

Canton of BrokenBridge

Financial Policy

1. Contents and scope of this policy
 - a. The policies outlined in this document are superceded by all Federal, State, Local, and Society for Creative Anachronism, Inc (hereafter referred to as 'SCA') Corporate and Kingdom Laws.
 - b. This financial policy may only be replaced or amended by discussion and vote of the Canton. The Canton financial policy will be reviewed every two years in September and the results of that review with proposed revisions, or a declaration that the review did not produce any proposed revisions, shall be presented at a regular Canton commons meeting.
 - a. The Canton will submit in writing to the Kingdom Exchequer a description of the composition and method of operation of the Financial Committee. Any substantial changes made by the branch, such as redefining the makeup of the Committee, will also be submitted for review.
 - c. This policy defines how the Canton of BrokenBridge, a local group within the Kingdom of the East of the SCA, manages all assets (funds and non-cash assets) held by the Canton of BrokenBridge.
 - d. The Canon of BrokenBridge shall keep a regular bank account at a bank chosen by an officer quorum.
2. Financial Committee (hereafter referred to as 'Committee')
 - a. The Committee is governed by section VII of the SCA Financial Policy
 - b. The Committee will be directly responsible for the management of all assets of the Canton of BrokenBridge
 - c. The Committee considers the following types of proposals: Officer budgets, One-Time expenditures, Event budgets, and changes to these policies.
 - d. Committee composition and terms:
 - i. Each Committee member will be a paid member of the SCA.
 - ii. The Seneschal and Exchequer will serve as Committee members for as long as they remain warranted and in office.
 - iii. Additional members of the Committee will consist of any paid adult member of the BrokenBridge populace that attends the scheduled Canton commons meeting.
 - e. Committee Meetings
 - i. The Committee will conduct business during the scheduled commons meetings. Except in emergency situations, meetings must be announced ahead of time in a public forum and meetings must be open to the public.
 - ii. Regular meetings must be conducted in person. Emergency meetings may be conducted in-person, over email, telephone, video conferencing or other electronic methods.

- iii. A meeting requires a Quorum of members. A Quorum shall consist of the Seneschal and at least two (2) of the following officers: Knight Marshal, Herald, Minister of Arts and Sciences, or Webminister.
 - iv. Minutes of all Committee meetings shall be recorded, including all proposals made and votes on those proposals. If a Committee meeting occurs at any time other than a normal BrokenBridge commons meeting, the Seneschal is responsible for notifying the populace of the actions from said meeting at the next scheduled BrokenBridge commons meeting.
 - f. Procedure
 - i. All members of the populace of the Canton of BrokenBridge shall have an opportunity to contribute their counsel on financial issues at the regular commons meeting. However, only paid members shall have the right to vote on financial matters.
 - ii. The Emergency Financial Committee is only authorized to act when a financial decision must be made before the next scheduled commons meeting.
3. Expense Authorization
- a. Event Budgets
 - i. The Committee will approve in advance of event budgets
 - ii. An event budget must be submitted to the Committee at the time of the event bid being accepted by the general populace and resubmitted if there are revisions of more than \$50.00 in the expected revisions.
 - iii. The proponent shall make copies of the proposal available to all members of the Committee.
 - iv. Approval of proposals will be made by a simple majority vote of the Committee. If the Committee needs more time to consider a proposal, they may, by a simple majority vote, postpone decision on the proposal until their next meeting.
 - b. The Committee must approve of unbudgeted expenditures. The Emergency Financial Committee handles emergency expenditures on a case-by-case basis
 - c. Any member of the Canton of BrokenBridge may present an expense authorization to the Committee
 - d. No officer of any level has the power to authorize payments that do not support the SCA's tax-exempt purpose.
 - e. Expense reimbursement
 - i. Member of the Canton expecting reimbursement presents an idea and an itemized plan to the Committee.
 - ii. Approval of expenses will be made by a simple majority vote of the Committee. Approval may occur before or after the expenses have been incurred. If the Committee needs more time to consider a proposal, they may, by a simple majority vote, postpone decision on the proposal until their next meeting.

- iii. Fully documented receipts must be provided to support all expenses along with the Canton of BrokenBridge's Request for Funds Form (appendix A). This rule applies to anyone expecting reimbursement.
 - iv. Event and demo expenses must be submitted for reimbursement, including receipts and Request for Funds form, within sixty (60) days of the close of the event or demo. All other non-event and non-demo expenses must be submitted including receipts and Request for funds form within sixty (60) days of the incursion of the expense.
 - v. If and when expenses are approved, and all receipts and the completed Request for Funds Form is received by the Canton of BrokenBridge's Exchequer, a reasonable attempt will be made to reimburse the person seeking reimbursement within ninety (90) days.
- f. SCA funds may not be used to reimburse expenses for events or meetings closed to the general populace.
4. All exceptions to any of the rules outlined above need to be approved by the Committee.

Appendix A

Canton of BrokenBridge - Request for Funds Form

Form instructions: Complete this form in its entirety. An illegible form will not be considered completed. Attach all relevant receipts. Include an itemized list of all expenses expecting reimbursement. Submit form, receipts, and list to Exchequer within sixty (60) days of the close of the event or demo, or within sixty (60) days of the expense incursion if not relevant to an event or demo.

Date:

Requested by (SCA Name):

Legal Name:

Phone Number:

Pay to the Order of (whom the check should be made out to):

Total amount requested: \$

Event Name and Date (if applicable):

Purpose:

I understand that I am required to submit receipts to document any advance or reimbursement, and that all advanced funds not accounted for by receipts must be returned to the Exchequer.

Requestor Signature (legal name) Date

___ Request for funds is granted
 Check number: Date issued: Amount: \$
___ Request for funds is denied
 Explanation:

1st Authorized signature: _____ Date:

2nd Authorized signature: _____ Date:

Total spent: \$

Attached receipts: \$

Returned to Exchequer: \$

Date: