

Aire Faucon Financial Policy 2020

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1.2 This Policy is superseded in order by: Kingdom Exchequer Policy, Kingdom Financial Policy, Kingdom Law, Society Exchequer Policy, Society Branch Financial Policy, Corpora, State and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, serve as chairperson of the group's Financial Committee and hold primary responsibility for coordinating with other members of the Financial Committee, and communicating the committee's actions with the populace.

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 Exchequer's Handbook and in the Barony of the Sacred Stone's Check Return Policies as outlined below.

3. Financial Committee

3.1 The group Financial Committee shall consist of the Exchequer, the Seneschal, and another officer and each member of the Financial Committee must be a paid member of the Society for Creative Anachronism, Inc, be at least 18 years of age, and possess a valid warrant for their office.

3.2 Members of the Financial Committee shall have one vote and excuse themselves from voting on any financial decisions in which there is a conflict of interest or appearance of impropriety.

3.3 The Financial Committee shall review all proposed expenditures and may authorize any expenditure up to \$250 or 10% of the group's unallocated funds, whichever is less.

3.4 The Financial Committee shall refer to vote by the populace any requested expenditure in excess of its permitted maximum; they may refer to vote by the populace any requested expenditure below their permitted maximum.

3.5 The Committee shall report all of its activity to the populace at the next regularly scheduled meeting.

4. Populous Votes

4.1 All populous votes to approve or disallow expenditures shall be at a regular business meeting and be by simple majority.

5. Events

5.1 The autocrat shall present an itemized budget for an event to the Financial Committee for review.

5.2 Event reservations and check in (troll):

5.2.1 All checks shall have a digital copy created and be deposited in a timely manner.

5.2.2 No funds shall be removed from the check in cash box except as change for funds received.

5.3 Event Refunds shall be provided as follows:

5.3.1 No refunds shall be provided if the event does not make a profit.

5.3.2 The Exchequer must receive refund requests in writing no later than seven days after the event.

5.3.3 All refunds shall be paid by check from the group's checking account.

5.3.4 No refund shall be issued until the event books have been closed and all reservation checks have cleared.

5.4 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. Check Returns Policy

6.1 The Canton Exchequer shall contact the Canton Seneschal within three weeks of the date of deposit of the event checks or as soon as the Exchequer is notified of a returned check, with a list of names of who has returned checks.

Date: _____

Seneschal: (sign)

Exchequer:

(sign) _____