

Shire of Champcorbeau Financial Policy

Document version 2022.02

I Scope

- A.** Precedence: If any sections of this document conflict with the Kingdom Financial Policy, Kingdom Law, Society Financial Policy or Governing Documents of the Society, then those sections are considered to be removed and the rest of this policy shall still be in effect.
- B.** This document replaces all previous Financial Policies adopted by the Shire.
- C.** The acronym SPF refers to the Society Financial Policy document.
- D.** The acronym BEH refers to the Branch Exchequers Handbook

II Shire Financial Committee

- A.** The Financial Committee can only be called into session at Shire General meetings.
- B.** The Financial Committee shall consist of all paid members of Champcorbeau present. Paid members of Champcorbeau are defined as paid members of the SCA who declare themselves to be members of the Shire, even if they don't live in the geographic area of the Shire.
- C.** Quorum for the Finance Committee is as follows: Four paid members including both the Shire Seneschal and Shire Exchequer (or warranted deputy acting on their behalf).
- D.** As long as quorum is present anyone at a General Meeting may call the Financial Committee into session.
- E.** The Shire Exchequer must keep a copy of all Financial Meeting minutes in the exchequer files.

III Disbursements

- A.** All disbursements of Shire money will be approved directly or indirectly by the Financial Committee. Direct disbursements are by a motion of the Financial Committee. Indirect disbursements are those that are approved as a part of an approved Event Budget, Shire Financial Policy or the Shire Budget.
- B.** Event expenses in an approved Event Budget up to the authorized amounts can be paid without further involvement of the Financial Committee.
- C.** Other sections of this Policy have different rules for disbursements, where there is a conflict the other section applies.
- D.** Disbursements below or equal to \$200.00 may be approved by the Financial Committee in the same meeting.
- E.** Disbursements above \$200.00 must be discussed by the Financial Committee and then voted on at the following meeting.
- F.** All disbursements that require waiting until the following meeting to be voted must be communicated to the members of the Shire.
- G.** In an emergency the Shire Seneschal and Shire Exchequer may approve any reasonable disbursement. All emergency disbursements must be ratified by the Financial Committee at the first available opportunity.

IV Shire Officer Expenses

- A.** The Shire Budget will include a line item called Shire Officer Expenses Allocation and the Shire Exchequer will track how much of that is used.
- B.** For amounts under \$20 the Shire Exchequer and Shire Seneschal can pay allowable expenses as defined in IV.D without bringing it to the Financial Committee's attention as long as enough funds are left unspent from the Shire Officer Expenses Allocation.
- C.** The Financial Committee can pass a motion to increase the Shire Officer Expenses Allocation (or make an allocation available if there is no Budget).
- D.** Allowable expenses are those that fall under the General Supplies, Postage and Shipping, and Printing and Publication expense categories.
- E.** Travel and telephone expenses are explicitly disallowed under this section

V Shire General Meetings

- A.** Room bookings for the Shire General Meetings will be paid for out of General Funds.
- B.** Donations to cover costs will be accepted but are not expected.
- C.** If there is no Shire Budget, the Shire Seneschal and Exchequer may continue to pay for meeting spaces with Financial Committee approval.

VI Shire Practices and Activities

- A.** Activities and Practices cover Rapier, Armoured Combat, Dance, A&S, and Scriptorium.
- B.** Ongoing Practices and Activities will have their site and occupancy fees paid for out of General Funds.
- C.** New Practices or Activities may be added as ongoing or as one-time practices or activities by a simple majority of the General Meeting.
- D.** All Practices and Activities are expected to collect donations to cover the costs of running the practice. These costs include but are not limited to site and occupancy fees, postage and printing, or general supplies.
- E.** New On-Going bookings should be short term or easily canceled so they can be ended if donations do not cover costs.
- F.** The Shire Exchequer will track the costs and donations of each Activity or Practice to ensure they are close to breaking even.
- G.** If On-Going Practice or Activity donations are not covering their costs within a reasonable amount in a timely fashion, then the Shire Exchequer must bring this to the attention of the Activity Leader and the Shire Seneschal. These parties should work towards a solution to the lack of funds.
- H.** If an issue raised under VI.G is not solved in a timely manner, the problem and details must be raised at the next available Financial Committee to discuss any necessary actions.

VII Event Budgets

- A.** Event Bids must include the following information:
 - A list of who is being admitted with a Complementary Site Fee
 - Any discounted Site Fees and to whom they apply.
 - Any Complementary Feast or discounted seats given out and who are they being given to.
 - If Lunch or Feast is not being sponsored by the Shire funds, the bid must include the name and sponsor for these activities, and a reason given for why the activity is not being run from Shire funds
- B.** As per BEH 2.C.8, all discounts or complementary site/feast fee must be given to "class-based, small countable groups, and self-selecting (a person can choose to meet the requirements and be included in the group), but not person-based. Examples are: the Royal family, the autocrat, the head cook, the gate staff, the branch officers, etc. Not allowed would be: the autocrat's household, the branch, all non-members, a list of the seneschal's friends, etc."
- C.** The Complementary Site Fee list must always include Ealdormere's Royal Family.
- D.** If other kingdom Royal Families attend the event and the Event Autocrat wishes to give them a Complementary Site Fee, they may do so with the Shire Seneschal's agreement. [Note: If the Autocrat has advance notice, it is best to include them in the Event Bid or modify it at a meeting]
- E.** It is customary that Feast Servers are either half price or free, but this still must be included in the Event Bid.
- F.** Feast cooks are not charged a feast fee unless they sit the feast.
- G.** If the Lunch/Feast is not being run by the Shire or another SCA branch, then the SCA insurance does not cover their activities.
- H.** Any Activity (Lunch, Feast, Bar, etc.) not being run by an SCA Branch must be run out of their own cash box, since co-mingling of SCA funds with private funds is not allowed (SPF III.C) [Note: This means we cannot provide their cash floats either]

VIII Kingdom Events

- A.** Any Event Bid that uses Shire funds must be approved by the Shire Financial Committee (as per III.A).
- B.** For Kingdom Events, this requires that the Event Bid be approved by the Shire Financial Committee before the bid is sent to the Privy Council.

C. Any non-trivial changes made to the Kingdom Event Bid after it was approved by the Shire (unless requested by Privy Council or Their Royal Majesties) must be ratified by the Shire Financial Committee.

IX Cash Advances and Event Reimbursements

A. Cash Advances for items listed in an approved Event Bid are considered to be approved by the Financial Committee as part of the Event Bid motion.

B. Cash Advances given for Events must be reconciled within 14 days after the Event or the first Shire Meeting after the event, whichever is later.

C. All Event Receipts must be submitted to the Shire Exchequer within 14 days of the event.

D. The Shire Exchequer or Financial Committee may waive IX.C and IX.D for a reasonable amount of time at their discretion.

X Event Profit Sharing

A. After receiving an Event Report, the Financial Committee should have a motion about sharing some percentage of profit to the Kingdom. (Note: This percentage is customarily 15%, but it can be 0%)

B. If the profit sharing percentage is above 25%, then it must be voted on at the following meeting.

C. The profit sharing cheque can be rounded to the nearest dollar at the discretion of the Shire Exchequer.

D. This section has no bearing on Profit Sharing written into Event Bids, for example Kingdom level events, those disbursements are approved with original Event Bid.

XI Lending of Shire Activity and Practice Equipment

A. Activity Leaders of Rapier, Armoured Combat and Dance may lend small quantities of activity specific gear under their purview for short periods (e.g. a sword for a weekend event, the CD collection for a weekend or school demo) at their discretion. A verbal or (preferably) email discussion between the activity leader and the borrower should be sufficient. This discussion should include:

The date the equipment is to be lent out.

The date the equipment is to be returned.

How and to whom it should be returned.

The legal name and contact information, including, but not limited, the borrower's phone number, address and email.

The equipment must be returned in a timely manner so as not to hinder the regular activities.

B. Should loss or damage occur while on loan, the borrower is responsible to replace the equipment or reimburse the Shire

C. The Financial Committee may waive this replacement or reimbursement at its discretion. If the waiver is for values greater than \$100.00, the intention to waive must be communicated to the members and voted on at a following meeting.

XII Lending of Other Shire Equipment

A. This section covers equipment other than that handled by Section XI.

B. Equipment covered under this section may be lent for SCA uses only.

C. The borrower must arrange transportation of the equipment and a return site visit if needed to collect missing equipment.

D. Autocrats of events sponsored by the Shire may ignore sections F-H and directly approach the Exchequer or their appropriate Deputy to approve the loan. In case of disagreement, then the matter can be brought before Financial Committee.

E. Any Autocrat, excluding those under XII.D, wishing to use Shire equipment will approach the Seneschal in writing with the following:

Date the gear is to be lent out.

Date the equipment is to be returned

Legal name of borrower and contact information including, but not limited to, borrower's phone number, address and email.

Responsible SCA group.

Event or Practice / Activity equipment is being used at.

Who is responsible for returning the equipment.

F. The loan will be approved by the Financial Committee.

G. After a loan is approved the exact details will be communicated to the Shire Exchequer and if applicable their Deputy for that equipment.

H. If someone wishes to know what equipment is available they can approach the Shire Exchequer (or deputy if applicable) for that information.

I. Equipment will be returned in good and clean condition.

J. In the event of loss or damage, then the borrowing SCA group will be responsible for item replacement or replacement costs. (Note: replacement is to be for an item of same quality and whenever possible exactly the same as the one lost)

K. The Financial Committee can waive the loss or damage fees at their discretion, if the waiver is for values greater than \$100.00, the intention to waive must be communicated to the members and voted on at a following meeting.

XIII Yearly Budget

A. A yearly budget must be created.

B. The Yearly Budget should be created in November and passed before the end of December. After December it must be created and passed as soon as possible.

C. The budget must include a line item for Shire Officer Expenses (as per III.A)

D. The budget will also include guidance from the Shire Exchequer or Shire Seneschal about site attendance for the last three years of recurring events and, if applicable, feast attendance of those events. This information is to be used when evaluating bids for attendance / feast numbers.

E. An example budget is attached as appendix A.

XIV Changing this Document

A. To change this document requires a 2/3 majority.

B. All proposed changes must be communicated to the populace and discussed one meeting in advance of the vote.

C. The Kingdom Exchequer has the right to review this Financial Policy (BEH 2.1.F) and must be informed when this document is changed.

Date Approved :

Signature of Shire Seneschal :

Signature of Shire Exchequer :

Appendix A
Sample Budget:

Section	Item	Income	Costs	Sub-Total
1) General Meetings				
	Room Booking	\$0	\$200	(\$200)
	Sub Total	\$0	\$200	(\$200)
2) Activities and Practices				
	A&S Days	0.00	\$0	0.00
	Armoured Combat	1,000.00	1,000.00	0.00
	Dance	500.00	500.00	0.00
	Rapier	700.00	700.00	0.00
Note: Activities & Practices are to collect donations to cover costs				
Note: Activities with \$0 cost, must go before the Financial Committee to change that.				
	Sub Total	2,200.00	2,200.00	0.00
3) Officer Expenses				
	Officer Expenses		60.00	(60.00)
	Sub Total		60.00	(60.00)
4) Equipment Purchases				
	SCA Road Signs	50.00		(50.00)
	Cooking Equipment		0.00	0.00
	Armoured Combat Equip.		0.00	0.00
	Dance Equipment		0.00	0.00
	Rapier Equipment		0.00	0.00
	Sub Total	50.00		(50.00)
5) Misc.				
	Sub Total		00.00	00.00
6) Event Income				
	Stone the Crows	300.00		300.00
	Sub Total	300.00		300.00
Note: There are no costs listed for the events. This is because it can greatly fluctuate. What I'm saying here is that we need some profit from our events to balance our budget				
Totals		2,500.00	2,310.00	190.00

Event Numbers	2018	2019	2021
Stone the Crows	32	68	75

Exchequer's Signature:
Seneschal's signature

Date
Date