instructs said event official to do so, or if the Exchequer receives a request for a refund of that feast fee one week before the event.
 - 9.8 If payment was made by check, it will not be refunded until the check clears the bank.
 - 9.9 Refunds will not be made by returning an un-cashed check to the payee, or out of the cash box at an event, under any circumstances.
 - 9.10 If a check which was sent in for the Event is found to have insufficient funds, the Exchequer will instigate the collections process as outlined in the Exchequer manual. The fee charged by the bank will be passed along to the originator of the check.
 - 9.11 The Seneschal and the Exchequer shall review all refund requests.
 - 9.12 All planned compensations or waivers of event and/or feast fees must be included in the budget approved by the canton.

- 9.13 Conditions set in this section may be overridden by the Financial Committee based upon the rules set forth in sections 4.3.3 and 4.3.4.
- 9.14 This refund policy shall be posted at the troll-gate and available online.
- 10. Over Budget Policy
 - 10.1 If a member of the event staff goes over budget and requests that the overage be paid, that request must be made at the meeting after the overage occurs, though the payment will not be made until the books for the event are balanced (including pending refund requests). At the meeting immediately following an event, all overages should be brought up for discussion via the rules set forth in sections 4.3.3 and 4.3.4. At the Seneschal's discretion, the waiting period in 4.3.4 may be waived and a vote taken at that meeting for disbursements over \$50 given the meeting was announced to deal with post event matters and the Exchequer is in attendance.
 - 10.2 If a member of the event staff is about to go over their allotted budget or has just recently done so, said staff member should communicate that to the Autocrat who will in turn, communicate that overage to the Seneschal and the Exchequer.
 - 10.3 If there are not sufficient funds in the checking account, no overages will be paid.
 - 10.4 If damage is done to personal property used in service to the Canton, relief will NOT be provided by the Canton.
- 11. Exchequer rules
 - 11.1 Receipts may be given to the Exchequer at the time of the Event, but payment should not be expected at that time.
 - 11.2 Receipts should be turned in to the Exchequer no later than the Monday after the Event.
 - 11.3 Receipts should be itemized and totaled. Tax may be included. Whenever possible, personal items should not be on receipts. Make a separate payment for personal items, and keep that receipt for yourself.
 - 11.4 Payments for event staff who are within budget may be made at time of receipt submission, if it is after the event. Payments for staff who are over budget will not be made until ALL receipts are itemized and totaled and presented to the Exchequer.
 - 11.5 Several members of the Event Staff may be pre-paid for supplies, including, but not limited to, Head Cook, Troll (for change at check-in), Site, and Autocrat for supplies. Their budgets are set by poll, as outlined above in section 4.3.4. Any remaining funds must be returned to the Canton.
 - 11.6 The Doomsday Report shall be published to the Canton once per year along with the Exchequer report.
- 12. All exceptions to any of the rules outlined above need to be approved by the Financial Committee.