

Canton of Buckston-on-Eno Financial Policy

1. This Document

- 1.1. This Document shall be accepted by a majority vote of the populace of the group according to the procedures and definitions stated in Section 6. It replaces all previous financial policies and may be amended or replaced by a majority vote of the group according to the procedures and definitions stated in Section 6. Each person that approves this document must sign the official copy, which will be kept by the Exchequer.
- 1.2. This Document is superseded by: Kingdom Exchequer Policy, Kingdom Financial Policy, Kingdom Law, Society Exchequer Policy, Corpora, State and Federal Law.
- 1.3. This Document shall be reviewed yearly at a regular business meeting to verify that it meets the current needs of the group.

2. Definitions

- 2.1. Canton: in this document any reference to the canton refers to the canton of Buckston-on-Eno, in the barony of Windmaster's Hill and the Kingdom of Atlantia.
- 2.2. Populace: for the purposes of this document, a member of the populace shall be defined as a person who is at least one of the following:
 - 2.2.1. A warranted group officer.
 - 2.2.2. An individual who regularly attends business meetings and other group activities. In the event of an issue as to whether a person is a member of the populace at a voting meeting, a majority vote of the group officers in attendance at that meeting is the ultimate authority on whether a person is a member of the populace.
 - 2.2.3. Any other individual who has been accepted as a member of the populace by a majority vote of the populace within the last year.
- 2.3. Officers: in this document any officer's title refers to the corresponding officer of the canton of Buckston-on-Eno.
- 2.4. Business Meeting: for the purposes of this document a business meeting is a canton meeting where the time and the place of the meeting are published on an official SCA publication or announced at a prior scheduled business meeting at least one week in advance.

3. The Chancellor of the Exchequer

- 3.1. The Exchequer shall have the following responsibilities:

- 3.1.1. Maintain a checking account with appropriate signature cards for the group.
 - 3.1.2. File all quarterly and event reports as required by Kingdom and Society law and policy.
 - 3.1.3. Enforce and maintain the group's financial policy.
 - 3.1.4. Serve as chairperson of the of the group's regular financial committee, holding primary responsibility for coordinating with other members of the finance committee and communicating the committee's actions with the populace.
- 3.2. The Exchequer shall, upon request, provide access to the group's financial reports, books, annual doomsday report, and the financial policy (this document) to any member of the group's populace.
 - 3.3. The Exchequer shall pursue any NST (Not sufficient funds) checks received by the group according to the policy outlined in the society exchequer's handbook.

4. Checking Account Signatories

- 4.1. Signatories on the checking account must include the following people:
 - 4.1.1. Group Seneschal
 - 4.1.2. Group Exchequer
 - 4.1.3. At least one other member of the populace as defined by section 2.2.
 - 4.1.3.1. It is preferred, but not required, that a deputy of the seneschal or exchequer be a signatory for ease during the transition of those offices.
 - 4.1.3.2. Other local signatories must be determined by vote of the regular financial committee of the group according to the procedures and definitions stated in section 6.
 - 4.1.3.3. New Signatories may be proposed by any member of the populace but must be accepted by unanimous vote of the regular financial committee.
 - 4.1.4. The signatories may also include other people as required by the documents referenced in section 1.2.
- 4.2. All signatories must be paid members.
- 4.3. No signatory on the group checking account may sign checks made out to themselves, their spouse or domestic partner, or any other individual living at the same address.
- 4.4. No signatory may share an address with another signatory.

- 4.5. Signatories may be removed from the account when one of the following conditions are met:
 - 4.5.1. The signatory requests to be removed from the account.
 - 4.5.2. The signatory no longer meets the requirements of being a signatory, e.g. is not a paid member.
 - 4.5.3. By unanimous vote of the regular financial committee at a board meeting.

5. Financial Committees

- 5.1. The regular financial committee consists of the Seneschal, Exchequer, and all other paid members of the populace voting at a meeting.
- 5.2. The emergency financial committee consists of the Seneschal, Exchequer, at least one other group officer, and one other paid member of the populace who is not a signatory on the checking account.
- 5.3. Each Member of a financial committee must be at least 18 years of age and a paid member of the Society for Creative Anachronism, Inc.
- 5.4. The members of the regular financial committee must vote on any non-emergency expense request. The members of the emergency financial committee must vote on any emergency expense request.
- 5.5. Each member of a financial committee shall have one vote.
- 5.6. Each person should recuse himself or herself from voting on any financial decision in which there is a conflict of interest or appearance of impropriety. All expenses must be approved by the stated fraction of any voting members who have not recused themselves.

6. Regular Financial Committee Votes

- 6.1. All regular financial committee votes as described in this document will be a simple majority vote at a regular business meeting. In the event of a tie, a majority has not been achieved and the matter has failed.
- 6.2. The following minimum attendance is required for a regular financial committee vote to be valid:
 - 6.2.1. Five members of the regular financial committee.
 - 6.2.2. Two warranted group officers (these may count towards the populace minimum)

- 6.3. A majority vote of the regular financial committee can authorize expenditures of any amount up to and including all of the unallocated funds.

7. Emergency Financial Committee Votes

- 7.1. The voting may be done by any communications medium, as long as each voting member of the emergency financial committee votes or recuses himself or herself before the results are tallied. Some form of written documentation, such as email, is the preferred communication medium.
- 7.2. Any vote by the emergency financial committee must pass by a 2/3 margin.
- 7.3. The emergency financial committee shall report the results of any votes to the populace at the next regularly scheduled business meeting.
- 7.4. The emergency financial committee can authorize up to a maximum total of \$250.00 or 5% of the group's unallocated funds, whichever is more, until such time that they next report back to the populace.

8. Expense Requests

- 8.1. All regular expense requests must be presented as a proposed budget to the regular financial committee. When the committee is satisfied with the budget, it shall be presented at the current or next regular business meeting and approved or disapproved by the regular financial committee according to the procedures and definitions stated in Section 6. If the regular financial committee has already approved the expense request it is not necessary to approve it a second time.
- 8.2. All emergency expense requests must be presented to and approved by the emergency financial committee according to the procedures stated in Section 7.
- 8.3. The emergency financial committee may authorize any itemized expenditure that is in excess of the previously approved budgeted amount up to the committee's permitted maximum as defined in section 7.
- 8.4. Any itemized expenditure in excess of the originally approved budgeted amount that has not been subsequently approved by the emergency financial committee or by vote of the regular financial committee shall be deemed to be the responsibility of the person who presented the budget request.

9. Events

- 9.1. The event autocrat is required to present an itemized budget for an SCA event to the regular financial committee for review as stated in Section 6. The Autocrat has the ability to allow for reservation and feast fees for special attendees (such as Royalty, Baronage, and visiting dignitaries, etc.) in their event budget.

9.2. Event reservations and check in:

- 9.2.1. All checks shall be deposited in a timely manner.
- 9.2.2. No funds shall be removed from the cash box except as change for funds received.

9.3. Event refunds shall be provided as follows;

- 9.3.1. No refunds shall be provided if the event does not make a profit. This requirement may be waived for any single event if so approved by a simple majority vote of the regular financial committee according to the procedures and definitions stated in Section 6.
- 9.3.2. The Exchequer must receive refund requests in writing no later than seven days after the event.
- 9.3.3. All refunds shall be paid by check from the group's checking account.
- 9.3.4. No refund shall be issued until the event books have been closed and all reservation checks have cleared or returned for insufficient funds.

9.4. The event financial report will be completed in a timely manner.

APPROVED:

Date: _____

Seneschal Name: _____ Seneschal Member #: _____

Seneschal Signature: _____

Exchequer Name: _____ Exchequer Member #: _____

Exchequer Signature: _____

Other Signature (Print and Sign): _____

Other Signature (Print and Sign): _____

Other Signature (Print and Sign): _____

Other Signature (Print and Sign): _____

Other Signature (Print and Sign): _____

Other Signature (Print and Sign): _____

Other Signature (Print and Sign): _____

Other Signature (Print and Sign): _____