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ESTRELLA WAR

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FINANCIAL POLICY

Estrella War



JULY 2019

# Estrella War Financial Policy 2019

These policies were approved by the Estrella War Financial Committee on July 10, 2019 and by the Society of Creative Anachronism's (SCA) Board of Directors at their October 19, 2019 meeting.

The following Financial Policies pertain to Estrella War. The following are in addition to the Society Financial Policy (SFP) and Kingdom of Atenveldt Financial Policy (KFP) and does not replace or supersede any part of the SFP or KFP.

## 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 EWFC 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 complete, 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 EWFCs shall operate separately and simultaneously to complete tasks for their events.
2. Each person on the EWFC must be a warranted officer and hold no other warranted position concurrently in the Kingdom of Atenveldt.
3. The EWFC 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 and Lex Atenveldtus, and is the only individual authorized to sign contracts for the War. This position is a permanent member of the committee.
  - b. Atenveldt Chancellor of the Exchequer (AKCoE): 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 Society Financial Policy (SFP), Society Chancellor of the Exchequer Handbook (hereafter known as the “Handbook”), Atenveldt Kingdom Financial Policy (KFP), and Estrella War Financial Policy (EWFP). This position is a permanent member of the committee.
  - c. Estrella War Chancellor of the Exchequer (EWCoE): The EWCoE 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 3.d.4 below. In addition, the EWCoE 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 Atenveldt KFP, 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) SFP and the 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 EWFC 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 and are updated about the progress of matters before the EWFC.
- d. Officers of other Principal Kingdoms: Once a Kingdom agrees to participate as a Principal Kingdom for a specific Estrella War, their KCoE and Kingdom Seneschal become voting members of the EWFC for the term of work completed for that War. 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 Corpora, Corporate SCA financial policies as set forth on [www.sca.org](http://www.sca.org), including (but not limited to) SFP, the Handbook, and Lex Atenveldtus. This shall include the following for any Estrella War for which their Kingdom serves as a Principal Kingdom:
- 1) All Principal KCoEs and Seneschals 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 KCoEs and Seneschals shall be included in all commentary and opinions on all issues discussed and decided by the EWFC before voting on any issue is initiated, including their own vote.
  - 3) Objections to decisions made by the EWFC must be sent to the Society Chancellor of the Exchequer (SCoE), with copies to all members of the EWFC, within two weeks of the EWFC decision/final vote. Implementation of the decision shall then be delayed until the SCoE has made a ruling on the objection.
  - 4) Voting members of the EWFC: The total number of voting members on the EWFC must equal an odd number. If the total number of voting members of the EWFC does not equal an odd number, the EWCoE shall become a non-voting member of the EWFC.
  - 5) Estrella War Financial Policy Revisions: Changes/revisions to the EWFP must be implemented as follows:
    - a) Any member of the EWFC may submit proposed changes/revisions to the EWFP for review. A draft of the proposed changes should be submitted to the EWFC at least 10 days prior to a regularly scheduled meeting.
    - b) These proposed revision(s) must be discussed at a meeting of the EWFC. Approval of revision(s) requires an agreement of a majority of the members of the EWFC.
    - c) Once the EWFC has approved these revisions, the AKCoE must submit the proposed revision(s) and a brief explanation as to the reasons for the requested revision to the SCoE.
    - d) Revision(s) can only be implemented upon receipt of written approval from the Board of Directors and the SCoE.

6) Estrella War Financial Committee Meetings:

- a) The EWFC 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 EWCoE 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, the action must be discussed and voted upon within 3 days of the initial notice. If a telephone meeting is used, the EWCoE 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 EWCoE 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 EWFC.

**B. Financial Records**

1. The Chancellor of the Exchequer will maintain static (PDF or paper) books and records of all financial activity. Detailed records must be maintained and receipts, disbursements, and contributions specifically itemized. Such records may be stored electronically. There must be at least one backup file/copy maintained off-site in an industry-accepted format. All records must be updated quarterly.
2. Internal records must be reconciled to the bank statements received. In no case shall reconciliation occur less than monthly. The reconciliation must be signed by the preparer (in most cases, the branch Exchequer) and the reviewer (in most cases, the branch Seneschal)
3. All records must be retained for at least seven full years. These books and records, as well as all assets, bank statements, other correspondence and files of an official nature are the property of the SCA. They must be turned over to the successor officer within 30 days after a person leaves office. If the materials are not turned over in a timely manner, appropriate action will be taken.
4. Financial records include but are not limited to the following:
  - Minutes of Financial Committee meetings,
  - Documentation of Financial Committee decisions,
  - Monthly bank reconciliations,
  - Emails related to the business of the Exchequer,
  - Annual budgets etc.

## C. Financial Procedures

### 1. Exchequer Financial Reporting

- a. Reporting schedule for Estrella War to the Kingdom Exchequer is as follows:
  - First quarter (January 1 to March 31) report is due by April 30.
  - Second quarter (January 1 to June 30) report is due July 31.
  - Third quarter (January 1 to September 30) report is due October 31.
  - Fourth quarter/Annual Domesday (January 1 to December 31) is due February 15 of the following year
- b. The report for the period is to include the following:
  - A copy of the actual bank statements, after reconciliation, for the period being reported.
  - A copy of the current standard Society Approved Report Form which includes the Balance Sheet and Income Statements and all supporting documentation for the period being reported.
  - Copy of all Post Event Financial Report Form that occurs in the period being reported.
- c. Monthly financial status report due to Mains and EWFC July 15th through February 15th.
- d. Submission of Proposed Budget to EWFC due August 31st of year prior to Event
- e. Final Comp list due to EWFC January 1st of Event year
- f. Final Event Financial Report submitted to the Kingdom Financial Committee and Southwind/EW Website for publication no later than 30 days after the close of the event.

### 2. 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 Kingdom Chancellor of the Exchequer
  2. Atenveldt Kingdom Seneschal
  3. Atenveldt Kingdom Chancellor of the Exchequer
  4. Estrella War Chancellor of the 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 Principal Kingdom KCoEs and the EWCoE 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 EWCoE's staff, must go to the cash management area to pick up the deposit. They must reconcile the cash against the cash register record and 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 attached to the deposit record and 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 EWCoE's office and maintained as a financial record for the event.

### 3. Estrella War Budget

- a. The Estrella War Main Event Coordinators in conjunction with the EWFC are responsible for the development, management, and dissemination of the Estrella War Budget.
  - 1) Unless otherwise published in the EWFP, all financial policy will default to Atenveldt KFP. The EWFP may not be less restrictive nor contradict the SFP, Handbook, or KFP.
  - 2) The preliminary War Budget must be presented to the EWFC for approval no later than August 31st of the year preceding the War.
  - 3) Items included on the budget must relate to projected revenue to include comp valuation, administrative expenses, 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 EWFC must meet as necessary to achieve a majority approval of the Estrella War Budget no later than September 15th of the year preceding the War.
  - 5) The approved War Budget must be distributed to the KCoEs of the Principal Kingdoms within two weeks of approval.
  - 6) The approved War Budget must be submitted for publication in the Southwind and, discreetly, on the War website within two weeks of approval.
  - 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 \$250.00). If there is reasonable cause to not bid on an item/service and/or three 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 EWFC monthly following War Budget approval.
  - 10) Budget vs. Actual reports for Estrella War must be submitted for publication in the Southwind and, discreetly, on the Estrella War Website monthly from September of the year preceding until final reconciliation for that War is published.

- 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 EWFC within 10 days of that approval.
  - 2) A majority of the EWFC must approve all non-budgeted expenditures 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 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.
    - c) The EWFC shall determine the Volunteer Hours Distribution amount to be paid to SCA groups designated by volunteers at the event. Volunteer hours payout should be made with the goal of a minimum of \$3 per hour, should that prove to be fiscally feasible. Principal Kingdom distribution will take place after the distribution of volunteer hours funds.
    - 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. This split should ideally be a percentage of the total net profits, somewhere between 10% and 15% per principal kingdom.
    - e) Any remaining funds shall be designated to be used for a particular item such as volunteer lunches during site set up. The overages should amount to no more than \$1000 per War.
    - f) The Estrella War Profit Distribution Report (showing the Hosting Kingdom and Principal Kingdom Profit Splits, and Volunteer Hours distributions) shall be sent to the KCoEs and Chroniclers of each Principal Kingdom for publication in their Kingdom Newsletters.
  - 2) The EWFC 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 EWFC'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, and Volunteer Hours Distribution will be handled as line items on the Estrella War budget and set with the agreement of the EWFC in each budget year.



#### **D. Special Purpose and Dedicated Funds**

1. Accounting records must support segregation of funds by purpose. When setting up special purpose/dedicated funds, a primary and secondary purpose, and expiration date for inactivity, will be established by the Financial Committee. Funds raised will be used for the primary purpose first. If it is not possible to fulfill the primary purpose or if there are residual funds, the funds will be directed to the secondary purpose. The final destination for all special purpose funds will be the General Fund.
2. Sufficient reserves must exist to fund any outstanding subscription liability for all
3. publications.
4. It is recommended that each branch or other entity should maintain sufficient cash reserves to continue normal operations after a total loss of advance expenses for one major event of the type it typically runs.
5. Donations earmarked for a purpose contrary to our tax-exempt status or found untenable or undesirable by the potential recipient shall be declined.
6. Donations of vehicles shall not be accepted by any branch of the SCA.

#### **E. Prohibited Activities**

1. Raffles and online auctions are prohibited.
2. The purchase, ownership or sale of fireworks is prohibited. The purchase of professional fireworks services is permitted, with approval by the Board of Directors. To request permission from the Board, the branch must request approval through the Kingdom Seneschal and the Kingdom Exchequer who will contact their Society Superiors for instructions.

#### **F. Formal Review of Books**

The purpose of a formal review of books is to ensure that all appropriate policies and procedures are in place and followed by all parts of the SCA, Inc., and to determine, document and monitor appropriate corrective action plans when gaps are found. A formal review of books is not a performance review for any financial officer, nor is it to be used as such.

1. **WHEN:** A review of books is mandatory when the financial officer changes. All accounts must be reviewed at least once within any two-year period, regardless of financial officer turnover.
2. **REVIEWERS:** Branch reviews are performed by any warranted exchequer acceptable to the Kingdom and/or Society Exchequer. For Kingdom level accounts, the reviewer must be approved by the Corporate Treasurer. The position of Kingdom Account Reviewer will be a Deputy to the Corporate Treasurer. The reviewer must not be a member of, or active in, the branch being reviewed. The reviewer cannot be a signatory on the accounts being reviewed.
3. **WITNESSES:** Reviews must be witnessed by at least one other officer. The witness should be (in order of preference) the Exchequer of the account, the emergency deputy Exchequer of the account, or the Seneschal on the financial committee for that account. Under certain circumstances, such as when the Exchequer is under investigation, it may be required that a third party be selected as the witness instead of the aforementioned officers. These may include the Regional Deputy Exchequer, Kingdom Exchequer, or a representative of the Kingdom Exchequer. If none of these officers are available, the review must be rescheduled to provide for the presence of one of these officers.

4. REVIEW CONTENTS: The review covers all activity since the most recent of: date last formal review, date of last financial officer change, back to January 1 three years prior so that at least two complete years of activity is included, and start of branch history. The review will cover all of the topics on the most current SCA Financial Review Form including any additional topics that the Society Exchequer or Treasurer request.
5. RESULTS RECORD AND DISTRIBUTION: Written record of the review findings and action plans are to be entered into the Society Account Review Results form and signed by the reviewer and witness. The original of the signed form goes to the Kingdom Exchequer or Society Exchequer for Kingdom accounts. The report summary pages may be printed in the branch newsletter. Copies of the signed review findings go to:
  - Financial Files (account).
  - Seneschal (account).
  - Reviewer.
  - Outgoing exchequer (if applicable).
  - Financial Committee members.
6. INFORMAL REVIEWS: The financial records are the property of SCA, Inc. and will be made available for examination by any member upon reasonable request at a time and place agreed upon by the Chancellor of the Exchequer and the requestor. These meetings do not substitute for formal reviews of books.

## **G. Administration**

1. Key Control
  - a. The EWCoE will supply the EW Regalia Officer (EWRO) with one key to the off-season locks for the storage conexes by December 1st of each year and the War locks and keys by the Monday preceding War. Per Society direction, only the EWCoE, AKCoE, and the EWRO will have possession of a key. All other staff personnel will coordinate with one of the above for access to the conexes.
  - b. The EWRO will change the conex off-season locks to the War locks on the Friday immediately preceding War. The EWRO is responsible for administering the locks and distributing/collecting keys during the War. He or she will collect all keys by the Monday immediately following War and replace the War locks with the off-season locks.
  - c. The EWRO will return the key to the off-season locks and the War locks/keys to the EWCoE no later than March 31st following War.
2. Inventory:
  - a. The EWRO will coordinate an inventory of all department supplies no later than December 31st prior to War and again upon pack-up the last day of War. He or she will submit both inventories to the EWCoE.
  - b. The Front Gate Coordinator will provide any remaining site tokens to the EWCoE at the final cash count on Saturday of War. The EWCoE will maintain control of the tokens until the following year. If the tokens are made of recyclable materials, the EWCoE will coordinate with the EW Mains to include them in the bid process in an effort to reduce waste and decrease the cost of the site tokens for the next War.

## H. 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. Unused Comps in any category are forfeited and may not be re-allocated.

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

1. The Complimentary Site Fee explained in the six Categories below will consist of:
  - a. The full price of admission for one person to Estrella War, no matter the arrival date.
  - b. People receiving complimentary site fees are required to be paid members through the end of War.
2. The EWCoE shall:
  - a. Issue a Complimentary Site Fee Form to each individual granted a Complimentary Site Fee to the War as part of Category 1 through 6.
  - b. Maintain a list of all Complimentary Site Fees issued for the Estrella War.
  - c. Publish the list of all Complimentary Site Fees issued for the Estrella War on the Estrella War Website no later than January 1st preceding each War.
3. The EWFC may add to the list of Complimentary Site Fee Form stated below as follows:
  - a. Requests for additions must be submitted in writing to the EWCoE for approval before January 1st of the year preceding the War.
  - b. The EWFC 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 EWCoE and approved by the EWFC 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 4 comp passes to use at their discretion.
  - b. Estrella War Chancellor of the Exchequer and one warranted deputy
  - c. Estrella War Pre-Registration Coordinator
  - d. Estrella War Front Gate Coordinator and one warranted deputy
  - e. Estrella War Site Coordinator
  - f. Merchant Coordinator

- g. Volunteer Coordinator
- h. School Demo Coordinator
- i. Special Needs Coordinator
- j. Estrella War Watch Coordinator
- k. Arts & Sciences Collegium Coordinator
- l. Field Support Coordinator
- m. Estrella War Event Promotion Officer
- n. EMS Liaison
- o. Motorpool Coordinator
- p. Parking Coordinator
- q. Regalia Officer and one warranted deputy
- r. Youth Activities Coordinator
- s. Media and Promotions Coordinator
- t. Royal Liaison

**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.
  - a. A roster of the names in Category 2 must be provided to the EWCoE and approved by the EWFC no later than January 1st preceding the War.
  - b. Atenveldt Kingdom Seneschal and the Emergency Deputy Seneschal in Charge of Estrella War
  - c. Atenveldt Chancellor of the Exchequer
  - d. Principal Kingdom Chancellor of the Exchequers serving on the current EWFC – One person from each Principal Kingdom
  - e. Principal Kingdom Seneschal serving on the current EWFC – One person from each Principal Kingdom
  - f. Atenveldt Earl Marshal
  - g. Atenveldt Rapier Marshall
  - h. Atenveldt Royal Archer
  - i. Atenveldt Equestrian Marshall
  - j. Atenveldt Youth Combat Marshal
  - k. Atenveldt A&S Minister
  - l. Atenveldt Sheriff
  - m. Atenveldt Media Officer

- n. Principal Kingdom Marshals – 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 Princes or Princesses. Principality Royalty and Heirs, Royal Peers, and Royal Entourages are not included.
2. A roster of the names in Category 3 must be provided to the EWCoE and approved by the EWFC 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 EWCoE and approved by the EWFC no later than January 1st preceding the War
  - a. President of the SCA
  - b. Society Seneschal
  - c. Society Chancellor of the Exchequer
  - d. Society Marshal
  - e. Society Media Officer
  - f. Kingdom Ombudsman for Atenveldt
  - g. Other Corporate Officers or Members of the SCA Board of Directors as approved by the EWFC – 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 EWCoE 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**

1. 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 (e.g., the Front Gate Coordinator may claim hours driving for the Special Needs department but may not claim hours worked at Front Gate).
2. Staff members must claim onsite hours by completing volunteer forms at Volunteer Point.

### **C. Appendix C: Estrella War Front Gate Procedures**

1. Registration:
  - a. Pre-registered individuals up sign next to their name on the pre-registration spreadsheet and complete a registration form for any items not pre-paid (i.e. paid parking, youth attendee).
  - b. Non-pre-registered individuals complete a registration form.
2. Waivers:
  - a. Members: Verify membership status by reviewing their membership card and verifying that the expiration date is after event date. Youth may have a membership card, relieving parents from completing the Minor's Consent to Participate and Hold Harmless Agreement form.
  - b. Non-members: Individuals print their name and sign the Consent to Participate and Release Liability waiver.
  - c. Youth: Parents complete and sign a Minor's Consent to Participate and Hold Harmless Agreement form.
3. Payment
  - a. Enter each line item on the registration form into the cash register.

- b. If paying with PayPal, swipe the payer's credit or debit card, select the items being paid from the list of options. Verify that the total shown on PayPal matches the total shown on the cash register. Obtain the payer's signature and ask if they would like to receive a receipt. If yes, ask them to enter their email address.
  - c. If paying with cash, count the cash and enter it into the cash register. Give change as necessary.
  - d. CHECKS ARE NOT ACCEPTED AT FRONT GATE.
4. Finalize registration process.
- a. Give each adult a regular site token for full event and weekend attendees.
  - b. Give each adult a wristband (colored for the day) for day trip attendees.
  - c. Give each youth a wristband (completed with the parent's name and phone number)
  - d. Give each pet a wristband (completed with the owner's name and phone number)
5. Chain of Custody
- a. Before the first day of War, the EWKCoE extracts cashbox funds from the EW checking account.
  - b. Prior to Pre-Registration opening on the Tuesday of War, the EWKCoE and the Pre-Registration Coordinator will count the beginning funds together and complete and sign the Start Count section of the Cash Chain of Custody form.
  - c. At the end of Pre-Registration and before Front Gate opens, the Pre-Registration Coordinator or their Deputy empties their cash register, counts it with the EWKCoE, and completes and signs the End Count section of the Cash Chain of Custody form.
  - d. Prior to Front Gate opening, the EWKCoE and one of the KCoEs or Front Gate staff will count the beginning funds together and complete and sign the Start Count section of the Cash Chain of Custody form. They then divide the cash into the shift cash boxes and enter the beginning count into the Start Count section of the Cash Chain of Custody form for each box. Each cash box represents one volunteer's shift at the cash register.
  - e. At the beginning of their shift, each volunteer counts the cash in their box with a member of the Front Gate staff to verify the correct starting amount and signs the Start Count section of the Cash Chain of Custody form. They load their cash register with the beginning cash.
  - f. At the end of their shift, each volunteer empties their cash register into their assigned cash box, counts it with a member of the Front Gate staff, and completes and signs the End Count section of the Cash Chain of Custody form.
6. Reconciliations and deposits
- a. At least twice daily, at least two individuals (one must be the EWCoE and one from the principal KCoE or their Deputies) will perform on-site cash reconciliation and documentation must include at least one representative of the Principal Kingdom KCoEs and the EWCoE prior to each deposit. The appropriate forms must be documented and signed for each reconciliation performed on-site.
  - b. Deposits performed during on-site cash management should follow the following procedure:
    - 1) Two people, acting as representatives of the EWCoE's staff, must go to the cash management area to pick up the deposit. They must reconcile the cash against the cash register record and

- 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 attached to the deposit record and placed in the appropriate folder along with the signed deposit form.
- c. 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 EWCoE's office and maintained as a financial record for the event.
  - d. At the end of the event, count the funds in the cash box with the Event Steward or Seneschal. Complete the End Count section of the Cash Chain of Custody form.
7. Sign the bottom section of the Cash Chain of Custody form signifying that you are removing the cash from the premises and accept responsibility for depositing the funds into the bank account and completing the Deposit Record.

Approved by the Atenveldt Kingdom Chancellor of the Exchequer and Seneschal and the Outlands Kingdom Chancellor of the Exchequer this, the 11<sup>th</sup> day of July, Anno Societatis LIII, being the Year 2019 in the Common Reckoning.

In Service,

*Seonaid McDaid*

Seonaid McDaid  
Office of the Chancellor of the Exchequer  
Kingdom of Atenveldt