

Financial Policy of the Shire of Sylvan Glen

(Revised February 2013)

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Section I Preface

A. Purpose

This financial policy is intended to govern the financial decision-making process of the Shire of Sylvan Glen.

B. Conflict

This policy does not express or delineate Corporate or Kingdom SCA policies. If any conflict exists or arises between corporate or Kingdom rules, policies, or procedures and the provisions contained herein, the corporate or Kingdom laws and policies shall prevail. Further, if such a conflict is discovered, this policy shall be revised and amended to eliminate such conflict at the earliest opportunity, by means of procedures set forth herein.

Section II General Provisions

All shire funds and moneys shall be kept, maintained, and utilized in accordance with the policies of the Exchequer of the Kingdom of Æthelmearc, and of the SCA, Inc.

Section III Financial Committee

A. Responsibilities

The Financial Committee is responsible for reviewing the financial policy for the shire in accordance with Kingdom policy, creating a yearly budget, and reviewing financial requests for shire, kingdom and corporate compliance.

B. Members

This committee will include the seneschal, the exchequer, and three sustaining members of the shire over the age of 18. The election of the Financial Committee's three sustaining members is held in May on even numbered years and follows the same procedures as electing new officers as defined in the bylaws of the Shire of Sylvan Glen.

- i. The exchequer is always the Chairman of this committee.
- ii. The term of the Financial Committee member shall be two years, or in the case of exchequer or seneschal, until their term expires.

C. Financial Committee Meetings

- i. Financial Committee meetings will be held as needed to discuss or take action on financial matters.
- ii. A meeting can be called by the Seneschal or the Exchequer.
 - a. If another Financial Committee member has information that needs to be brought to the attention of the committee, they should request that the Seneschal or Exchequer call a meeting.
- iii. The meeting can be run by the Seneschal or the Exchequer.
- iv. A meeting may be held in person, email, mailing list or phone.
- v. There shall be at least one Financial Committee meeting per calendar year to plan the Shires annual budget.
 - a. Financial Policy shall be reviewed by the Financial Committee at the same meeting that the annual budget is planned.

D. Financial Committee Voting

A majority vote of the Financial Committee is sufficient to carry a decision and may be carried out in any manner chosen by the seneschal or exchequer.

Section IV Annual Budget

A. Mandatory Provisions

The annual budget must include provisions for:

- i. Office expenses for elected officers
- ii. Planned Shire events
- iii. Additional purchase of or repair and replacement of equipment

B. Optional Provisions

The annual budget may include provisions for:

- i. Equestrian or other insurance
- ii. Special projects

- iii. Potential Kingdom level events

C. Approval of Budget

- i. The annual shire budget must be presented to the populace for comment at a scheduled shire business meeting.
- ii. The annual shire budget must then be approved by the shire by majority vote, and once approved, shall be published in the shire newsletter.
- iii. The annual shire budget shall be approved by December 31st of each year for the following calendar year.

Section V Expenditures

All Shire purchases and expenditures, outside of pre-approved yearly budgets and event costs, must be approved in advance by the Financial Committee on a case-by-case basis.

A. Expenditure Approval

- i. Requests for special expenses of fifty dollars or less may be made directly to the shire Seneschal and Exchequer and must be approved by both.
- ii. Allocation of funds, not relating to a shire sponsored event, not in the annual budget, or not in a designated fund account of \$50.01-\$200.00 may be approved by the Financial Committee's majority vote.
- iii. Allocation of funds, not relating to a shire sponsored event, not in the annual budget, or not in a designated fund account over \$200.01 must be approved at a business meeting of the Shire by majority vote.
- iv. Report of all financial activity under Subsection i and Subsection ii above shall be made by the exchequer at the following shire business meeting and shall be printed in the shire newsletter.

B. Dedicated Funds

- i. Dedicated funds, also called special purpose funds, shall have a primary purpose.
- ii. Unused special purpose funds will be allocated to General Shire Fund when the purpose is expired or no longer relevant.

C. Advances

- i. Advances may be issued for approved allowed expenses.
- ii. The Advancement of Funds form must be signed by the Exchequer and the recipient prior to the issuance of the funds.
- iii. Receipts and unused funds must be returned to the Exchequer.

Section VI Event Bids & Other Activity Finances

A. Event/Activity Bid

An event/activity bid must be in writing, and include at least the following information, if applicable:

- i. A general description of the event/activity, including all planned activities.
- ii. The desired location of the event/activity, all costs (or estimated) to rent or use the site. Also include at least one backup site for the purpose of better estimating cost if possible.
- iii. Whether food will be served and estimated budget to make it.
- iv. The attendance price per person necessary to break even, broken down into proposed site, feast, and camping/lodging charges (if applicable).
- v. An estimate of the labor and services that will be required from the shire membership, including any specialized services from specific shire members.
- vi. An estimate of the total financial cost to the shire, listing expenses, and if known and when disbursements must be made.
- vii. The proposed date of the event/activity, and a list of any conflicting kingdom-level events, and events being conducted by near-by groups on the same date (a list of alternate dates is recommended).
- viii. The name of the individual who will autocrat the event/activity.

B. Income

All proceeds, income, and property received from an event/activity shall be the property of the shire. All income shall be collected, handled and maintained in accordance with the policies and procedures established by the kingdom of which the shire is a part.

C. Refund Policy

- i. All refund requests must be in writing, email or in person to the event/activity autocrat, seneschal or exchequer.
- ii. A refund of site fee will be granted if requested at least 72 hours before the event/activity date.
- iii. A refund of site fee will be granted if requested on the day of the event/activity or up to fourteen (14) days after the event/activity if the event/activity makes a profit.
- iv. A refund of feast fees will be granted if requested and the feast seat can be resold.
- v. All refunds will be made by check from the shires checking account.

Section VII Property

The shire office of Exchequer is charged with keeping, managing and inventorying the shire owned property and material assets.

A. Officer Responsibilities

An annual inventory accounting shall be given to the office of the Chamberlain (or Exchequer if there is none) by all shire officers who have materials or items purchased with shire funds or donated to the shire. This inventory is due on or before November 1st of each year.

B. Inventory Details

Inventories will include explanations for changes from the previous inventory. Inventories will include all consumable and non-consumable items. Disposal of inventory due to age and wear is done at the discretion of the Chamberlain (or exchequer) and be included in monthly officer report. Insofar as it is possible and reasonable, all items of shire-owned property shall be prominently and permanently labeled as such.

Section VIII Changes to Financial Policy:

A. Corporate and Kingdom Conflict Corrections

This Financial Policy may be modified or corrected by the Kingdom Exchequer so as not to conflict with Corpora or Kingdom financial policies.

B. Other Changes

- i. When it is decided to change Financial Policy, the changes must be distributed to the populace of the Shire for comment. This can be done by presenting at a meeting, email or by publishing in the Shire newsletter.
- ii. Changes to the Financial Policy are approved by a 2/3rds majority vote at a shire business meeting.
- iii. A signed copy of the revised policy must be sent to the Kingdom Exchequer for approval.
 - a. Signatures required for the signed copy are the Exchequer and the Seneschal.
- iv. When the policy has been approved by the Kingdom Exchequer, it will be made available on the shires website, mailing list and in the newsletter.

C. Publication

The shire Financial Policy shall be published at least once each year in the shire newsletter and to the list server. If no newsletter is being published, the Financial Policy shall be printed and distributed separately upon request.