

Proposed Heraldic Funds Procedure

1. Submitter turns forms and payment (\$8/ item) to their local herald (if available) or directly to Golden Pillar Herald. 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 Golden Pillar is vacant. If the funds are taken by the local herald, those funds will be kept with the submissions and sent to Golden Pillar Herald. The submission paperwork will be sent within 10 days of receipt from the submitter.
2. Golden Pillar (or 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. Golden Pillar will send an email to KCoE or Deputy 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.
3. Golden Pillar will, by the end of each month in which submissions are received, create an Internal Letter of Intent with all items received directly or from local heralds. Upon creation of the ILoI, Golden 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.
4. Upon creation of an external Letter of Intent (to Laurel), once per month, Golden Wing will, or direct the Kingdom Deputy Exchequer to, distribute funds from the Kingdom Heraldic account as follows, \$4 for each item to Laurel, \$2 for each item to the Kingdom General Fund, and \$2 to remain in the Heraldic account. Golden Wing will also provide KCOE with a copy of the ILoI for accounting and tracking purposes.

Distribution of Heraldic Funds

1. All local group Heraldic bank accounts will be consolidated into the Kingdom Heraldic account. Local Branches will no longer maintain a Herald dedicated fund.
2. Local Branches will receive a budget for supplies, postage, and other incidentals of \$20/month. This will be reimbursed from the Kingdom Heraldic account upon presentation of receipts. Receipts will be presented to Golden Wing (or designated deputy) for approval and then forwarded to KCOE for payment.
3. Any purchases above the \$20/month will require prior approval by Golden Wing Herald.
4. It is the intent of the Golden Wing Herald to use a portion of the dedicated Heraldry funds to purchase scanners, as needed for the local Branches. As these scanners will be the property of the Kingdom of Artemisia, each Branch who wishes to have one available will need to have an approved lease agreement signed by their Branch Financial Committee members and the local Herald for the Scanner.
 - a. If a Branch desires to have the scanner to become property of their Branch, instead of the Kingdom, the Branch will pay one-half (1/2) the purchase price of the scanner and the Kingdom Heraldic dedicated fund will pay for the other half. The Branch will then have control and ownership of the scanner, with the intent that it be used to aid the Branch herald (and the Branch officers, as needed).

Donations

1. In the event that donations are given to the Kingdom Heraldry Fund for the purpose of off-setting submitter fees, a separate donation procedure form will become a part of this policy. Any donated funds will be held in the Kingdom Heraldry dedicated fund and be used only as defined in the Donation Procedure.

Dated this ____ day of September, 2016.

Approved:

Golden Wing

KCOE

Procedure for Use of Donated Funds for Submissions

1. All donated funds will be kept in the Kingdom Heraldry dedicated account, and will only be used according to the rules outlined in this document.
2. Funds donated for covering submission fees are for the use of individual members of the Kingdom of Artemisia, and are not meant to cover submissions from groups.
3. Golden Wing Herald shall keep an accurate accounting of all amounts deposited, withdrawn, or no longer part of the donation pool, with such record being available at any time to Kingdom Chancellor of the Exchequer. Golden Wing shall deposit all funds received as donations within 10 days of receipt, and provide a receipt to the donor and a copy of the deposit to the KCOE.
4. Funds from the donation pool will be used and allocated on a "first come" basis, and distributed at the same rate as paid for submissions. Currently that fee is \$8, \$4 of which gets sent to Laurel, \$2 will transfer to the Kingdom General Fund, and \$2 will remain in the Heralds dedicated fund, but transfer out of the donation pool and into general use for the office.
5. Funds must be available for use before any submissions. Heralds who will be accepting submissions at an event should contact Golden Wing prior to the event to know how many free submissions they can accept; submitters sending directly to Golden Pillar, or submitting at other than an official event should contact Golden Wing to ensure funds are available. Any submissions using donated funds that are received when no funds are available will be held without being processed until (a) payment is received or (b) more donated funds become available.
6. All submissions using donated funds must be tracked with the 'No Cost' tracking worksheet. Submissions paid for by the submitter and those using donated funds may not be on the same worksheet. Copies of the 'No Cost' tracking sheet will be sent from Golden Pillar to Golden Wing and the KCOE, just as with paid submissions.