

# Estrella War Financial Policy

## A. Estrella War Financial Committee

1. An Estrella War Financial Committee (EWFC) shall be established for each Estrella War (hereafter known as the “War”) as follows:

a. A new Estrella War Financial Committee shall be formed in May/June preceding the War, and shall serve from the time the initial budget is completed for their event (July before the War), until the final distribution of funds is completed and the final budget is published for that War (May/June following the War).

b. It is understood that completion of final accounting for one Estrella War may overlap and run concurrently with the start-up budget planning for the next Estrella War for a few months. During those periods, the two Estrella War Financial Committees shall operate separately and simultaneously to complete tasks for their events.

2. Each person on the Estrella War Financial Committee must be a warranted officer and hold no other warranted position concurrently in the Kingdom of Atenveldt.

3. The Estrella War Financial Committee shall consist of:

a. Atenveldt Kingdom Seneschal: As primary officer and legal representative of the Kingdom of Atenveldt, the Seneschal is ultimately responsible for overseeing all events, ensuring the War follows guidelines set forth by Corpora, Kingdom Financial Policy and Kingdom Law, and is the only individual authorized to sign contracts for the War. This position is a permanent member of the committee.

b. Atenveldt Kingdom Exchequer: As primary financial officer for the Kingdom of Atenveldt, is responsible for ensuring all aspects of the War comply with the financial guidelines set forth in Appendix A of the Chancellor of the Exchequer’s Officers Handbook, current revision. This position is a permanent member of the committee.

c. Estrella War Exchequer: The Estrella War Exchequer serves as the chairperson for all EWFCs, and is a permanent member of those committees. However, the position may be excluded from EWFC voting in accordance with section A.4 below. In addition, the Estrella War Exchequer is responsible for:

1. The day-to-day financial aspects of the War, including monitoring and publishing monthly cost vs actual budget analysis, and other reports defined in this policy, in the “Kingdom of Atenveldt Financial Policy”, and Lex Atenveldtus

2. Maintaining the War bank account in keeping with the current versions of Corporate SCA financial policies as set forth on [www.sca.org](http://www.sca.org), including (but not limited to) “SCA Financial Policy”, the “Chancellor of the Exchequer Kingdom Officer’s Reference Handbook”, and the “Chancellor of the Exchequer Branch Officer’s Reference Handbook”.

3. Publication of the budget and financial reports for the event.

4. Calling for votes on all matters considered by the committee, maintaining a record of the votes held and decisions made by the committee, and publishing Estrella War Financial Committee meeting notes to the Atenveldt Kingdom Financial Committee.

5. Serving as the liaison between the Estrella War Main Event Coordinators and the EWFC, and working with the Estrella War Main Event Coordinators to manage the budget for the event. This includes ensuring the Estrella War Main Event Coordinators are given an opportunity to provide feedback, commentary, and recommendations to the EWFC on all issues presented to the committee before votes on those matters are requested.

d. Kingdom Exchequers of other Principal Kingdoms: Once a Kingdom agrees to participate as a Principal Kingdom for a specific Estrella War, their Kingdom Exchequer becomes a voting member of the Estrella War Financial Committee for the term of work completed for that War. Thus they share equal responsibility for ensuring all aspects of that year's Estrella War (from budget management to final financial accounting) comply with the current versions of Corporate SCA financial policies as set forth on [www.sca.org](http://www.sca.org), including (but not limited to) "SCA Financial Policy", the "Chancellor of the Exchequer Kingdom Officer's Reference Handbook", and the "Chancellor of the Exchequer Branch Officer's Reference Handbook". This shall include the following for any Estrella War for which their Kingdom serves as a Principal Kingdom:

1. All Principal Kingdom Exchequers shall be included in EWFC meeting invitations, encouraged to attend all electronic, phone and in person meetings, and shall receive all meeting notes, budget revisions, and financial reports for that War.

2. Principal Kingdom Exchequers shall be included in all for commentary and opinions on all issues discussed and decided by the Estrella War Financial Committee before voting on any issue is initiated, including their own vote.

3. Objections to decisions made by the Estrella War Financial Committee must be sent to the Society Exchequer, with copies to all members of the Estrella War Financial Committee, within two weeks of the EWFC decision/final vote. Implementation of the decision shall then be delayed until the Society Exchequer has made a ruling on the objection.

4. Voting members of the Financial Committee: The total number of voting members on the Estrella War Financial Committee must equal an odd number. In the event that the total number of voting members of the Estrella War Financial Committee does not equal an odd number, the Estrella War Exchequer shall become a non-voting member of the Estrella War Financial Committee.

5. Estrella War Financial Policy Revisions: Changes/revisions to the War Financial Policy must be implemented as follows:

a. Any member of the Estrella War Financial Committee may submit proposed changes/revisions to the Estrella War Financial Policy for review. A draft of the proposed changes should be submitted to the Committee at least 10 days prior to a regularly scheduled meeting.

b. These proposed revision(s) must be discussed at a meeting of the Estrella War Financial Committee. Approval of revision(s) requires an agreement of a majority of the members of the Committee.

c. Once the Estrella War Financial Committee has approved these revisions, the Atenveldt Kingdom Exchequer must submit the proposed revision(s) and a brief explanation as to the reasons for the requested revision to the Society Exchequer.

d. Revision(s) can only be implemented upon receipt of written approval from the Society Exchequer.

6. Estrella War Financial Committee Meetings:

a. The Estrella War Financial Committee will meet in person in odd numbered years at the Estrella War to discuss reserve funds.

b. Any voting or non-voting committee member may bring up general discussion in relation to Estrella War policies, budgets or procedures at any time during the course of the year. These discussions may be handled in an electronic meeting.

c. Under normal circumstances, actions are approved in electronic meetings. Actions should be brought up for a vote within 10 days of the beginning of the initial discussion. It is the responsibility of the Estrella War Exchequer to ensure that the discussion and vote on the action is kept on track, and that notes of the discussion and decision are created and maintained for future review.

d. Under emergency circumstances, actions may be approved in electronic meetings, telephone discussions or in person votes. If an electronic meeting is used, the action must be discussed and voted upon within 3 days of the initial notice. If a telephone meeting is used, the Estrella War Exchequer will send out an electronic copy of the vote within 24 hours to all committee members as a confirmation of the vote. If an in person discussion and vote on the action is made, it is the responsibility of the Estrella War Exchequer to 1) obtain the signature of the committee members on a form listing the action being discussed and voted upon for permanent records, and to 2) send a copy of this vote to each member of the committee.

**B. Financial Procedures**

1. Estrella War Funds

a. A separate bank account must be maintained to handle the funds for the War. All existing requirements set forth in SCA governing documents must be followed for this account.

b. The following signatories are required for this account:

1. Society Exchequer

2. Atenveldt Kingdom Seneschal
3. Atenveldt Kingdom Exchequer
4. Estrella War Exchequer

c. On-site cash reconciliation must be performed and documented by at least two individuals, and must include at least one representative of the Exchequer's Office and one warranted representative of the Estrella War Front Gate Coordinator's staff, prior to each deposit. The appropriate forms must be documented and signed for each reconciliation performed on-site.

d. Deposits performed during on-site cash management should follow the following procedure:

1. Two people, acting as representatives of the Estrella War Exchequer's staff, must go to the cash management area to pick up the deposit. They must fill out the appropriate off-site deposit form and sign the form to verify the amount being taken for deposit.
2. A third person, a warranted representative of the Estrella War Front Gate Coordinator or Estrella War Main Event Coordinator's staff, must verify the amount being taken off-site for deposit and sign the form in the appropriate area.
3. The two warranted representatives of the Exchequer's staff must then take the money to the designated Bank Branch for Deposit. They must wait for the deposit receipt.
4. Upon returning to site, the deposit receipt must be placed in the appropriate folder along with the signed deposit form.
5. A log must be maintained of all deposits performed during on-site cash management, with the names of all individuals involved, and the date and time of each deposit. This log shall be filed with the Estrella War Exchequer's office, and maintained as a financial record for the event.

## 2. Estrella War Budget

a. The Estrella War Main Event Coordinators in conjunction with the Estrella War Financial Committee are responsible for the development, management and dissemination of the

Estrella War Budget.

1. Unless otherwise published in the Estrella War Financial Policy, all financial policy will default to Kingdom Financial policy for the Kingdom of Atenveldt.
2. The preliminary War Budget must be presented to the Estrella War Financial Committee for approval no later than June 1st of the year preceding the War.

3. Items included on the budget must relate to venue expenses, contracted event vendors, durable supply costs, and items used to run the war itself. Travel Expenses can be approved by the EWFC on a case by case basis.
4. The Estrella War Financial Committee must meet as necessary to achieve a majority approval of the Estrella War Budget no later than July 15th of the year preceding the War.
5. The approved War Budget must be distributed to the kingdom exchequers of the Principal Kingdoms within two weeks of approval.
6. The approved War Budget must be submitted for publication at least within the Kingdom of Atenveldt within two weeks of approval. This budget will also be published, discretely, to the Estrella War Website.
7. Due to the variables in possible profit versus expenditures for each war, with the exception of the physical site contract, multi-year contracts will not be allowed.
8. Three (3) vendor bids shall be provided on all contracted services and large purchases (over \$1000.00). If there is reasonable cause to not bid on an item/service and/or 3 bids are not able to be obtained, this too must be reported to the EWFC for review. Contracts and purchase approval will not be finalized by the EWFC or Atenveldt Kingdom Seneschal until ALL bids are received and reviewed.
9. Budget vs. Actual reports for Estrella War must be submitted to the Estrella War Financial Committee on a monthly basis, following War Budget approval.
10. Budget vs. Actual reports for Estrella War must be submitted for publication and to the Estrella War Website, at least within the Kingdom of Atenveldt, monthly from Sept of the year proceeding until final reconciliation for that War is published.
11. The Estrella War Profit Distribution Report (showing the Hosting Kingdom and Principal Kingdom Profit Splits, and Volunteer Hours distributions) shall be sent to the Exchequers and Chroniclers of each Principal Kingdom for publication in their Kingdom Newsletters.

b. Non-budgeted expenditures/income encountered must be handled as follows:

1. The Estrella War Main Event Coordinators may approve non-budgeted expenditures that are less than 10% and/or less than \$500 over the budgeted amount for the item. Notification must be sent to the Estrella War Financial Committee within 10 days of that approval.
2. A majority of the Estrella War Financial Committee must approve non-budgeted expenditures that exceed 10% and/or \$500 over the budgeted amount for the item prior to any fund disbursement for that item.

c. Reserve funds, profit splits, Principal Kingdom reimbursements, and volunteer hours

1. Once all expenses for the event are paid, the EWFC will distribute the remaining profit for each War as follows:

- a. Prior to any profit and/or volunteer hour money distribution of funds, any reserve funds previously used MUST be replaced up to the required reserve amount.
- b. The EWFC shall determine the amount (if any) of the profit to add to the Reserve funds retained in the Estrella War bank account.
- c. The EWFC shall determine the amount of the Hosting Kingdom Profit Split to be given to the Kingdom of Atenveldt based on the year-round administrative support their Kingdom Officers and event stewards provide for the event.
- d. The EWFC shall determine the amount of the Principal Kingdom Profit Split to be equally divided between the Principal Kingdoms participating in the War. Each Principal Kingdom (including the Hosting Kingdom if they also serve as a Principal Kingdom for the event) shall receive an equal portion of the Principal Kingdom Profit Split designated for a specific War.
- e. The EWFC shall determine the Volunteer Hours Distribution amount to be paid to SCA groups designated by volunteers at the event.

2. The Estrella War Financial Committee will ensure the maintenance of an appropriate reserve of \$125,000 in the Estrella War bank account. This reserve amount will be reviewed and adjusted based upon the contractually obligated expenses of the two immediately prior wars in every odd numbered year (starting in 2005), directly following any Estrella War where there has been a net loss, and in the case of a change of venue for the event. Should it be necessary to spend some of the reserve funds it will be the Estrella War Financial Committee's duty to coordinate with the Estrella War Main Event Coordinators for the next War(s) and replenish the reserve.

3. The funds for the Hosting Kingdom Profit Split, the Principal Kingdom Profit Splits, reimbursement for publication of the Estrella War Treaty in all Principle Kingdom Newsletters, and Volunteer Hours Distribution will be handled as line items on the Estrella War budget and set with the agreement of the Estrella War Financial Committee in each budget year.

### **C. Complimentary Passes and Volunteer Hours**

Appendix A: Estrella War Policy for Complimentary Site Fees specifies the procedure for issuing and tracking complimentary passes for the Estrella War.

Appendix B: Estrella War Staff Volunteer Hours Policy provides the options an Estrella War staff member may use to determine how many volunteer hours may be claimed by those staff persons who are offered a complimentary site fee.

### **Appendix A: Estrella War Policy for Complimentary Site Fees**

- A. The Complimentary Site Fee explained in the six Categories below will consist of:
  - 1. The full-price of admission for one person to Estrella War, no matter the arrival date.
  - 2. People receiving complimentary site fees are required to be paid members
- B. The Estrella War Exchequer shall:
  - 1. Issue a Complimentary Site Fee Form to each individual granted a Complimentary Site Fee to the War as part of Category 1 through64.
  - 2. Maintain a list of all Complimentary Site Fees issued for the Estrella War.
  - 3. Publish the list of all Complimentary Site Fees issued for the Estrella War on the Estrella War Website no later than January 1 preceding each War.
- C. The Estrella War Financial Committee may add to the list of Complimentary Site Fee Form stated below as follows:
  - 1. Requests for additions must be submitted in writing to the Estrella War Exchequer for approval before January 1st of the year preceding the War
  - 2. The Estrella War Financial Committee must vote on and approve all requests

### **SIX CATEGORIES OF COMPLIMENTARY SITE FEES THAT MAY BE GRANTED**

#### **Category 1: Warranted Estrella War Main Event Coordinators & Staff**

The following individuals will receive Complimentary Site Fees to the Estrella War as follows:

- 1. All individuals in Category 1 must be warranted SCA Officers. Family members may not be included, unless they fall under a qualifying category in their own right.
- 2. A roster of the names in Category 1 must be provided to the Estrella War Exchequer and approved by the Estrella War Financial Committee no later than January 1st preceding the War.
  - a. Estrella War Main Event Coordinators – all main event coordinators and the deputy main event coordinators (not to exceed 4 people). Main Event Coordinators shall also be allotted 10 comp passes to use at their discretion.
  - b. Estrella War Exchequer – The Estrella War Exchequer and one warranted deputies
  - c. Estrella War Pre-Registration Coordinator – The Estrella War Pre-Registration Coordinator and one warranted deputy
  - d. Estrella War Front Gate Coordinator – The Front Gate Coordinator and two warranted deputies
  - e. Estrella War Site Coordinator – The Estrella War Site Coordinator and one warranted deputies
  - f. Merchant Coordinator – The Merchant Coordinator and one warranted deputies

- g. Volunteer Coordinator – The Volunteer Coordinator and one warranted deputy
- h. School Demo Coordinator – One warranted School Demo Coordinator
- i. Special Needs Coordinator – One warranted Special Needs Coordinator
- j. The Estrella War Watch Coordinator – One Estrella War Watch Coordinator and one deputy
- k. Arts & Sciences Collegium Coordinator - One person
- l. Field Support Coordinator – One person
- m. Estrella War Event Promotion Officer – One person

## Category 2: Kingdom Officers

The following individuals will receive Complimentary Site Fees to the Estrella War as follows:

1. All individuals in Category 2 must be warranted SCA Officers. Family members may not be included, unless they fall under a qualifying category in their own right.
2. A roster of the names in Category 2 must be provided to the Estrella War Exchequer and approved by the Estrella War Financial Committee no later than January 1st preceding the War.
  - a. Atenveldt Kingdom Seneschal – The Kingdom Seneschal and the Emergency Deputy Seneschal in Charge of Estrella War
  - b. Atenveldt Kingdom Exchequer – One person
  - c. Principal Kingdom Exchequers serving on the current Estrella War Financial Committee – One person from each Principal Kingdom
  - d. Marshal in Charge – Atenveldt Earl Marshal and one deputy.
  - e. Kingdom Rapier Marshall – Two persons
  - f. Atenveldt Royal Archer – Two persons
  - g. Estrella War Equestrian Coordinator - and one deputy
  - h. Kingdom Youth Combat Marshal and one deputy
  - i. A&S Minister - One person
  - j. Kingdom Sheriff – One person
  - k. EMS Liaison- One



- l. Publicity and Press Liaison –The Atenveldt Kingdom Media Officer
- m. Principal Kingdom Marshals required by treaty to be present at Estrella War – One person from each Principal Kingdom.

#### Category 3: Royalty

Crowns and Heirs will receive Complimentary Site Fees to the Estrella War as follows:

1. All individuals in Category 3 must be sitting SCA Crowns OR SCA Crown Prince or Princesses. Principality Royalty and Heirs, Royal Peers, and Royal Entourages may not be included.
2. A roster of the names in Category 3 must be provided to the Estrella War Exchequer and approved by the Estrella War Financial Committee no later than January 1st preceding the War.

#### Category 4: Society Officers & Corporate Level Officers

Corporate Officers will receive Complimentary Site Fees to the Estrella War as follows:

1. All individuals in Category 4 must be current SCA Corporate Officers. Family members may not be included, unless they fall under a qualifying category in their own right.
2. A roster of the names in Category 4 must be provided to the Estrella War Exchequer and approved by the Estrella War Financial Committee no later than January 1st preceding the War
  - a. President of the SCA – one person
  - b. Society Seneschal – one person
  - c. Society Exchequer – one person
  - d. Society Marshal – one person
  - e. Society Media Officer – one person
  - f. Kingdom Ombudsman for Atenveldt – one person
  - g. Other Corporate Officers or Members of the SCA Board of Directors as approved by the Estrella War Financial Committee – one person per office

#### Category 5: Government Officials, Site and Vendor Representatives

The Estrella War Main Event Coordinators may need to provide Complimentary Site Fees for certain site owners, police, vendor, and/or government (City, County or State) officials in order to ease relations with their respective organizations and ensure that Estrella War runs a bit smoother.

#### Category 6: School Tours

School tours are not charged site fees.

## **Appendix B: Estrella War Staff Volunteer Hours Policy**

Estrella War Staff and SCA Officers who are eligible to receive a Complimentary Site Fee for Estrella War under the guidelines defined in Appendix A: Estrella War Policy for Complimentary Site Fees; Category 1-6, are also eligible to claim volunteer hours worked prior to the start of the Estrella War event by choosing OPTION A or OPTION B below:

### **Option A**

1. The individual may accept a Complimentary Site Fee,

**AND**

2. The individual may claim a total of 50 hours of volunteer time for their specific department to be paid to the recognized SCA group of their choice

### **Option B**

1. The individual may pay for their own site fee

**AND**

2. The individual may claim a total of 100 hours of volunteer time for their specific department to be paid to the recognized SCA group of their choice

Staff wishing to claim OPTION A or OPTION B must notify the Estrella War Main Event Coordinators and the Estrella War Exchequer before January 1st preceding the event.

Estrella War Staff and SCA Officers who do not qualify for Complimentary Site Fees (see Appendix A; Category 1-6) are eligible to claim 100 pre-war worked hours for their specific department. Those who wish to claim the Pre-war hours must submit the hours to the Main Event Coordinators for approval no later than 45 days prior to the event. If approved, the Mains will then submit the hours to the Volunteer Coordinator.

### **Staff Options for Claiming Volunteer Hours Worked At The Event**

Estrella War Staff and SCA Officers who claimed pre-war worked hours may only claim volunteer hours for work performed onsite if the work is in areas managed by other war staff, i.e., they may not claim hours worked in their designated areas of responsibility.

Staffers must claim onsite hours by completing volunteer forms at Volunteer Point.