

GROUP POLICY REVIEW CHECKLIST

Group

Date

Reviewer

On Policy

Contains the following statement "This Policy is superseded by: Kingdom Exchequer Policy, Kingdom Financial Policy, Kingdom Law, Society Exchequer Policy, Corpora, State, and Federal Law." (Noting "Commonwealth" instead of "State" is acceptable.)

Does not contradict or be less strict than Society or Kingdom Policy

Describes the process for approving changes to financial policy

Financial Committee Section

Identifies who is on the financial committee

Notes the exchequer and a legal representative (seneschal) as members of financial committee

Identifies how many votes are needed to approve (majority, quorum, etc) and what to do in case of a tie

States the where, who, when, how of meeting and voting (curias etc.)

financial committee responsibilities budget approval, allocation of funds, preapproval of budgets etc., advance notice for large purchases

If public meetings, states where and how often and how publicized

States logistics for verifying that only current paid members participate in financial votes

Emergency Committee

Provides for an emergency way to spend money

Identifies the conditions that constitute an emergency

Identifies the members of the emergency committee

States how emergency committee decisions are recorded

Identifies any approval limits (e.g., may approve no more than \$x)

Identifies any required ratification by the (non-emergency) financial committee after the fact

Special Funds

Identifies any special funds that must be maintained by the group.

Identifies how long are special funds kept & where a fund goes if it is unused

Events

States Event steward / autocrat responsibilities; how they interact with the financial committee

States how and when budgets should be set up and how they are approved

States who is responsible for event reporting

States Troll/gate responsibilities; how they interact with the financial committee

States when receipts are due from events

Identifies how any over-budget expenses are to be handled

Refunds

How the group handles refunds

Are refunds provided? In what situation (e.g., always, with advance notice, when profit is made, when feast seat is re-sold, etc)?

By when must requests for refunds be received, by when must refunds be sent?

Complimentary Attendance

Identifies who/what situation a person may attend an event for free