

Great Western War Financial Policies

(Proposed 9/02)

The purpose of the Great Western War (GWW or the War) Financial Policy is to document the policies and procedures that pertain to and affect the GWW, its funds, and its officers. Society and Kingdom financial policies supersede this document. Changes to this document must be approved by the War Financial Committee (defined below) prior to being submitted to the Kingdom Exchequer and then to the Society Exchequer. In the event another Kingdom is added as a traitor, these policies will have to be modified.

I. GWW Exchequer:

A. The War Exchequer is a warranted position, reporting to the autocrat of the war for war issues and to the Kingdom Exchequer for financial purposes. The Exchequer must be able to work with the autocrat(s) of the war and must have experience as a local exchequer or have professional bookkeeping/accounting experience.

B. The War Exchequer will be warranted by the Kingdom Exchequer for a period of one year, per Kingdom Financial Policy. This may be renewed at the discretion of the Kingdom Exchequer. The War Exchequer should have a deputy who is familiar with the operations and duties of the job. This person should be able to step in to the position if necessary.

II. Financial Committee:

The standing Financial Committee for the War includes five members: War Autocrat and Exchequer, Kingdom Seneschal and Exchequer, and one member chosen by the Kingdom Financial Committee (and warranted as a deputy to a Kingdom officer). This Committee will be responsible for financial decisions such as: budget approval, fee structure, and approval of non-budgeted expenditures (both budget overages and extraordinary expenditures). The Committee membership is to be finalized within a month of the date that the War Autocrat is chosen.

III. Reporting:

Reports for the War, held in October, must be completed for the end of the calendar year, within the time frame specified by the Kingdom Exchequer for year-end reports. The reports to be completed are the general financial schedules completed by each geopolitical entity in the Kingdom. (See the Kingdom Exchequer for blank forms, examples, etc.) Other reports required may be a budget-to-actual comparison for each functional area (subautocrat-controlled area), distributions for volunteers, cash reconciliation for the gate. The report should contain results of the volunteer payout (see VI. War Proceeds, below).

IV. Budgeting:

A. A budget must be prepared for each War. This budget should cover all areas of expense for the War, and include an estimate of revenue based on realistic attendance projections and reasonable fee rates. Budgets should be broken down by functional area, with each autocrat submitting one for his/her area. One autocrat may budget for several areas if it makes sense and is agreed upon by all autocrats involved (i.e., "Facilities" orders hay bales for merchants, fighting scenarios, general use). Budgets should be in comparative format, with prior-to-current year variances explained.

B. A preliminary budget is to be prepared by the War Autocrat and Exchequer and submitted to the War Financial Committee by May 31. This budget should use the prior year's actual numbers for all budgeted areas, increased as foreseen at that time (general percentage increase, increase due to known factors, etc.). This budget will provide the basis for setting fees for pre-registration.

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C. Subautocrats should prepare and submit budgets to the War Exchequer by June 30, at which time the Exchequer will aggregate them into an overall War budget. This overall budget will be submitted to the War Financial Committee by July 31; two-thirds of the Committee must agree on the budget. When approved, this budget should be submitted to the Society Exchequer and Treasurer for review.

V. Expenditures:

A. Payment for expenditures requires prior approval. This approval may be in the form of an approved budget (preferable) or in the form of an additional expenditure. Additional expenditures must be approved by two members of the War Financial Committee in advance of the expenditure being made. This applies to all non-budgeted reimbursement requests. Documentation will include a form with signatures and explanations for the non-budget item. ALL REQUESTS FOR REIMBURSEMENT FOR WAR EXPENSES MUST BE RECEIVED BY NOVEMBER 15 FOLLOWING THE WAR.

B. Advances will be available for budgeted expenditures. Any individual requesting such an advance agrees to provide receipts for the expenditures or reimbursement (or a combination) to the War Exchequer NO LATER THAN November 15 following the War.

C. Payment to the park must be made in a timely manner. The Gate Autocrat must give the Exchequer information in sufficient detail to allow the Exchequer to calculate the amount due to the park. This information must be provided within a week of the last day of the War.

VI. War proceeds:

A. The profits of the War are defined as the monies remaining after all expenses are deducted from the revenue for the War. This does not include large capital items purchased for the "War Effort" (such as a storage unit) and any deposit made for expenses which cover more than one year, although the cost may be amortized and one year's cost included in the expenses of a specific war (such as storage costs, or non-capitalized supplies).

B. The profit for each War is to be split as follows: 50% to the Kingdom of Caid, paid by check to the Kingdom Exchequer, and 50% paid out to the geopolitical units of volunteers. The volunteer hours are those logged for work performed during the setup, event and cleanup. (Autocrats (main and subautocrats) may only accumulate 8 hours per day for volunteer hour payout purposes.) The total volunteer hours are used to compute the amount to be paid to the various geopolitical units specified by the volunteers.

ONLY GEOPOLITICAL UNITS MAY RECEIVE VOLUNTEER PAYMENTS. Amounts earned by volunteers from other kingdoms are to be sent to the Kingdom Exchequer for that kingdom, with sufficient detail to identify the entity to receive the payment.

C. For purposes of the War, "geopolitical unit" includes territorial kingdom groups, colleges, and kingdom-level guilds with money held for them by the Kingdom. No accounting will be made for baronial or shire guilds, etc.

VII. Cash management:

A. A separate checking account is maintained by the War Exchequer for the War. Dual signatures are to be required on all checks and withdrawals. Signers on the account include the War Autocrat, War Exchequer, Deputy War Exchequer, Kingdom Exchequer, and one additional signer deemed acceptable by the others and available for emergency checks.

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B. Bank statements may be sent to the War Exchequer, and reconciliations should be performed in a timely manner. Differences should be identified and followed up on quickly, especially deposits.

C. Gate: The War Exchequer is NOT responsible for running gate, but IS responsible for processing, reconciling and banking receipts from the gate.

D. Pre-registration: The Gate Autocrat (Gate) and Exchequer should set up procedures to ensure that checks received for pre-registration are processed, logged, and banked as quickly as possible. The Gate receives checks, restrictively endorses the checks, copies or logs them and prepares the deposit. Information from the Gate to the Exchequer should be sufficient for the Exchequer to book the deposit accurately. Any returned checks should be promptly communicated by the Exchequer to the Gate to enable the Gate to contact the person(s) and obtain full payment.

Returned checks for War pre-registration are grounds for requiring cash or money order payment to redeem the check and secure pre-registration. Bank charges must be included in the new payment. Failure to redeem the check in this manner will result in the pre-registration being unprocessed and the attendee paying the full gate price.

E. Event receipts: The Exchequer should institute sufficient controls over gate procedures so that an accurate reconciliation can be made between cash collected and deposited. Cash should be double-counted and that count logged. The deposit should be sealed in a pre-numbered deposit bag and the bag number and person counting recorded. Receipts should be deposited (via a night depository) several times a day, preferably by different individuals.