

FINANCIAL POLICY  
Shire of Loch Ruadh - Kingdom of Ansteorra

---

1. The Financial Committee shall adhere to all Society and Kingdom of Ansteorra Financial Policies. The Kingdom Treasurer will receive a signed and dated copy of Financial Policy as required.
2. **Meetings:**  
Financial Committee meetings will be conducted on the third Wednesday of the month during the Group's monthly Officers meeting, when necessary.
3. **Financial Committee Members:**
  - a. The Financial Committee shall consist of the Seneschal, Exchequer and three other Paid member of the group who have taken the Kingdom Financial Class.
  - b. Term of the Financial Committee member shall be a period of one year, July – June.
  - c. Should it become necessary for a member to step down before their term is completed a volunteer replacement will fill in the remainder of that term.
  - d. Any other member of the Populace present at an Officer meeting with a current paid membership, who has completed the required Financial Class, may vote on financial matters brought forward at that meeting.
4. **Budgets:**
  - a. The Financial Committee will accept yearly budget requests from officers and the populace due no later than the September Populace meeting. The Exchequer's Office will compile the budgets submitted. The Financial Committee and Officers will review this budget at the September Officers Meeting with suggestions and corrections. The Exchequer will present the proposed budget to the populace at the October Populace meeting for approval and signatures. Should the proposed budget not be approved, as written, it will be revised to reflect the corrections and presented to the populace at the November Populace meeting for approval and signatures.
  - b. Submitted budgets are required to have a dollar amount and a line item purchase list.
  - c. Copies of the approved and signed budget will be available from the Exchequer's Office upon request and a copy sent to the Chronicler for publication in the January-February Scarlet Letter.
5. **Events:**
  - a. Event budgets require approval.
  - b. Feast budgets and menus require approval.
  - c. The Hospitaller may request six (6) "first event" complimentary passes.
  - d. The Crown or Their Representative(s) and each of Loch Ruadh's Titled Champions and a guest receive complimentary passes.
  - e. All gate volunteers are requested to complete a scheduled "Gate Class" prior to event.
  - f. Gate volunteers under the age of 18 will not handle money; minimum age to volunteer at gate is 15.
  - g. Final accounting and reconciling of the Gate shift sign-in sheets and money envelopes require at least two unrelated Members of the Financial Committee.
  - h. Deposit of Gate funds is required to be within five (5) days of the close of the event.
  - i. Event related receipts are due no later than seven (7) days after the close of the event to expedite the required Event Report.

**6. Expense Authorization and Reimbursement:**

- a. Receipts for budgeted expenses are to be in the Exchequer's hand within 3 weeks of the expenditure for reimbursement or said expenditure will be considered a donation.
- b. The Financial Committee will consider exceptions to the above budget deadlines, on a case-by-case basis, if the request is presented in advance and in writing.
- c. Unbudgeted expenses that are submitted to the Financial Committee in writing and in advance will be considered for approval.
- d. Unbudgeted expenses approved by the Financial Committee in the amount of \$10 or more will also require the approval of a simple-majority of the populace at a Populace meeting.
- e. Urgent or emergency situations will be posted to the Officer's mailing list to request an emergency committee meeting or to request dialogue and resolution on the list. No action can be taken until a resolution is confirmed by the Financial Committee.
- f. Expenditures for unbudgeted items not presented for pre-approval will be considered a donation.

**7. Dedicated Funds:**

- a. Dedicated Funds will be set up with a primary and a secondary purpose by the donor or the Financial Committee.
- b. The secondary purpose can be set up as the General Fund.
- c. The Financial Committee may transfer Dedicated Funds back to the General Fund if there has been no activity in any two-year period or the need no longer exists.

**8. Financial Statements:**

- a. The End of Year Comparative Balance Sheet and Income and Expense Statements must be made available to the public at least annually, whether published in a newsletter or distributed to the membership in some other form.
- b. Cost of reproduction will be the responsibility of the requestor.

Seneschal:

Exchequer:

Other Financial Committee members:

Date: \_\_\_\_\_