

Canton of Rimsholt
Financial Policy
Adopted.....

I. Financial Committee

a. Purpose

- i. Approving expenses prior to re-imbusement.
- ii. Making financial decisions for the Canton of Rimsholt.
- iii. Setting financial policy for the Canton of Rimsholt.

b. Composition

- i. The Financial Committee of Rimsholt shall consist of the Seneschal, the Exchequer and any paid adult member of the populace that attends the monthly Canton Meeting.
- ii. The Emergency Financial Committee of Rimsholt shall include the Seneschal, the Exchequer, and one other officer from one of these positions (Knights Marshal, Herald, Minister of Arts & Sciences, Chronicler, Chirurgen).

c. Procedure

- i. The Financial Committee may not meet unless both the Canton's Exchequer and the Canton's Seneschal are present. The quorum is met when the Seneschal, the Exchequer and three other Committee Members not living at the same addresses as the Exchequer or Seneschal are at the Financial Committee Meeting.
- ii. Official minutes of all Financial Committee Meetings will be taken and the Exchequer shall retain a copy in the Canton Financial Files.
- iii. The Exchequer shall at all times have the right and responsibility to veto any financial decision of the Financial Committee if the decision violates any Society for Creative Anachronism laws or modern laws, or would endanger the tax-exempt status of the SCA. Vetoes may be appealed to the Kingdom Exchequer.
- iv. All members of the populace of the Canton of Rimsholt shall have an opportunity to contribute their counsel on financial issues; however, only paid member of the Financial Committee shall have the right to vote on financial matters.
- v. The Emergency Financial Committee is only authorized to act when a financial decision must be made before the next scheduled Financial Committee Meeting.
 1. Any actions taken by the Emergency Committee must be presented to the full Branch Financial Committee at the earliest possible meeting.
 2. The Emergency Financial Committee may conduct business via email, telephone, mail, or in person.

- d. Policy Reporting
 - i. 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 make-up of the committee, will also be submitted for review.
- II. Expense Authorization
 - a. Financial Committee will approve in advance annual and event budgets.
 - i. Annual Budget
 - 1. The Exchequer will propose the annual budget to the Financial Committee during the first Canton Meeting of the calendar year.
 - ii. Event Budget
 - 1. An event budget must be submitted to the Financial 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 expenses.
 - b. The Financial Committee must approve unbudgeted expenditures. The Emergency Financial Committee handles emergency expenditures on a case-by-case basis.
 - i. Any member of the Canton of Rimsholt may present an expense authorization to the Financial Committee
 - c. No officer of any level has the power to authorize payments that do not support the Society's' tax-exempt purpose. [The overall guidelines for classes of expenses are delineated in the Society Chancellor of the Exchequer Officer's Handbook.] If the reasonableness of any expense is uncertain, the Pentamere Regional Chancellor of the Exchequer must be consulted prior to any commitment.
 - d. Fully documented receipts must be provided to support all expenses. This rule applies to anyone expecting reimbursement.
 - e. SCA funds may not be used to reimburse expenses for events or meetings closed to the general populace. Kingdom Financial Policies may have additional requirements for reimbursement of these expenses.