

Isles of Darkness – Finance Policy

This policy is to provide effective and efficient control of the money handled by the Society and its Volunteers. It is to provide Volunteers with the guidance required to confidently fulfil their roles locally.

Responsibilities and Accountability

- Society volunteers that handle cash or other payments as part of their duties are required to follow this policy
- Whilst the Treasurer remains with overall responsibility for the accounts of the Society overall and the National accounts, every Local Coordinator (LC) is responsible for the Game accounts and overall funds for their Domain.
- Breach of the policy by volunteers may lead to the legal action being taken by the Society Committee.
- At Games, LCs must collect and hold their Domain Funds in a lockable cash box.
- LC and Treasurer will agree a limit to how much is to be held physically by a Domain, anything excess should be transferred to the Domain account.
- Players at games must be charged entry fee (minimum £1 per person). The exception is volunteers storytelling or npc'ing who may do so for free and players attending the game for the first time to try it out.

Expenditure

- There must be a clear and transparent audit trail for all expenditure, as such:
 - All payments must have receipts to clearly record payment.
 - No expenditures should be reimbursed unless it has been agreed by the LC and a receipt is given.
 - In situations where venues do not issue receipts the booking should be confirmed with the LC by email.

Receipts & Reporting

- LC should be able to report their accounts to the Treasurer when requested, this should include copies of all receipts relevant to the report.
- LC are responsible for making sure that all accounts handled by other local volunteers or by themselves are accurate when reported to the Treasurer.

Domain Accounts

- Funds in the Domain account are used to fund venue booking and act as operational reserves to cover any shortfalls in game income or for any extra costs for one off special games.

- Domain Funds may be spent on equipment and items for Games as long as receipts are provided and as long as the equipment and items belong to the Domain. They will be passed on when the LC hands over to the next volunteer.

Folding a Game or Domain

- If a game folds all money should be handed to the LC to be paid into the Domain account.
- If a Domain folds then the LC will request to close the game accounts and in conjunction with the Treasurer will make sure all funds are paid into the National account and outstanding payments covered.

Requesting financial support for starting a Game or Domain

- When forming a new Domain initial financial support may be needed to help cover establishing costs. Financial support can be agreed between the LC and Treasurer.
- Some games may suffer a loss in income for a short period of time and require short-term financial support to see them through, financial support for this can be requested from the National Treasurer.
- No game should be operating at a loss in the long term. If there are three months of loss in a row then the Treasurer will put in place an action plan to fix the issue, should this not be possible then the game may have to be folded.
- Any LC can request Financial support from the National Treasurer to help support unforeseen payments/feature games.
- In all instances of Financial support the LC and Treasurer should work on a plan for repayment of the amount within a reasonable amount of time.

National Account

The National Account holds all society funds and is used to pay for Insurance, National Events and Society wide materials and expenses.

Paypal

The Society also operates a Paypal account for ease of receiving payment and reimbursing volunteers.

The Treasurer

- The Treasurer is appointed to act as the ultimate authority and responsibility for all of the Society's financial affairs.
- They will report a state of accounts to the Society Lead and Events Coordinator when requested.
- They will provide advice and support for Local Coordinators when requested.