

Financial Policy for the Canton of Hawks Hollow

Adopted 4/1/09

- I. Contents and Scope of Policy
 - a. This policy is governed and subordinated by the SCA Financial Policy (available at <http://www.sca.org/docs/finpolicies/SocietyFinancialPolicy.pdf>) and the Financial Policy for the Kingdom of the Outlands (available at <http://www.outlands.org/portals/0/OutlandsFinancialPolicy-0930.pdf>). If any provision of this policy is in conflict with these higher ranking policies, the provision in this document shall be void.
 - b. Direct references to other financial policy documents are made to specific versions of those documents. This is for reference purposes only and does not remove the requirement to conform to the most current version of those documents.
Referenced document versions:
 - i. SCA Financial Policy, Amended January 24, 2009 version.
 - ii. Financial Policy for the Kingdom of the Outlands, Revised 9/30/2008 version.
 - c. This policy shall conform to the requirements of financial policies as laid out in the SCA Financial Policy section VIII.A
 - d. This policy defines how the Canton of Hawks Hollow, a local group within the Kingdom of the Outlands of the Society for Creative Anachronism, manages all assets (funds and non-cash assets) held by the Canton of Hawks Hollow.
 - e. This policy may be amended or revised by the Hawks Hollow Financial Committee at any time. Any changes must be ratified by a majority vote and will be done so using the process for any normal business item. Changes to this policy must be approved by the Kingdom Exchequer, and such changes will only go into effect one this approval has been granted.
- II. Canton of Hawks Hollow Financial Committee (hereafter 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 Hawks Hollow.
 - c. Committee composition and terms
 - i. Each committee member will be a paid member of the SCA, residing within the Canton of Hawks Hollow
 - ii. The Committee will consist of 5 members; the seneschal, exchequer, and three other members.

- iii. The seneschal and exchequer will serve for as long as they remain warranted and in office. Additional members of the committee will serve for a maximum of two years.
 - iv. Additional members of the committee will be nominated by the populace and installed by a majority vote of the populace at the normal monthly Hawks Hollow business meeting.
- d. Committee meetings
- i. Meetings may be scheduled at any time suitable to the committee. The committee is encouraged to conduct business at the normal monthly Hawks Hollow business meeting. Except in emergency situations, committee meetings must be announced ahead of time in a public form and committee meetings must be open to the public.
 - ii. Meetings may be conducted in person, via email, phone, or other electronic means.
 - iii. A meeting requires a Quorum of members. A Quorum shall consist of three voting committee members present. In the case of an email meeting, the Exchequer is responsible for announcing a quorum once all voting members are available to participate.
 - iv. Meetings are generally run ad hoc. If necessary the Exchequer may impose further rules of order on Committee meetings.
 - v. Minutes of all Committee meetings shall be recorded, including all proposals made and all votes on those proposals. Meeting minutes shall be recorded and maintained by the Exchequer with a copy being kept in the Seneschal's files. If a Committee meeting occurs at any time other than a normal monthly Hawks Hollow business meeting, the Seneschal is responsible for notifying the populace of the actions from said meeting at the next normal monthly Hawks Hollow business meeting.
- e. Review and approval of proposals
- i. The Committee normally considers the following types of proposals:
 - Officer budgets
 - One time expenditures
 - Event budgets
 - Changes to these policies
 - ii. The proponent should make copies of the proposal available to all members of the committee.
 - iii. Approval of proposals will be made by a majority of the committee. If the committee needs more time to consider a proposal they may, by a majority vote, postpone decision on the proposal until their next meeting.

- iv. Any proposal with expenditures of \$500 or greater will also require the approval via majority vote of the paid SCA members in attendance at the normal monthly Hawks Hollow business meeting. A Quorum for this vote shall consist of at least 3 paid SCA members who are not members of the Committee. The group Seneschal shall declare this Quorum.

III. Accounts and Funds

- a. Accounts are governed by section IV and V of the SCA Financial Policy.
- b. Two signatures are required to withdraw funds. Approved signers will be the Exchequer, the emergency deputy Exchequer, the Seneschal, the Kingdom Exchequer, and any other members approved by the Committee and Kingdom Exchequer. No two signers may reside at the same address.
- c. Copies of the reconciled bank statements must be provided to the Seneschal monthly.
- d. Income
 - i. All incoming checks shall be made out to "SCA-Hawks Hollow".
 - ii. All funds received will be placed in the General Fund. The Canton of Hawks Hollow will not maintain any restricted funds.
 - iii. No payments or reimbursements will be made from cash collected at an event or function.
- e. Expenses
 - i. Budgets must be submitted for expenditure over \$75, this includes planned officer expenses, proposed events, and other proposed expenditures.
 - 1. Budgeted allocations will be tracked by the Exchequer.
 - 2. If members raise funds to assist with covering the cost of budgeted items, the Exchequer will make a reasonable effort to report on how funds raised compare to expenditures for budgeted items.
 - ii. Any expense under \$75 may be approved, on his sole authority, by the group Seneschal. If possible, the Seneschal should have the paid SCA members vote on these expenses at the normal monthly Hawks Hollow business meeting.
 - iii. Only pre-approved expenses will be reimbursed. Receipts accounting for the full requested reimbursement amount must be provided to the Exchequer prior to any reimbursement. Receipts must be labeled and organized in such a way that the Exchequer can understand them.
 - iv. All requests for checks should be made using the Check Request Form located in Appendix A.
 - v. A donation of 10% of net profits will be given to the Barony of Caerthe from each event and function sponsored by the Canton of Hawks Hollow that is not designated as a fund raising event or a Kingdom event. A donation of

50% of net profits will be given to the Kingdom for any event designated a Kingdom event sponsored by the Canton.

- vi. The Canton will waive event and feast fees for any landed nobles or Royalty attending the event. All other fee waivers must be approved by the Committee.

Appendix A: Forms

Here follows forms referenced in this policy.

Canton of Hawks Hollow

Request for Funds

Please Print Clearly

Date: _____
Requested by (SCA name): _____
Legal Name: _____
Phone Number: (____) ____ - _____
Pay to the Order of: _____
Amount Requested: \$ _____
Event Name and Date (if applicable): _____

**PLEASE ATTACH ALL RELEVANT RECEIPTS TO THE BACK OF THE
FORM AND RETURN TO THE EXCHEQUER.**

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: _____