

Estrella War Financial Policy

(This policy was approved by the Estrella War XXIII Financial Committee on June 28, 2006 and by the Society Board of Directors on January 27, 2007)

A. Estrella War Financial Committee

1. An Estrella War Financial Committee shall be established for each Estrella War (hereafter known as the “War”).
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 is responsible for the day-to-day financial aspects of the War, and maintains the War bank account in keeping with financial policies 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.
 - 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 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 creation to final financial accounting) comply with the financial guidelines set forth in Appendix A of the Chancellor of the Exchequer’s Officers Handbook, current revision. This shall include the following for any Estrella War for which their Kingdom serves as a Principal Kingdom:
 1. Before work on the budget for a new War commences, two of the Principal Kingdom Exchequers for that War shall be designated to serve as “voting members” on the Estrella War Financial Committee for that

Estrella War. Voting positions shall rotate between the Principal Kingdom Exchequers from year-to-year (i.e., from war-to-war).

2. 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.
 3. Principal Kingdom Exchequers shall be asked for commentary and opinions on all issues discussed and decided by the Estrella War Financial Committee before voting on any issue is initiated.
 4. Non-voting Principal Kingdom Exchequers shall have the right and responsibility to file a written objection to any specific decisions made by Estrella War Financial Committee should they see fit. Objections 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. **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.
 - e. After approval has been received, should any conflicts with kingdom law for one of the principal kingdoms arise, the appropriate kingdom exchequer should recommend amendments to kingdom law to the appropriate Crown.
5. **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 discrete 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 Troll Autocrat'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 Troll autocrat or main autocrat'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 Autocrats, in conjunction with the Estrella War Financial Committee are responsible for the development, management and dissemination of the Estrella War Budget.
 1. 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.
 2. 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.
 3. The approved War Budget must be distributed to the kingdom exchequers of the Principal Kingdoms within two weeks of approval.
 4. The approved War Budget must be submitted for publication at least within the Kingdom of Atenveldt within two weeks of approval.
 5. Budget vs. Actual reports for Estrella War must be submitted to the Estrella War Financial Committee on a monthly basis, following War Budget approval.
 6. Budget vs. Actual reports for Estrella War must be submitted for publication at least within the Kingdom of Atenveldt monthly from Sept of the year proceeding until final reconciliation for that War is published.
 7. 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 Autocrats 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. The Estrella War Financial Committee will ensure the maintenance of an appropriate reserve of \$150,000 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 Main Autocrats for the next War(s) and replenish the reserve.
2. The funds for the Hosting Kingdom Profit Split, the Principal (non-Hosting) Kingdom Profit Splits, reimbursement for publication of the Estrella War Treaty in all Principle Kingdom Newsletters, and Volunteer Hours 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.

Approved by the Estrella War Financial Committee on this, the 28 Day of XXXXI, Anno Societatis , Being the Year 2006 in the Common Reckoning, and confirmed by the SCA Board of Directors this, the 27 Day of January, Anno Societatis XXXXI , Being the Year 2007 in the Common Reckoning.

Katalena Aleksandrova

Estrella War Exchequer

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. A waiver of the \$3 non-member surcharge for Categories 1 through 4
- 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 through 4
 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 Autocrats & 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.
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 Autocrats – all main autocrats and the deputy main autocrats (usually 4-6 people) Main Autocrats and their warranted deputies (not to exceed 6 people)
 - b. Estrella War Exchequer –The Estrella War Exchequer and two warranted deputies
 - c. Estrella War Pre-Registration Autocrat – The Estrella War Pre-Registration Autocrat and one warranted deputy
 - d. Estrella War Troll Autocrat –The Troll Autocrat and one warranted deputy
 - f. Site Autocrat - The Site Autocrat and two warranted deputies
 - g. Merchant Autocrat –The Merchant Autocrat and two warranted deputies
 - h. Volunteer Coordinator - The Volunteer Coordinator and one warranted deputy
 - i. Parking Autocrat –The Parking Autocrat and one warranted deputy

- j. School Demo Coordinator –One warranted autocrat
- k. Special Needs Coordinator –One warranted autocrat

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.
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 – One person
 - 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. A&S Minister - Two persons
 - h. Kingdom Sheriff (Security) –Four persons
 - i. Chirurgeon in Charge – Atenveldt Kingdom Chirurgeon plus two persons (including the EMS liaison)
 - j. Kingdom Waterbearer – One person
 - k. Publicity and Press Liaison –The Atenveldt Kingdom Media Officer and one warranted deputy

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.
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 Chirurgeon – one person
- f. Society Media Officer – one person
- g. Kingdom Ombudsman for Atenveldt – one person
- h. 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 autocrats, with permission of the Estrella War Exchequer, 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. These Complimentary Site Fees are intended to be used for officials/representatives who arrive unannounced at the War

Complimentary Site Fees in this category will be tracked on a special form that includes the name, title and organization of the official. This allows the Estrella War Exchequer to track and report this type of Complimentary Site Fee and its effect on the war expenses. The Estrella War Exchequer will send a list of these Complimentary Site Fees to the Estrella War Financial Committee following the end of Estrella War.

Category 6: School Tours

School tours are not charged site fees.

Revisions

Date	Revision Discussed	Action
11/1/05	Changing Kingdom Equestrian Marshal to Equestrian autocrat +1, adding corporate officers	Approved
12/1/05	Add Kingdom Archery Marshal and one deputy	Approved

Appendix A

Estrella War Staff Volunteer Hours Policy

Individuals who do not qualify for Complimentary Site Fees are encouraged to submit records of the volunteer hours they work at the War, and designate an official SCA group to be paid funds for the volunteer hours they donated. These hours may include all hours worked at the War site after start of the event (it may not include pre-war work hours). They should follow the standard volunteer hours procedures published at the War for submitting hours they work during the War.

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** are also eligible to claim volunteer hours for pre-war hours worked before 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 up to 50 hours (pre-war and at war) of volunteer time to be paid to the recognized SCA group of their choice

Option B

- 1) The individual may pay for their own site fee
- 3) The individual may claim up to 100 hours (pre-war and at war) of volunteer time 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 Autocrats and the Estrella War Exchequer before January 1st preceding the event.