

# **Kingdom of Meridies**

## **Shire of Thorngill**

### **Fiscal Policies, Effective as of August 22, 2006**

The fiscal policies apply to the officers and populace of Shire of Thorngill pertaining to the use and management of Shire funds. A copy of the shire's fiscal policies can be obtained from the reeve or by download from the shire's website.

#### **I. Financial Committee**

The financial committee shall be composed of the Seneschal, Reeve and Constable as ex officio members plus four elected members at large. The Reeve will be the chairperson of the financial committee; the Seneschal will be the vice-chairperson.

#### **A. At Large Members**

##### **1. Term**

The term of at large members shall be two years, to coincide with the biennial approval of the fiscal policies by the populace of Thorngill.

##### **2. Election**

- a. One month prior to the renewal of the shire fiscal policies, the financial committee will accept nominations (from populace and self-generated).
- b. The financial committee members will approach those nominated to ascertain their accepting or declining nomination.
- c. Nominations will be closed and the populace informed of the list of nominees for members at large on the 3<sup>rd</sup> Tuesday of July in biennial fiscal policy renewal years.
- d. On the 4<sup>th</sup> Tuesday of July, subsequent to voting approval for the shire's fiscal policies, the populace shall vote in new members for the at-large positions. Written proxies will be accepted.

#### **B. Meetings**

##### **1. Quorum**

A quorum shall consist of a simple majority of financial committee members.

##### **2. Frequency**

Meetings shall be held at the call of the chairperson or upon request of any financial committee member.

## II. Non-Event Expenses

### A. Approvals

1. Shire officers shall be reimbursed for receipts for office related expenditures for up to \$24.99. All expenditures must have a fully itemized receipt.
2. Any expenditure for the shire between \$25 and \$49.99 will be approved by a quorum of financial committee members upon fully itemized receipt.
3. Expenditures \$50.00 and over will be approved by shire members at a regularly scheduled meeting.

### B. Funeral Flowers and Memorial Donations

The seneschal may authorize expenditures of shire funds for funeral flowers or memorial donations up to \$70.00 for shire members or close blood or adopted relatives of the shire members (close = spouses, parents, siblings or children).

## III. Event Expenses

### A. Budget

After the autocrat for an event has been selected, the autocrat must submit an event budget to the financial committee. The committee and the autocrat must agree upon the budget and the budget must be approved by the committee. The budget should include an estimate for the number of people, estimated registration revenue, estimated revenue from other revenue items (if any), site costs, general supply costs, feast costs, and the event price structure.

### B. Approvals

The autocrat must approve all event related expenses. The feastcrat must approval all food expenses. Approvals should be written on the receipts.

### C. Cash Handling

1. The autocrat is responsible for all event related financial transactions and security of event funds and paperwork. The responsibilities may be delegated in whole or in part to the reeve or a designated deputy.
2. The autocrat will be provided \$100 to be used for the event registration (Troll) change fund.
3. The autocrat, constable and reeve will agree upon the method of reconciliation of registration funds, receipts and registration paperwork for the event, to include periodic reconciliation of registration funds at

shift change and reconciliation of funds and paperwork at the end of the event.

D. Event Reporting

The autocrat, constable reeve, and seneschal will determine the timing of the after event wrap-up meeting. Final reconciliation and event reporting will be done jointly among the autocrat, reeve and constable. Other officers or populace are welcome to attend.

E. Royal Attendance

The King, Queen, Prince and Princess of Meridies and their minor children will not be charged for admissions to Thorngill events. Other crowns will be considered for free admission on a case-by-case basis by the autocrat and the financial committee.

IV. Revision and Approval

A. Revision

The shire's fiscal policies may be amended at any time by the reeve in consultation with the seneschal. Such amendments must be ratified by the financial committee and published to the populace of the shire.

B. Approval

Every two years the shire's fiscal policies will be approved and, if necessary, revised (original creation = July 2004). The populace of the shire will vote to accept the financial policies. The biennial approval will include publication of the approved policies. The reeve and seneschal will retain copies of all current and past financial policies and the current policies will be published on the shire's website. A paper copy will be provided to any requestor by the reeve.