

The *Canton of Myrgenfeld* will uphold the financial policies of the *Kingdom of Ansteorra*.

FINANCIAL POLICY

Several canton-specific policies have been created, as allowed in the Kingdom Financial Policy, and are delineated in this document. They may be modified at any time by a majority vote of the Canton Finance Committee provided the proposed modifications do not violate Kingdom or mundane laws.

I. BANK ACCOUNT IDENTIFICATION AND STRUCTURE

- a. All Canton funds are currently held in the baronial bank account under the name “Society for Creative Anachronism, Inc. - Barony of Wiesenfeuer” and under the Society’s federal employer ID number, which is 94-1698556
- b. The Canton will have its own bank account under the name “Society for Creative Anachronism, Inc – Canton of Myrgenfeld” by the end of 2019

II. FINANCIAL COMMITTEE

- a. Composition mirrors the Kingdom Financial Committee
 - i. The Financial Committee shall be composed of the Seneschal, Treasurer, and one member of the populace. Each member of the Committee shall have one vote.
 - ii. The Financial Committee will be made up of an odd number of people
 - iii. Members of the Finance Committee also serve as signatories on the checking account as allowed by Kingdom law. There must be at least three signatories on the checking account.
 - iv. The member of the populace shall serve a two-year term on the Financial Committee. This member will be selected from applicants by vote of the existing members.
- b. Meeting
 - i. The Financial Committee will meet once a month or as needed
- c. Voting
 - i. The Financial Committee shall decide issues by a majority vote.
- d. Policy Making
 - i. The Financial Committee will set all policy concerning Canton money and property.
 - ii. The Financial committee may grant exceptions to financial policy on a case-by-case basis provided the exception does not violate Kingdom Financial policy.
 - iii. Myrgenfeld Financial Policy may be changed by a majority vote of the Financial Committee.

III. PURCHASES ON BEHALF OF THE CANTON

- a. Events
 - i. Anyone wishing to autocrat or feastocrat an event must submit a bid to the financial committee.
 - ii. The bid must include a budget for the event.
 - iii. He financial committee will approve any bid either in part or in whole.
- b. Request for Disbursement Form
 - i. All purchases must be pre-approved by a majority of the Financial Committee. These requests must be presented at the regularly scheduled

- Financial Committee meeting.
 - ii. All purchases, budgeted and non-budgeted, shall be documented on a "Check Request Form"
- c. Large Purchases
 - i. Any expense over \$200 has to be approved by the Financial Committee and voted on by the Populace. A majority of the populace must agree with the expense in order to proceed.
- d. Receipts
 - i. Original receipts are required for all reimbursements.
 - ii. Original receipts are required for clearing Advances. If the amount of the advance exceeds that of the receipt, the responsible individual must submit cash with the receipt to clear the balance.
 - iii. Receipts for advances are due within sixty (60) days of their issue or ten (10) days from the date of the event the monies were used for, whichever comes first. There are no exceptions.

IV. INCOME

a. Canton Event Gate Functions

- i. The Treasurer shall coordinated gate at official Events. It is the responsibility of the Treasurer to be sure all persons working the cash box have been properly instructed and are paid members. The autocrat is not in charge of baronial funds.
- ii. The Treasurer will set up gate and provide "seed money" for the cash box (this is usually about \$200.00 in the form of small bills, withdrawn by check from the checking account) so the gate can make change. Refer to the Gate Instruction manual for more information.
- iii. No reimbursements will be made from the Gate cash box FOR ANY REASON. If an emergency should arise, the appropriate paperwork will need to be filed with the treasurer and an advance will be provided.
- iv. Each person who works the cash box at an event shall be accountable for funds collected during the course of his or her shift.
- v. All checks written to the Canton shall have the Drivers License written on them

b. Cash/check transactions

- i. All cash receipts for the Barony (i.e. from demos, donations, event proceeds, heraldic submissions, etc.) are to be given to the Treasurer to be deposited into the branch back account.

V. PRIZES

- a. Myrgenfeld does not charge site or feast fees to the following individuals: The King and Queen, the Crown Prince and Princess, foreign Kings and Queens, foreign Princes and Princesses. Our canton considers these fees to be part of our prize to then for winning an official SCA Crown or Coronet list. Myrgenfeld also does not charge site or feast fees for up to two members of the Crown's Entourage.

VI. HERALDIC SUBMISSIONS

- a. The Canton Herald should collect no money. The Canton Treasurer should collect all money for submissions. The Herald and the Treasurer shall both fill out the submission receipt.
- b. The Herald will then prepare a packet for all receipted items. The packet and

check will then be sent to the appropriate Kingdom officers.

VII. PROPERTY

- a. The Treasurer is responsible for all physical property of the barony. This does not mean they must store it and/or transport it themselves. They should, however, maintain a current inventory of property.

VIII. GENERAL INFORMATION

- a. The Treasurer shall be in possession of the checkbook at all times, including events.
- b. There shall be no petty cash fund held by any office or person at any time. All financial transactions shall be made through the Canton Checking Account so that an accurate paper record of all transactions through a disinterested third party (the Bank) exists.

Insofar as the ruling authorities of the Canton of Myrgenfeld have empowered the Financial Committee to set Financial Policy, and insofar as current members of the Financial Committee agree to the above revised policy:

This Financial Policy is hereby effective on the 20th day of December 2018 by:

Myrgenfeld Financial Committee:

Seneschal: _____

Treasurer: _____

Populace Member: _____