

Exchequer Policies for the Shire of Hartshorn-dale

- 1. Exchequer Policies**
 - 2. Account Signatures**
 - 3. Financial Committee**
 - 4. Advances**
 - 5. Advance Reconciliation and Reimbursement Requests**
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1. Exchequer Policies

- 1.1. These are local, procedural policies only. Nothing in these policies may be construed to revise Kingdom or Society Exchequer Policies, though they may be more restrictive. Where policies conflict, the Kingdom or Society policy prevails unless we have received a specific waiver. Any area that is not addressed by this document should refer to the Kingdom and Society policies.
- 1.2. This policy should be reviewed at least once every two years. Changes to this policy must be approved by the Financial Committee.

2. Account Signatures

- 2.1. Signatories to the Shire's bank account(s) shall be the following:
 - 2.1.1. Shire Exchequer
 - 2.1.2. Shire Seneschal
 - 2.1.3. Deputy Shire Exchequer
 - 2.1.4. Kingdom Exchequer (or representative)

3. Financial Committee

- 3.1. The Financial Committee consists of the Seneschal, Exchequer and all other paid members attending the Shire business meeting. All financial decisions will only be voted on by the Financial Committee at Shire business meetings.
- 3.2. Financial decisions include: purchase of items or materials for making items; creation of the general budget for an event; any decision creating a regular, ongoing expense (such as rental of space). They do not include the specific spending for an event (which is up to the Autocrat) or the continuing of an expense already known, unless there is a significant change contemplated (i.e., "we've been paying \$10 a month for XYZ, but shall we upgrade to \$20 a month to get ABC benefit").
- 3.3. Financial decisions will be decided on following the Shire Decision Making Process. Unless there is an emergency, Small expenses shall be approved upon at the business meeting in which they are brought up. Expenses over \$300 shall be considered "Large Items" under that process. Larger expenses must be brought up at one business meeting and voted on at the next.

4. Advances

- 4.1. Advances will be given to people who will be purchasing goods for an event or project upon:
 - 4.1.1. Approval by the Autocrat for an event (verbal to the Exchequer is acceptable) or at a Shire meeting for a project; and

- 4.1.2. Specific request to the Exchequer
- 4.2. With an advance check the person will receive a copy of the Advance Reconciliation/Reimbursement Request form with the advance listed.

5. Advance Reconciliation and Reimbursement Requests

- 5.1. Requests for reimbursement and reconciliation of advances must be to the Exchequer within two weeks of the event or completion of the project or 45 days after the advance was issued – whichever is earliest.
- 5.2. They must be accompanied by the Advance/Reimbursement form and all receipts. If you do not receive a receipt from the vendor, please write one, listing the item(s) purchased, the date purchased and the vendor as well as the amount spent. (I.E.: "Box of grapes, purchased 11/11/01 at roadside stand \$8.00") Such occurrences should be kept to a minimum, most vendors, even roadside stands, will provide you with a receipt if requested. For "brief description" on the reimbursement form, you need to put enough information for the Exchequer to be able to classify the expenses.
- 5.3. In keeping with Kingdom and Society policy, no reimbursements will be given without the form and receipts. The form is available at the Hartshorn-dale website or from the Exchequer.

6. Event refund policy

- 6.1. Individuals who pre-paid and did not attend can apply in writing for a refund within 2 weeks of the event date.