

Heraldic Funds Procedure

1. Submitter turns forms and payment to their local herald (if available) or directly to Black Pillar Pursuivant. Golden Pillar and Golden Wing Herald can, and will, accept submissions and funds directly, but will only do so in case of emergency or when the position of Black Pillar is vacant. If the funds are taken by the local herald, those funds will be kept with the submissions and sent to Black Pillar Pursuivant. The submission paperwork will be sent within 10 days of receipt from the submitter.
2. Fees for submissions will be set equal to the Laurel Sovereign fee amount, plus one dollar (\$1). At such time that Herald Office is able to take electronic payments (via PayPal or similar means), usage of electronic payment methods will also incur an amount equal to any processing charges, rounded up to the nearest half-dollar (\$0.50).
3. Black Pillar (or Golden Pillar/Golden Wing) Herald will deposit the funds into the Kingdom Account within 10 days of receipt. A photocopy of the submitter's check (or money order) and a copy of the deposit slip will be added to the submission documents. Black Pillar will send an email to KCoE when deposits are made. This is for accounting transfer purposes only and will be reconciled according to No. 4, below. All funds will be held in the Herald's Dedicated Fund.
4. Black Pillar will, by the end of each month in which submissions are received, create an Internal Letter of Intent (ILoI) with all items received directly or from local heralds. Upon creation of the ILoI, Black Pillar will forward a tracking sheet with every item on the ILoI, along with the copies of payment for each item, to Golden Wing Herald.
5. At least once per quarter, Golden Wing will direct the Kingdom Exchequer to distribute funds from the Kingdom Heraldic account as follows, \$4 for each item to Laurel, \$1 to remain in the Heraldic account. Golden Wing will also provide KCoE with a copy of the ILoI for accounting and tracking purposes.

Donations

1. Any funds donated to the Kingdom to off-set submitter fees must be accompanied by a donated funds form. Any donated funds will be held in the Kingdom Heraldry dedicated fund and be used only as defined in the Donation Procedure.

Travel

1. Travel reimbursement for Golden Wing Herald, or a single assigned Kingdom Deputy, for required events (notably, Known World Heraldic Symposium) will be handled according to Kingdom Law and Financial Policy.

Dated this 14th day of May 2020.

Approved:

Golden Wing – Mike Bradley

Kingdom Financial Committee – Shelly Johnson, Kit Page, Justin and Darcie Mickelberry