



MANDO MERCS COSTUME CLUB

A NORTH CAROLINA NONPROFIT

OFFICE OF THE EXCHEQUER GENERAL POLICY

Pursuant to the international constitution and bylaws, the office of International Treasurer & Minister of Finance is held by the Exchequer. The role of the Exchequer is to provide financial management and oversight within the various levels of the association. The Exchequer is an appointed member of the International Command Council, with such appointments coming from Mandalore and confirmed by the ICC. The appointment lasts for two years, after which time the current Exchequer may be re-appointed by Mandalore so long as the ICC also confirms the appointment. There is no term limit for the Exchequer role.

Section 1 Qualifications

(a) Candidates to the office of Exchequer must meet or exceed the following requirements:

1. Must be a legal resident of the United States of America
2. Official Member, minimum twelve (12) months
3. No history of judicial sanctions that affect membership standing

(b) While not considered qualifications, candidates are recommended to have the following:

1. An understanding of business/non-profit finance
2. Excellent organizational and record keeping skills
3. Ability to work well in a team environment, in a timely manner
4. Excellent communication skills

Section 2 Treasurer of the Association

(a) As treasurer of the International Command Council, the Exchequer fills the following roles:

1. Assumes the role of Chief Financial Officer for the association
 - a) Account signatory on accounts of the association
 - b) Bonded, at ICC discretion
 - c) Oversees the financial forecasting and cash flow for the association
2. Prepares and submits the annual budget for ICC review and approval at the first annual ICC Meeting
 - a) The Exchequer shall set an annual schedule for Administrative Cabinet department budget submission
 - i) The Exchequer may withhold funding from a cabinet department who has not yet submitted a budget by the scheduled date.
3. Prepares and submits a current financial statement for ICC review at each regular ICC meeting
 - a) Copies of the financial statement shall be sent to the Archivist, by the Exchequer or their designee, to be distributed to members of the ICC
4. Prepares the annual taxes of the association to be approved by the ICC prior to signing and filing
 - a) The Exchequer may request assistance from the Mandalore, if needed
 - b) Once approved by the ICC, the Exchequer shall electronically file the annual taxes
 - i) IRS mandate of 2021 prohibits mailing 990EZ tax returns
5. Develop ICC-approved policies and procedures that provide robust internal controls and financial management
6. Ensure all MMCC accounts and balance sheets are accurate and up-to-date
 - a) The Exchequer shall have access to all MMCC association bank and investment accounts.
7. Interfaces with the CTO on the selection of the association's accounting & bookkeeping software
8. Oversees internal & external audits of all MMCC financials, and is major influencer on the choice of auditing firms for external audits
9. Research and provide financial investment opportunities to the ICC for consideration
10. MMCC finance committee chairperson

Section 3 Administrative Cabinet Controller

(a) As Controller of the Executive Cabinet, the Exchequer fills the following roles:

1. Oversees the payment of all administrative cabinet debts within the department's annual budget
 - a. Creates and implements procedures for emergency departmental funding requests
2. Oversees and ensures region and clan funding requests are processed in a timely manner
3. Oversees the budget of the Office of Mandalore, to include
 - a. Maintenance and upkeep of association-owned vehicles and property
 - b. Annual travel allowance
4. Attends all Administrative Cabinet meetings as a member of the cabinet
5. The Exchequer may appoint a yeoman to the cabinet to fulfill this role

Section 4 Charity Liaison

(a) The Exchequer shall appoint a Charity Liaison to serve as the coordinator of MMCC's charitable pursuits, and assist in the development of MMCC's Little Warrior International fund (LWI).

1. Works alongside the PRO to raise the profile of the club's charity and service campaigns
2. Works alongside the QM and RM to promote charitable fundraisers and events
3. Liaise with and promote external partner charitable organizations
4. Organize an annual "Charity Vote" where official members decide on an international charity to support
5. Spearheads the development of Little Warrior International (LWI)
6. Collects clan and region annual charity statistics (money raised, hours volunteered, money given) from the Archivist, international charity statistics (funds raised by MMCC international) from the Exchequer, and international multi-group charity statistics (funds raised through Galactic Senate charity initiatives and/or charity initiatives with other partner clubs) and compiles into annual reports for use by the CTO and PRO.
7. Interfaces with EO to assist in the creation of charitable training materials for regions, clans, and members.
8. Takes part in International Roundtable discussions on charitable topics.

Section 5 Treasury Team

(a) The Exchequer shall see to the appointment of a team of one or more Yeoman to assist in the carrying out of the duties of the office.

1. The Yeoman must be an official member under no sanction that would prevent appointment to an office in the MMCC
2. The Yeoman may be granted access to sensitive information by the Exchequer for the express purposes of carrying out the duties of the office. The granting of such access assumes the Yeoman understands the sensitivity of the information, and any leaks traced back to the Yeoman may lead to member sanctions up to revocation of official membership.