

# *Financial Policy of the Barony of Dragon's Mist*

1. General
  - A. The Society Financial Policy and the Kingdom of An Tir Financial Policy are the first, foremost and final word on all financial issues in the Branch. Branch Policy will not contradict anything stated in the financial policies of the Society or the Kingdom.
  - B. The current version of the Exchequer's Handbook serves as the main resource to any questions to financial dealings in the Branch.
  - C. The Financial Committee is composed of the Baron/Baroness, Seneschal, Exchequer and four (4) other Members of the Branch. The Baron/Baroness, Seneschal and Exchequer will serve for the duration of their tenure as their stated office requires. The Members will serve for one year's time, and may be appointed or elected, as the Branch sees fit.
  - D. The Financial Committee will carry out their duties as specified in the financial policies of the Society and/or the Kingdom and the Exchequer's Handbook.
2. Expense Reporting
  - A. All monies spent should be pre-approved by the Branch or the Financial Committee, directly or via an approved budget. Any one requiring reimbursement for approved funds spent on behalf of the Branch should submit their request for reimbursement within 45 days of expenditure. Per

Kingdom policy, “Branch Exchequers are only obligated to reimburse for receipts presented within 120 days of the expenditure.” Receipts presented after 120 days will need the approval of the Branch or the Financial Committee to receive reimbursement.

- B. Reimbursement checks given by the Branch should be cashed as soon as possible. Should a check not clear the bank within one year, the check will be voided and the person seeking reimbursement will again have to gain approval for reimbursement and provide a reasonable explanation as to why the previous check was not cashed.
- C. All reimbursements and refunds will be done by check with appropriate paperwork attached. No reimbursement or refund will be given out of the cash box at any time.

3. Bad Debt Recovery

- A. In the event of a check from the populace being returned as non-sufficient funds (NSF), all efforts will be made to recover the amount of the check as well as any NSF related bank fees as outlined in the Exchequers handbook.