

What follows on pages 2 and 3 of this document is a sample SCA group financial policy that is available for use as a template and guide for group exchequers to use, if they wish, when creating and/or reviewing their local group financial policy. Whether you choose to use this two page template or not, it is important to note the following requirements per the SCA, Inc. financial policy:

- All assets (funds and non-cash assets) held in the name of the SCA must be managed by a Financial Committee.
- Financial Committees must have a written financial policy.
- Full details of the composition of a Financial Committee and Financial Policies are available in Section VII of the SCA, Inc. financial policy, located at:
<http://www.sca.org/docs/finpolicies/SocietyFinancialPolicy.pdf>

For ease of reference, the following details are taken from from Sections VII and VIII of the SCA, Inc. financial policy (link above). Please refer to the SCA Inc. financial policy for full details.

VII. Financial Committees

- A. All assets (funds and non-cash assets) held in the name of the SCA must be managed by a Financial Committee.

VIII. Financial Policies

- A. Financial Committees must have a written financial policy. The financial policy must be approved by the Financial Committee before filing for approval from the superior financial officer. Kingdom Financial Policy may serve as the financial policy for branches within the Kingdom that do not have a Financial Committee specific to that branch.

Financial Policy includes at a minimum:

1. Composition of the Financial Committee;
2. Terms of Financial Committee members;
3. Timeframes and methods for meetings;
4. Timeframes and methods for action approval under normal circumstances and in emergencies;
5. Reporting requirements and schedule for reports to the branch administration;
6. Timeframes and methods for review and revision of the financial policy;
7. Methods for controlling cash receipts; and
8. Any policies regarding event admission charges or complimentary passes

The Kingdom of Northshield Financial Policy requires that all branches have items 1 through 4 listed above defined for that branch; items 5 through 8 are recommended, and must at a minimum state that such items are handled per Kingdom and Society Financial Policies, but branches are not required to fully define these specifically for the branch.

What follows is a sample Financial Policy for a fictitious SCA group and is meant as a learning tool/template for local groups to use when creating and/or reviewing their own financial policy. Please refer to Kingdom and SCA Corporate financial policies for additional information.

Start

Financial Policy for the Shire of My Local Group Kingdom of Northshield in the Society for Creative Anachronism

Approval date:[insert date the financial policy is approved by the group financial committee and the Kingdom Exchequer]

Effective date: [insert date that these policies will take effect - may not be the same date as the approved date]

These financial policies exist as an addendum to the Society Financial Policy, and the Kingdom of Northshield Financial Policy.

I. Composition of the Financial Committee

- A. The financial committee for the Shire of My Local Group [insert Branch name] will consist of 5 [insert appropriate number] paid members of the Branch. The Branch Exchequer and Branch Seneschal [insert others the group wishes to require, if any] will always be a part of the Financial Committee. The rest of the Financial Committee will include, but is not limited to:
 - the Branch Emergency Exchequer
 - and 2 [insert appropriate number] additional paid members.
- B. A quorum of the Financial Committee is defined as the Branch Seneschal, the Branch Exchequer, and at least 1 [insert number to achieve a simple majority of the total size of the committee] other member of the Financial Committee.

II. Terms of Financial Committee members

- A. The Branch Exchequer and Branch Seneschal will be limited to the term limits set by the Branch for those offices (if such term limits exist), and membership on the Financial Committee ends when the officer position changes over.
- B. Non-officer financial committee members have no term limit, as long as each member maintains current membership. [insert specific term limits for your group.
Recommendation: While there are currently no restrictions as to term limits for financial committee members, it is recommended that groups review membership at least every 2 years to give members a chance to step down and an opportunity for other members to serve.]

III. Timeframes and methods for meetings

- A. The financial committee will meet quarterly [insert monthly, weekly, etc...] in the months of February, May, August and November [insert every month following the business meeting, every first and fourth Wednesday of the month, etc...].
- B. Additional meetings may be called on an as needed basis, as the business of the group dictates.
- C. Attendance at meetings may be in person or electronically (telephone, email, skype, etc...).

IV. Timeframes and methods for action approval

- A. The Financial Committee must approve annual and event budgets in advance.
 - a. Annual budgets will be presented and approved no later than December 15th of the previous year [insert your own timeframe].
 - b. Event budgets must be approved before any expenditure can be made (including site deposits and contracts).
- B. The Financial Committee must approve any unbudgeted expenditures.
- C. Budget and expense approvals shall take place at the regularly scheduled meetings.
 - a. A quorum of Financial Committee members must be present.
 - b. A simple majority vote is needed to approve the budget/expense.
- D. In the case that approval is needed before the next meeting, a vote may be made over email.

V. Reporting

- A. Reports are turned in on the schedule provided by the Kingdom of Northshield Financial Policy.
- B. A copy of all exchequer reports are provided to the Branch Seneschal for their records.

I. Financial Policy Review and Revisions

- A. These policies will be reviewed by the Financial Committee at least every 2 years.
- B. Any policy changes shall be announced [insert details. Examples could be: 1) in the group's monthly newsletter, 2) at two consecutive business meetings or 3) via electronic announcement to the group.]
- C. These policies may be changed at the discretion of the Branch Exchequer of the Shire of My Local Group [insert your group name], with the approval of the Branch Financial Committee, when necessary to avoid conflicts with Northshield Kingdom Law or Financial Policy, and the Policies and Directives established by the Board of Directors of the Society for Creative Anachronism, Inc. (SCA, Inc).

VII. Controlling Cash Receipts

- A. Control of cash receipts follows the Kingdom and Society Financial Policies.
- B. The Shire of My Local Group [insert Branch name] gate procedures are followed for handling money at events.

VIII. Event Admission Charges and Complimentary Passes

- A. The Shire of My Local Group [insert Branch name] follows Kingdom and Society Financial Policies.
- B. No non-member may receive a complimentary pass, per Society Financial Policy.

End