

False Isle Financial Policies

I. Financial Committee

The Voting members of the False Isle Financial Committee (FIFC) shall be the Officers of the Shire or their designated representatives and be members in good standing of the SCA, each voting member having a single vote. A simple majority shall pass the vote, subject to SCA policies.

A. Responsibilities of the FIFC

The FIFC shall:

1. Determine the spending of The Shire of False Isle's funds for projects and/or activities that forward the aims of The Shire of False Isle and the SCA.
2. Assist the autocrat of any False Isle event to develop a budget that allows the event to function at a profit or minimal loss, while keeping the event affordable.
3. Ensure the financial records of the Shire of False Isle shall be open to inspection by any member of the shire.

II. Budgeting

1. Any event/project that uses the Shire of False Isle's funds shall have a budget that is approved by the FIFC a minimum of 30 days in advance of the event date.
 - a. In the event of extenuating circumstances, any changes to the approved budget must be submitted to and approved by the FIFC.
2. All budgets shall contain an estimate of income as well as expenses.
3. Within 30 days of the closing of an event, a complete written accounting must be submitted to the Exchequer of False Isle.

III. Expenditures

1. All expenditures must be approved either specifically or in general by the FIFC
2. A majority of the FIFC Including the Exchequer and the Seneschal must authorize any expenditures.
3. All reimbursements must have a receipt submitted to the False Isle Exchequer no later than 30 calendar days after the event/project. Any receipts submitted after this time may not be reimbursed at the discretion of the FIFC.
4. The Seneschal or Exchequer may veto any expenditure due to financial or legal concerns.
5. A Cheque Requisition form must be filled out before any cheque is issued.
6. The recipient of a cheque may not be one of the two signatures authorizing said cheque.

7. No cash shall be paid out of any Gate funds.

IV. Fund Raising

1. The False Isle Exchequer must be notified a minimum of one week in advance of any approved fundraisers for any SCA entity to be held at in the area of False Isle.
2. All funds generated within the area of the Shire of False Isle, must go into the Shire of False Isle general funds, unless prior approval of the FIFC is given (e.g. fund-raising not intended for the Shire)
3. Merchanting at events within the shire is exempt from sections 1 and 2.
4. Anyone handling SCA funds should be a paid member of the SCA

V. Non-Cash Assets

1. The Shire of False Isle has some non-cash assets that are typically used for events. These include but are not limited to painted walls, pavilions, decorating banners, Gold Key, etc. An inventory of these assets, including location and condition, shall be maintained by the False Isle Exchequer.
2. The loan or rental of these assets, and terms of loan or rental, will be decided by the FIFC on a case by case basis. Any and all damage shall be promptly reported to the FIFC.

VI. Definitions

1. A member of the Shire of False Isle shall be defined as: Anyone who participates in the SCA and also mundanely resides in the Powell River area (which is defined as from Saltery Bay to Lund, Texada and surrounding Islands, excluding Vancouver Island), or by unanimous decision of the members who mundanely live within the Shire of False Isle.

VII. Other

1. All information may be disseminated *via* hard copy, e-mail, or telephone. All financial discussions and decisions must be made at a scheduled business meeting, attended in person, by simple majority, not withstanding Section III.4.
2. For any areas not specified in this policy, refer to the Chancellor of the Exchequer's Officer Handbook.