

SHIRE OF SOUTHMARCH FINANCIAL POLICY

I. INTRODUCTION

The following Financial Policy serves as an addendum to the Shire Customary of Southmarch (Customary) and is subject to the requirements set forth by the Principality of the Summits, the Kingdom of An Tir, the Society for Creative Anachronism, Inc. (Society) Financial Policy, Corpora, and Bylaws. The Shire Financial Policy should be revised whenever changes in modern law, the Society's governing documents and policies, the Principality, the Kingdom, or the Shire requires.

II. FINANCE COMMITTEE

The Finance Committee's responsibilities are to compile and approve an annual budget and approve any unbudgeted expenditures.

- The Finance Committee shall be composed at a minimum of the Exchequer (as committee chair), Seneschal, and a member of the Shire, (with current society membership). The member will be selected at random from volunteers. The member will be held to the same business meeting attendance requirements as an officer. Failure to meet these requirements may result in removal from the financial committee. The term of the Exchequer and Seneschal is equal to the term of their office. The term member selected at random will be one year with the changeover happening each September. No two members should be related or reside within the same household.
- The Finance Committee must have a minimum of 3 committee members present to make financial decisions. A simple majority of the entire committee is the minimum requirement for approval of all actions.
- Failure of the officer(s) or populace member to attend 2 financial meetings in a year may result in removal from the Finance Committee.
- Finance Committee meetings will be held in the first month of each quarter. The Finance Committee may be convened during a scheduled business meeting and the actions taken by the Financial Committee in such a case will be recorded as part of the minutes of the business meeting. Expenditures beyond an approved budget or an approved event bid will require a financial committee vote. Additional meetings may be held as the Shire requires.
- Finance Committee decisions may be made by a majority vote via official @antir.org email accounts and announced at the next business meeting.
- Finance Committee meetings will have minutes kept by a committee member designated as recording secretary and will include a list of those present. A copy of meeting minutes with the original signature of the recording secretary will be given to the Seneschal and a copy given to the Exchequer for reporting purposes.

- The budget will be submitted for officers' review and approval by the end of the January business meeting. The approved budget will be announced at the next business meeting.

III. BANK ACCOUNTS

- Bank accounts of the Shire shall be structured according to Principality, Kingdom, and Society Financial Policies.
- Bank statements shall be reviewed by the Seneschal and the Seneschal will confirm the review in writing. Both the Exchequer and the Seneschal will retain a statement and the Exchequer will keep the Seneschal's review confirmation with their statement. Email (with official @antir.org addresses) is an acceptable form of communication.
- If online account access is available, the password shall be given to the Exchequer, Seneschal, Principality Exchequer, and respective deputies as required.

IV. FINANCES OF OFFICERS

Shire Officers

- All officers will be reimbursed for reasonable office, postage, and copying expenses incurred in conjunction with their office. Expenses are subject to the limits of the officer's budget. Expenses must be documented with receipts.
- All officers must request Finance Committee approval at business meetings to expend funds for special needs. Approval is determined by a simple majority of the full Finance Committee. If a majority of the full Finance Committee cannot be reached at the business meeting, the request will be put forth and decided by the full Committee within 10 days.

Event Stewards

- Event bids must be submitted to the Finance Committee 3 business days prior to the next business meeting or Finance Committee meeting. The Finance Committee may approve the bid(s) as submitted, approve the bid(s) with amendment, or return the bid(s) for further work. In the event of equally accepted bids, the proposals will be put before the officers at the next business meeting.
- Event Stewards will be reimbursed for reasonable expenses incurred for their event. Expenses are subject to the limits of their original event bid. Reimbursements for expenses above the original bid amount must be justified and approved by the Finance Committee at a business meeting prior to reimbursement. Expenditure of funds does not guarantee reimbursement.
- Event Stewards may request cash advances only as necessary when reserving event sites or making deposits for other event-related purchases or services needed by the Shire.

- Event Stewards must request Finance Committee approval at business meetings to expend funds for special circumstances. Approval is determined by a simple majority of the full financial committee.

Contingencies

- The Seneschal and the Exchequer may approve expending Shire funds up to the amount of \$100.00 per month for Shire officers or Event Stewards between business meetings. All such expenditures must be recorded and justified to the Finance Committee.

V. REIMBURSEMENTS AND CASH ADVANCES

Reimbursement is the preferred method of handling Shire funds.

Reimbursement Procedure

Only those items on the receipt that were purchased for the Shire should be circled. Each receipt should have the total Shire expense written on it and a description of the expense. All receipts must be attached to a standard 8.5x11 inch sheet of paper. A total of expenses per page should be written on each page and all pages should be numbered. Each receipt page must be copied. Both the original pages and copied pages are then attached to the Kingdom Cheque Request Form and submitted to the Exchequer. The Shire is only obligated to reimburse for receipts presented within 120 days of the expenditure.

Cash Advance Procedure

The officer requesting the cash advance must have the approval of the Finance Committee. The officer must present a cost estimate sheet and completed Kingdom Cheque Request form to the Exchequer. The cash advance may be made to the company requiring the deposit or prepayment for goods or services. After making the purchase or payment, the officer must notify the Exchequer that payment was accepted or, in the case of a purchase, provide a receipt and return unused money within 60 days.

VI. CONTROL OF CASH RECEIPTS

For all events taking place within the Shire, a separate locking cashbox must be used to separate Gate and Kitchen funds. The Exchequer and/or Event Steward is responsible for these funds.

Gate Reconciliation

- The starting cash boxes must be verified by 3 paid members before it can be used for any transactions.
- The Exchequer will not handle funds at gate. All people handling monies must be adult members in good standing. (Exchequers may sit gate, but they must be the second person, and not the person running the cash box)

- The Gate Steward will be considered a deputy of the Exchequer.
- Only the Exchequer or a designated substitute and one other member in good standing may pick up money and gate sheets from Gate. The Gate staff will be given the name and picture of persons approved to make money pickups from Gate.
- The cashboxes between the close of Gate and the opening of Gate shall be locked and the individual in charge of the boxes shall be separate from the individual in charge of the keys.
- The Envelope Method for Gate box pulls will be used to do periodic pulls of the cash box funds. These pulls shall be done whenever a gate sheet is filled and at the closing of the Gate.
- At a minimum, the Exchequer (or an officer chosen by the Exchequer), the Event Steward (or designated member of the Event Steward Team), and one other officer chosen by the Seneschal will be present for the reconciliation.
- The first count of the money will be done by someone other than the Exchequer.
- The gate sheets will be totaled by page for adult and child's site fees, non-member surcharge, and other categories as determined by the Event Steward. The page totals for each category will be added up for the final totals for each category.
- The money will be sorted, counted, and totaled by denomination by one person. A second person will repeat the same process and should have the same totals as the first count.
- The starting amount of money in the gate box shall be removed and set aside to be returned to the person who originally signed out the advance.
- After the starting amount has been removed, the totals for money and amounts recorded on the gate sheets should be the same.
- Money will be placed in a sealable bank deposit bag and must be deposited within 5 days of the close of the event. Whenever possible, two people should be present for the deposit.

Other Cash Box Reconciliation

- All cash boxes must be reconciled by a tally sheet or receipts.
- The starting cash boxes must be verified by 3 paid members before it can be used for any transactions.
- All people handling monies must be adult members in good standing.
- Only the Exchequer or a designated substitute and one other member in good standing may pick up money from the cashbox for reconciliation. The staff will be given the name and picture of persons approved to make money pickups from their cashbox.
- At a minimum, the Exchequer (or an officer chosen by the Exchequer), the Event Steward (or designated member of the Event Steward's team), and one other officer chosen by the Seneschal will be present for the reconciliation.
- The first count of the money will be done by someone other than the Exchequer.

- The money will be sorted, counted, and totaled by denomination by one person. A second person will repeat the same process and should have the same totals as the first count.
- The starting amount of money in the cashbox shall be removed and set aside to be returned to the person who originally signed out the advance.
- Money will be placed in a sealable bank deposit bag and must be deposited within 5 days of the close of the event. Whenever possible, two people should be present for the deposit.

VII. SITE FEES

The Shire's Site Fee and Site Fee Exemption policy will be reviewed annually at the Budget Meeting.

PayPal

- Accepting PayPal for Pre-Registration and at Gate will come with a per-transaction fee. The fees are as follows:
 - 2.2% + \$0.30 per online transaction (Pre-Registration) or 2.7% + \$0.30 at the door.
- At the door, all credit card transactions will be processed through swipe and will not be keyed in.
- Individuals accepting payments must be adult members in good standing.
- A separate sign-in sheet shall be maintained for all credit card/PayPal payments made at the door.

Site Fee Exemptions

- Those Shire officers who are actively performing their official duties as required at a Shire event are exempt from paying the site fee. This includes the Event Steward, Seneschal, Exchequer, Herald, and for fighting events the Lists and Marshal in Charge for each event. All officers may designate a deputy or other qualified individual to act as their representative at the event who would take their exemption.
- For event staff exemptions, the Event Steward must submit a list of names for review and approval of the Finance Committee no later than 30 days prior to the event. This list should include officers not listed above who will be performing the duties of their office at the event.
- Other site fee exemptions include those covered by Principality and Kingdom Laws [seated Nobility, their Heirs, and Territorial Baron(s)/Baroness(es)].
- Site fee exemptions can only be given to members of the SCA (blue card or proof of membership is required to be provided at gate). It does not include any additional fees such as a separate feast fee, tent or cabin charges, or any class fees.

VIII. EVENT REFUNDS

- Requests for refunds of pre-event credit card, cash, or check payments (reservations, site, feast, or class fees, etc.) must be made via email (or postmarked) no less than 10 days before the beginning of the event and must include a valid mailing address. Requests received after the 10 day cut off period will be reviewed by the Shire Finance Committee on a case by case basis.
- Refunds will be made by paper check mailed within 30 days of the event. Refunds or payments made through the PayPal system will not include any transaction costs collected by PayPal for the processing of the transactions.
- A notification of how to request refunds will be published on event sites and the pre-registration form.
- Site fees and feast fees may be transferred to another attendee with prior notification to the Event Steward/reservation coordinator.
- If an attendee is ejected from an event for cause, no refunds will be given.

IX. FINANCIAL POLICY REVIEW

The Financial Policy will be reviewed annually by the Finance Committee and must be approved by the Shire's officers by the third business meeting of the year.

X. REPORTING REQUIREMENTS

The Exchequer will report on Finance Committee activities as a part of the Exchequer's report at each business meeting.

- The Exchequer may read the Finance Committee minutes in their entirety to be recorded in the minutes of the business meeting or may provide the Chronicler with a written copy of the Finance Committee's signed minutes. The Chronicler will then attach the Finance Committee minutes to the minutes of the business meeting.