

## **Financial Policy of the Shire of Isenfir**

1. This document
  - 1.1. This document shall be accepted by a majority vote of the populace of the group and replace all previous financial policies and may be amended or replaced by a majority vote of the group.
  - 1.2. This document is superseded by: kingdom exchequer policy, kingdom financial policy, kingdom law, Society exchequer policy, Corpora, state and federal law.
2. The Chancellor of the Exchequer
  - 2.1. The Exchequer shall maintain a checking account with appropriate signature cards for the group, file all quarterly and event reports as required by kingdom and Society law and policy, enforce and maintain the group's financial policy.
  - 2.2. The Exchequer shall, upon request, provide access to the group's financial reports and books to any member of the group and shall publish to the group the annual Doomsday report.
  - 2.3. The Exchequer shall pursue any NSF checks received by the group according to the policy outlined in the Society Exchequers Handbook.
3. Financial committee
  - 3.1. The group's financial committee shall consist of those local members on the group's bank signature card: the exchequer, the seneschal, and one other officer. Each member of the financial committee must be a paid member of the SCA Inc., and be at least 18 years of age.
  - 3.2. The financial committee has the authority to make expenditures of up to \$500 without a vote of the populace only in case of immediate need, when there will not be a populace meeting held in time for a decision to be made.
  - 3.3. The Exchequer shall report any activity of the financial committee to the populace at the next regularly scheduled meeting.
4. Populace votes
  - 4.1. The populace may only vote if they are current paid SCA members.
  - 4.2. For determining eligibility to vote in financial matters, a roster of paid members shall be kept by the group's seneschal. The roster shall include modern name, SCA name, membership number, and expiration date.
  - 4.3. All populace votes to approve or disallow expenditures shall be at a regular business meeting and be by simple majority of members present.
5. Events
  - 5.1. Event reservations and checkin (troll)
    - 5.1.1. All checks shall be deposited in a timely manner.
    - 5.1.2. No funds shall be removed from the checkin cashbox except as change for funds received.
  - 5.2. Event refunds shall be provided as follows: the Exchequer must receive refund requests in writing no later than seven days after the event, all refunds shall be paid by check from the group's checking account, no refund shall be issued until

- the event books have been closed and all reservation checks cleared.
- 5.3. The event financial report shall be presented to the populace at the first regular business meeting of the group after the event books have been closed.
6. Funds
    - 6.1. General fund, unallocated funds comprised of monies collected by the group to support the functions of the group unless otherwise specified, all monies collected shall be included in the general (unallocated) funds.
    - 6.2. Temporary allocated funds
      - 6.2.1. Temporary allocated funds shall be established for use as short term obligations occur. These funds shall not exceed one calendar year or the designated period of use, whichever is longer. Funding for temporary funds shall be specified upon establishment of the fund. Any funds remaining after the expiration of the time limit will revert to the general/ unallocated fund.

Date 23 September 2004

Seneschal: (sign) Eugenia J. Williams

Exchequer: (sign) Robert J. Kuntz