

Procedure for Non-Member-Surcharge (NMS) **Fund Transfers to Kingdom of Artemisia**

NMS payments are a part of the closing and balancing of each event's books and so each event will have its own form and check payment. We will not combine more than one event NMS payments into one check.

Approximately a week before your authorized SCA event, the NMS-Heraldry-Deputy will send the Exchequer of the group holding said event, a message with an attached partly-filled-out NMS Form. Reply upon receiving the message and let the Deputy know the message and attachment went through; thus avoiding repeat messages from the Deputy.

After the event has been held, please fill out the blue cells of the attached Excel format "Non-Member Surcharge Submission Form for Artemisia". **Print out the completed form and mail it, with the check, by the due date on the form, to the address on the form.**

++ **If the event was cancelled** you still fill out the blue cells. In cells C14 and D14 put zero, '0' and write cancelled in cell D11 where the check number would go. Complete the contact information and e-mail the completed form to the Deputy. ++

++ **If there were no non-members who attended, or there was no fee charged to attend the event**, you still fill out the blue cells. In cell C14 put the total number of adults who attended and in cell D14 put zero '0' and write N/A in cell D11 where the check number would go. Complete the contact information and e-mail the completed form to the Deputy. ++

Upon receipt of the form and check the Deputy will deposit the check, scan in the deposit receipt and e-mail it to you. You will then have a record of your "NMS - Transfer Out to In Kingdom", to put with your event folder paperwork.

TIP, when applicable, if you and another signatory of your group's account will be at the event, take the group checkbook to the event. In this fashion, you can both verify from the gate-paperwork the number of non-members that attended and you can make out the check and have it double-signed right away.

Any questions please contact the Deputy at nms-heraldry-deputy@artemisia.sca.org or
The Kingdom Chancellor of the Exchequer at exchequer@artemisia.sca.org

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