

Procedure for Handling Herald's Submission Funds

- 1) Branch (local), Herald will collect funds from populace for all submissions of Names, Devises, or Badges @ \$9/per). Herald will give out a receipt when taking in these funds.
- 2) Herald will give all funds collected to the Branch (local), Exchequer no less than once a month.¹ In addition, the following information will be given to the Exchequer for each person's submission by filling out Section One of the "Herald's Submission Funds Chain of Custody for Artemisia"² ("CoC" for short.)
 - a) Modern Name and SCA Name.
 - b) What type(s) of submission.
 - c) What type of funds (i.e. check, cash, money order)
 - d) Amount collected.
- 3) Exchequer will deposit the funds ASAP and the Herald will NOT send the paperwork on said submissions to the Kingdom Submission Herald UNTIL told by the Exchequer that the deposit has cleared the Branch Account;³ generally a week.
- 4) The Exchequer will fill out Section Two of the "CoC", print it and send it to the address on the form with a Branch account check to cover the total due for the Names, Devises, and Badges @ \$6/per.
- 5) Upon receipt of the "CoC" and the check, the Herald's Fees Deputy will deposit the funds into the Kingdom Account, fill out Section Three of the "CoC", scan it and the receipt and e-mail both to the Branch and Kingdom Submission Heralds and the Branch and Kingdom Exchequers.

Questions should be addressed to submissions-herald@artemisia.sca.org or nms-heraldry-deputy@artemisia.sca.org

¹ If the Herald is visiting and not from the local group, (s)he will make arrangements to give the required information with all funds collected to the local Branch Exchequer. The Branch Exchequer will deposit funds and handle as written above.

² Form can be found on both the Herald and Exchequer's webpage at the Kingdom of Artemisia Website.

³ This is an important point. All bounced checks should be handled at the local Branch level, where the Officers know the populace and visa versa.