

## Financial Policy for

### Shire of Cathanar

1. Composition of the Financial Committee.
  - a. The Shire of Cathanar shall have a Financial Committee consisting of the Shire of Cathanar Seneschal, the Shire of Cathanar Chancellor of the Exchequer, all other paid members of the Society for Creative Anachronism (SCA) whom are in attendance, who are active in the Shire of Cathanar activities, including but not limited to meetings, dance practice, and fighter practice, and consider themselves members of the Shire of Cathanar. 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.
2. Terms of Financial Committee members.
  - a. There are no term limits as all active Shire members are on the financial committee. Any paid SCA member over the age of majority residing in the territories assigned to the Shire by the SCA and Kingdom may vote. On reaching 25 adult member the financial committee will reorganize to 7 members. This committee will include the Shire Exchequer, Seneschal, and 5 Cathanar with up to date SCA membership cards. The Seneschal will cast the tie breaking vote if needed.
3. Timeframes and methods for meetings.
  - a. Meetings will be held monthly, in person or electronically. A financial report will be provided during the monthly membership meeting and ongoing projects will be discussed and voted on during this meeting.
4. Timeframes and methods for action approval under normal circumstances
  - a. All Shire of Cathanar members who have a current SCA members card and have attended at least 3 Cathanar meetings or events in the previous 6-month period may cast a vote. 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
  - b. For funds to be disbursed, a plan should be brought to the Shire of Cathanar by the member who wishes to use the funds. For projects and acquisitions, this plan can be a simple request for a sum of money (e.g. \$50 for tabard fabric and paint).
  - c. 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. \$1000 for site fees, \$500 for feast, \$100 for sanitation supplies, and \$50 for prizes for a total of \$1650 for the event).
  - d. If the total dollar amount requested is less than or equal to \$50, the Seneschal may motion a vote on the subject by the Shire of Cathanar Financial Committee

- e. 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 Shire of Cathanar Financial Committee. The Seneschal shall notify the Shire of Cathanar 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, posting to the email list, and directing the Shire of Cathanar Web Minister to make a note on the Shire of Cathanar web site. 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.
  - f. If a regular member of the Shire of Cathanar 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.
  - g. If there are not at least 3 members of the Shire of Cathanar 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.
  - h. In the event of a tie vote, a second period of discussion shall ensue. After said discussion, the Shire of Cathanar 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
  - i. Current recurring expenses including, but not limited to the Shire of Cathanar Post Office Box, web site fees, photocopies, and stamps, will be approved by the Financial Committee as an annual budget. Individual recurring expenses up to the approved budgeted amount may be disbursed without additional approval.
  - j. New recurring expenses should be approved via the method described in section 4 regardless of dollar amount. If there are not at least 3 members of the Shire of Cathanar 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.
  - k. In the event of a tie vote, a second period of discussion shall ensue. After said discussion, the Shire of Cathanar 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. Timeframes and methods for meeting and approval in emergencies.
- a. The Shire of Cathanar shall have an Emergency Financial Board consisting of the Shire of Cathanar Seneschal, the Shire of Cathanar Chancellor of the Exchequer, and one other Shire of Cathanar 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 Shire of Cathanar 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 Shire of Cathanar at its next regular meeting

6. Reporting Schedule for Branches
7. Reporting requirements for branch reports
  - a. Quarterly reports are due the end of the month following the end of the current quarter. Reports should include the following documents
    - i. Financial activity such as a journal or ledger,
    - ii. A current list of variances in effect,
    - iii. Bank statements for each month in the quarter,
    - iv. Reports for events held during the quarter,
    - v. Receipts for expenditures
8. Timeframes and methods for review and revision of the financial policy.
  - a. The Shire of Cathanar financial policy shall be reviewed Annually during the monthly members meeting in November. The reviewed/revised policy will be submitted to the Kingdom/Regional Exchequer for approval before a populace vote is held
9. Methods for controlling cash receipts.

Cash receipts shall include but are not limited to:  
event income of all types, money collected from advertised fund raising endeavors, donations, money from the sale of goods purchased with group funds, and newsletter sales and subscription income.

  - a. A. Cash receipts of any type must be deposited in the appropriate account no later than 14 calendar days after the receipt by an officer of the SCA. Undeposited income of any type is not to be used for refunds, reimbursements or expenses.
  - b. Use of online credit card acceptance services by SCA branches is restricted to approval by the Society Chancellor of the Exchequer. SCA branches are not to use the personal credit card acceptance account of an individual or other business under any circumstances.
  - c. Minors may not serve as Head Gatekeeper/Troll/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. Individual Kingdoms may be more restrictive should they choose. At least one paid adult member of the SCA must be present and in charge anywhere SCA money is collected.
  - d. A paid adult 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. 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.
10. Policies regarding event admission charges, refunds, or complimentary passes.
  - a. Refunds will not be issued until the books for the Event are balanced for all other costs and income.

- b. Refunds will be made by request only, as long as the request reaches the Exchequer in writing no later than 5 days after the Event.
  - c. Refunds will be issued from the Shire of Cathanar checking account.
  - d. Refunds will only be issued by the Exchequer or a delegate signatory on the Shire of Cathanar checking account, not by any other event official.
  - e. Request to refund event fees will be honored if the requestor did not attend the event and the Shire of Cathanar made a profit on the event. 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 no later than one week before the event.
  - f. 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 no later than one week before the event.
  - g. If the original payment was made in cash, it will be refunded as soon as possible. If payment was made by check, it will not be refunded until the check clears the bank.
  - h. 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.
  - i. 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.
  - j. The Seneschal and the Exchequer shall review all refund requests.
  - k. Conditions set in sections 9.5 and 9.6 may be overridden by the Financial Committee based upon the rules set forth in sections 4.3.3 and 4.3.4.
  - l. This refund policy shall be posted at the troll-gate and available online
11. Policy regarding asset management and control of inventory including trailer policy
- a. TRAILERS (Currently not applicable, the below is if a trailer is purchased in the future)
    - i. All trailers owned by the SCA are to be used for storing and transporting SCA property to and from SCA functions. Trailers owned by the SCA may not be used for strictly personal purposes by the members of the branch.
    - ii. Anyone towing a trailer owned by the SCA or one of its branches shall be a member in good standing and tows the trailer at their own risk.
    - iii. Agreements to store and tow the trailer must be made in writing in advance between the member storing or towing the trailer for each trip and the branch owning the trailer. Each agreement should include specifications of timeframes and calculation for any expense reimbursement. Each trip should be considered round-trip, and the member towing the trailer is responsible for its return at the end of the trip, unless otherwise specified in the agreement.
    - iv. Trailers must always be loaded in compliance with the trailer's maximum gross trailer weight rating, maximum tongue weight rating, and load balancing instructions. Trailers must be attached to a towing vehicle rated for that type of trailer. Trailers must be attached using all legally required attachments and restraints and working electrical connections.
    - v. If there is available capacity in the trailer after the branch property is loaded, and there is a desire to transport additional personal property in the trailer, it is

allowable that additional personal property owned by branch members is placed in the trailer. Any personal property is loaded into the trailer at the property owner's risk.

12. Prohibited Activities

- a. RAFFLES AND ONLINE AUCTIONS are prohibited.
- b. FIREWORKS - The purchase, ownership or sale of fireworks is prohibited. The purchase of professional fireworks services is permitted, with approval by the Board of Directors. To request permission from the Board, the branch must request approval through the Kingdom Seneschal and the Kingdom Exchequer who will contact their Society Superiors for instructions.

13. Policy on sales tax – N/A in North Carolina

14. Special Purpose and Dedicated Funds – None

15. The Shire of Cathanar shall keep a regular bank account, at a bank of the Exchequer's choosing. When there are monies in the account, they may be used by the Shire of Cathanar or by members of the Shire of Cathanar for SCA-related activities.

16. This Policy is superseded by: Kingdom Exchequer Policy, Kingdom Financial Policy, Kingdom Law, Society Exchequer Policy, Corpora, State, and Federal Law.

- a. This Policy shall be accepted and/or amended by a majority vote of the Financial Committee in the same manner used for voting on disbursement of funds. This policy shall replace all previous Financial Policies, and may be reviewed at any future Shire of Cathanar meeting.