



Barony of Montengarde

OFFICE Exchequer
DATE September 20, 2017
BY Candace Collett
Asa Nordoster

1. We have \$27,165.33 in the bank.
2. We have \$3,646.50 in uncashed cheques.
CHQ 010: Rehab Society of Calgary, Fight Hall March - April 2017
CHQ 011: Abbeydale Community Association, Samhain 2017 Hall Deposit
CHQ 023: SCA Avacal, Award Submissions (x4)
CHQ 026: SCA Avacal, Sargent Trials 2017 NMR
CHQ 027: Sonya Hunter, Snow Eaters 2017 Misc. Expenses
CHQ 028: Grace Huszar, Snow Eaters 2017 Feast
CHQ 029: Shaughnessy Community Association, Snow Eaters 2017 Hall Deposit
CHQ 031: Sanatec Environmental, Dragon Slayer 2017 Porta Potties
CHQ 032: City of Airdrie, 12th Night 2018 Hall Deposit
3. Emergency Financial Committee meeting was held on August 31, 2017 to allow funds to be given to Murray Anderson in the amount of \$63 to renew our website subscription for 3 months. Our webminister will be sourcing an alternative provider since our current provider's rates have increased to an unreasonable amount.
4. I would like to review the baronial asset sign-in/sign-out policy. Since this policy has begun a trial run, property has been taken from the storage facility 3 times. I have not received any paperwork to date. Below is an outline of the policy. Please do not hesitate to contact me with any questions or concerns you may have in this regard.

I propose the following process for signing-out assets from our current storage facility:

- a. The Lender – the individual(s) at the storage facility
- b. The Borrower – the individual(s) who require the asset(s)
- c. The Exchequer – the individual who holds the office of Exchequer

The Borrower obtains permission to use the baronial asset(s) during council before the event/activity is to take place.

*In the case of an Officer needing to use an asset in order to execute the function of their office, permission need not be granted unless the asset is something different than they normally use within their office.

The Exchequer will notify the Lender that permission has been granted to the Borrower via e-mail only. Facebook messages, texts, etc. are not permitted to provide notification due to the need for consistent traceability between the Borrower, the Exchequer and the Lender. The Exchequer will copy the Lender on this correspondence so they are aware that the Lender has been notified.

The Borrower will make arrangements with the Lender as to when they are permitted to come collect the asset(s) in question, and the Lender will make their best efforts to accommodate the needs of the Borrower based on the given timeframe.

The Borrower and the Lender will complete the Property Sign-Out Sheet in its entirety ensuring all information is filled-in.

The Borrower will provide a copy of the Property Sign-Out Sheet to the Exchequer and is required to keep a copy for themselves to present when returning the asset(s).

*It is recommended that the Borrower send an electronic copy to the Exchequer (via PDF or smartphone picture) and keep the physical copy for themselves

After the event has occurred, the Borrower will make arrangements with the Lender to return the asset(s). The Lender will make their best efforts to work with the Borrower to ensure the asset(s) are returned in a timely fashion. The Lender will notify the Exchequer of the agreed upon day the asset(s) will be returned.

*No more than 7 days should go by without communication by the Borrower to the Lender to make arrangements for the return of the asset(s).

The Exchequer will follow-up with the Borrower 7 days after the event if they have not heard of any arrangements from the Borrower for the return of asset(s) to the Lender.

Any issues or concerns by either Party involved are to be brought to the Baronial Seneschal, Baron and Baroness.

The Borrower and the Lender will review the condition of the returned asset(s) and complete the applicable portion of the Property Sign-Out Sheet concurrently.

*Normal wear and tear is expected on borrowed assets.

*If either Party has any issue that contradicts the other, they are both to contact the Baronial Seneschal, Baron and Baroness with their concerns.

The Borrower will provide the Exchequer with a copy of the completed form which the Exchequer will keep on file.

