

THE DRAGON'S TONGUE

The newsletter of the Shire of Dragon's Mist in the Kingdom of An Tir

May 2011

AS 45



Svava in Litla at Faire in the Grove

IN THIS ISSUE!

Updated Financial Committee/Policy
Event Reports

June Events: June Faire, Summits Coronet & Summer Investiture, Honey War,
An Tir/West War!



UPCOMING EVENTS

JUNE

Fighter /Rapier Practice 12:30-4pm Witch Hazel Elementary			1	2	3 *Revels 7-9 June Faire	4 June Faire
5 Fighter /Rapier Practice 12:30-4pm Witch Hazel Elementary* June Faire	6 3M Fighter Practice 7pm	7	8	9	10 *Revels 7-9 Business Meeting 7pm	11
12 Fighter /Rapier Practice 12:30-4pm Witch Hazel Elementary*	13 3M Fighter Practice 7pm	14	15	16	17 *Revels 7-9 Honey War	18 Honey War
19 Fighter /Rapier Practice 12:30-4pm Witch Hazel Elementary* Honey War	20 3M Fighter Practice 7pm	21	22	23	24 *Revels 7-9	25
26 Fighter /Rapier Practice 12:30-4pm Witch Hazel Elementary* War Practice	27	28	29	30 An Tir/West War!		

* Subject to be cancelled due to events.

UPCOMING EVENTS

JUNE 2011

3-5	June Faire	Barony of Dragon's Laire	Kitsap and N. Mason Counties, WA
17-19	Honey War	Barony of Glymm Mere	Olympia, Turnwater, & Lacey, WA
17-19	Summits Spring Coronet & Summer Investiture	Shire of Myrtle Holt	Grants Pass, OR
30-04	An Tir/West War!	Kingdom of An Tir	WA, OR, Western ID, BC, AB, SK, NT, YK
RECURRING EVENTS			
Sundays	Dragon's Mist Fighter Practice	Witch Hazel Elementary School SE Davis Rd, Hillsboro, OR	Noon to whenever
Last Sunday	War Practice	Witch Hazel Elementary School SE Davis Rd, Hillsboro, OR	Noon to whenever
Second Friday	Business Meeting	Beaverton Community Center 12350 SW 5th St , Beaverton OR	7-9pm concurrent with Revels
Fridays*	Revels	Beaverton Community Center 12350 SW 5th St , Beaverton OR	7-9pm
Mondays	3 Mountain Fighter Practice	Multnomah Arts Center 7688 SW Capitol Highway, Portland, OR	7pm

* Please remember to check the Yahoo Group Dragonsheart (<http://groups.yahoo.com/group/dragonsheart/>) for up to date information on recurring event cancellations.

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Our website:

www.dragonsmist.org

SPECIAL THANKS

Pictures: Svava in Litla (Cover)

Woodcuts: <http://www.godecookery.com/clipart/clart.htm>

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KINGDOM AND SHIRE CURIA



Their Royal Majesties An Tir

King Skeggi and Queen Taisiia

king@antir.sca.org / queen@antir.sca.org

SHIRE OFFICERS

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Marshal Rapier Archery Youth Archery Youth Armor Lists	Signora Francesca Morisini Lady Fionnabhair inghean Donnchaidh Guthrie Dmitrii Dragonhealer Open Open Lady Iuliana de la Sara	marshall@dragonsmist.org rapier@dragonsmist.org
Minister of Children Pied Piper	Lady Esme de Blacwatyr Currently Seeking!	mistressemerald1@gmail.com

FROM THE CHRONICLER

To our lovely Shire folk,

I have to say that with as active a branch that we are I am sad that I do not receive more submissions. It is a somewhat lonely job being Chronicler and even a photo of our fair folk at events for the DT brightens things up. So I have decided to host a contest for the cover of the July DT. We have MANY events coming up, including An Tir/West War for you to have photo opportunities at. Here are the rules:

1. If a face is recognizable in the picture you MUST have them fill out the form found here: <http://antir.sca.org/Offices/Chronicler/SCAPermissionModel.pdf>
2. It must be a picture that YOU took.
3. It can be a photo or art, but they have to relate to the SCA.
4. I must have at least three entries to award the prize. So encourage your fellows to enter!
5. HAVE FUN! This is the most important rule.

The deadline is July 7th. Please submit a paragraph describing what you have submitted. The winner will be awarded a small hand-done scroll myself. If you have not seen my scribal work you can check them out here:

<http://www.jascot.org/gallery/kandrinchae/artwork/scrolls/>

YiS,

Domina Anastasia Komnene

ANNOUNCEMENTS

DM FIGHT PRACTICE INFO

DM Fighter Practice is at Witch Hazel Elementary. The area is a great space with plenty of cover for our needs. Come warmer months there is the school playground close to the area where practice occurs for those of us with young children. In addition the last Sunday of every month will be War practice. So tell your friends in other places to make the trip, bring their toys, and we can play war before the season starts!

Sewing Circle at Revels

Every Friday that there is not a class there will be sewing going on in one of the rooms. There is likely to be at least one experienced person whose brain you can pick. So feel free to bring your projects to work on!

Largesse and Prize Cache Items!

Svava is currently working on haversacks for the prize cache. Haversacks are a fantastic way to carry things around at events and are endlessly customizable and embellishable (My own new word!). There are many ways to make a haversack and Svava has wool scraps for you to pick through to make your own. Plus you can pick her brain at revels!

APRIL MEETING MINUTES

04/08/11 Shire Meeting Minutes

7:29PM Meeting Begins

Words: "Reports from officers are due by 12AM on Monday nights before the shire meeting, mkay?"

7:30PM Officer Reports

Scribe: Need kingdom charters back asap. I will be stepping down in August.

PO Clerk: Please let me know when your title or position within the SCA has changed if you want the OP updated. I am thinking of taking down the current shire OP page and simply acting as the liaison for the kingdom OP clerk on behalf of shire members who need my assistance.

Exchequer: "We have lots of money"- Waiting for a new bank statement before I submit my next report. Current balance reflects \$2933.57. Please be aware that gate sheets are of the utmost importance at this time, as if they are incomplete or wrong, the shire will be asked to pay NMS for all incorrect entries. We should work to set up a savings for the shire to be able to operate for 2 years with no income if needed. This is about 7-9k.

Marshal: May 1st is the Shire war practice.

A+S: Kingdom A and S was great, F&G will be awesome.

7:53PM Recognitions- Yay awards!

Officer Changes- Youth Combat still open

7:54PM Old Business:

Carnevale- New Autocrat due to mundane work schedules. Jose will be leading at this time instead of Ana. Otherwise all is on track, food is in the works and we will pick up decorations from Adiantum representatives next Friday.

DMDT- Working on ironing out equestrian details. We have the website up at this time and have procured a merchantocrat.

Boar Hunt- Website is up, we are working on a silent auction and need to ask for teachers for classes of all kinds.

Cont...

FEBRUARY MEETING MINUTES

8:04PM Meeting Minutes: Approved

8:06PM Demo Coordinator updates

FitG-Pacific is withdrawing their organization involvement with FitG but not their budgetary contributions. Budget Approved.

June Faire- Dragons Laire will donate \$700 to our shire if we agree to run gate for this this year. Jun 4-5, we have 6 volunteers, would ultimately like 9.

8:25 Baronial Status: We were brought up and tabled again, more on this later.

8:26 Heron's Reach Border Issue: Still no resolution (see above)

8:27 New Business-

Rapier Defendership- Can a defender compete in multiple defenderships at the same time? And can he compete for two years in a row? This will be posted to the list for discussion.

Dragon's Tear- a recognition for past seneschals. Can the current seneschal grant this recognition? This will also be posted to the list for discussion.

Bake sale to be held at Grand Thing by Franchesca. Donated baked good only please.

8:46 Closing Words:

Why did we get tabled by the BOD? Because we are NOT special. We need to act like a barony and be something worth talking about in more than a bad way before they really want to consider our petition. How can you make us something special? How can WE WORK TOGETHER to make us worth talking about?

8:48PM Meeting Closed.

MAJOR OFFICER REPORTS

Seneschal: (Eoghan ÓBriain)

Greetings Dragon's Mist,
April was, indeed, an "eventful" month. I attended Carnevale and Faire in the Grove. I completed and submitted the Q1 report on time to Kingdom. However, I've not received word of our Baronial Petition. I was assured by Baron James that if there was any news to be had (even if it was put on hold again) that he would inform me. As of this time, there is none. Keep you fingers crossed and keep working together for the betterment of the branch.

Unity!

Eoghan ÓBriain

Arts & Sciences: Refr Fiachson

It's been a great month for A&S activities in the Shire!

Carnivale saw some great contests and classes (the masks were fantastic!) and I think everyone had both an education and enjoyable time.

Faire in the Grove was excellent, with a great turnout of fighters, artisans, and the public. I didn't get a chance to watch the fighting, but I was very proud to see how many of our Shire members displayed their talents in the A&S tents as well as interacting with the public! Well done everybody! The hard work and talents of our fair Shire were well displayed!

Svava and I also attended Culinary Symposium in Wyewood, where we both taught classes and I presented a paper for the proceedings. It's a great event for anyone interested in food and cooking, and I highly encourage people to attend in the future. I believe the plan is for it to be held in the West next year, but some time in the future I think we should consider offering to host again. Camp Namanu was a great site with tons of space, and it would lend itself to the expanding size of the event.

In the next few months I'll be working on recruiting for the A&S village at DMDT. If you have a craft you'd like to show off or a class you'd like to teach please let me know.

Also, I believe (?) that my term is up in August, so if anyone is interested in stepping up I'd love to talk to you about it.

YIS,

Refr Fiachson

A&S Minister, Shire of Dragon's Mist

MAJOR OFFICER REPORTS

Exchequer: (Antonio Morosini)

Good people of Dragon's Mist

Finished our Quarter 1 report. At the beginning of the year our accounts started at \$6489.44. After Q1 our total asset pool is \$5720.98, a decline of \$768.46. Though in Q1 we lacked any real income as our income from Acorn War last year and the first patch sale weren't deposited until April.

But on to news of this month!

Our current balances are as follows:

Bank of the West: \$3146.93

Chase: \$1944.61

Last month we wrote 3 checks for Carnevale totaling \$370.71.

Looking forward to closing out Carnevale this coming month and still needing to deposit all the funds raised at Carnevale and Fair in the Grove.

As Exchequer I attended both Carneval and Fair in the Grove, both were wonderful events with much fun being had by all. Also this month I wish to present to the shire a new draft of a SCA acceptable Financial Policy. It is attached to this report. Please peruse it at your earliest convenience and bring any suggestions to next meeting. I would like a consensus from the populace at meeting before passing it up to Kingdom for approval.

One figure I can report is the Shire raised \$30 on the sale of patches at Carnevale and have at least another \$15 outstanding from another populace member. Those funds should be deposited soon along with the donations generated at Fair in the Grove.

-Lord Antonio Morosini

MAJOR OFFICER REPORTS

Archery Marshall: (Dmitrii Dragonhealer)

had a few friends show up for practice. all had fun and no accidents or injuries
note. soon the practice will be moving to the park.

thankyou.

dmitrii dragonhealer

Persuiviant (Osanna)

Greetings unto the Shire,

I was assisting one client this last month with her device. I had a nice time stroll-
ing around Faire at the Grove, met the merchant-o-crat for DMDT.

Other than that, I have nothing to report.

YIS,

Osanna de Rossyln

Branch Marshall (Signora Francesca Morosini)

Hi everyone!

April has been great, though with few practices due to holiday and such! We had
a great showing for our tournaments at The Faire in the Grove, thanks to every-
one who came!

May should be the start of some good sunny practices, so we will hopefully see
some more fighters out there!

That's it for now, thanks to everyone!

YIS,

Signora Francesca Morosini

MAJOR OFFICER REPORTS

Chronicler: (Anastasia Komnene)

Greetings to the shire!

I haven't been very busy this month. Sadly I've received no articles or submissions so once again...the DT will be Chronicler's choice! If you want to see something in the DT, people, I need submissions or suggestions. Get them to me by the end of the month prior or sooner and I will do my best!

YiS,

Domina Anastasia Komnene

Scribe: (HL Matilda Beresford)

Greetings Unto The Shire,

Nothing to report this month.

I'll be stepping down in August. It's been a pleasure these past 2 years to work with the Scribes of DM and the Royal Scribes.

YIS,

Matilda Beresford

Demo Coordinator: (Svava)

Greetings Unto The Shire,

Nothing to report this month.

I'll be stepping down in August. It's been a pleasure these past 2 years to work with the Scribes of DM and the Royal Scribes.

YIS,

Matilda Beresford

MAJOR OFFICER REPORTS

Demo Coordinator: (Svava in Litla)

Greetings Noble Shire

Faire in the Grove Preliminary Report May 2011

The event was AAAWWWEESOME! The Shire pulled together as I knew we could and put on the best show at FITG I have seen to date. I have not met with the representatives from Pacific or McMinneman's yet, but I should have some more data about income we can expect from the event by Friday. The Dragon's Cache made \$120. We also expect to see some of the earnings from merchant fees and pillory arrests.

A more detailed report with all my thank yous and thoughts is attached to this message.

Stoller Middle School Demo

Stoller is planning its annual medieval festival on June 2nd, which will be before our next meeting. I will publicize it when I get the details from Joia if I get the go ahead from the branch. I know that we have had a very active spring already this year, but this is a demo we have participated in for several years running and it is a very easy demo for us to do. Turnout last year was awesome. I have some active demonstration ideas that only require the help of volunteers to make them work. Please contact me if you are interested in participating. I would also love to see another fighting display, like we had last year. It really excited the school. I will try to promote this at fight practice.

I have had several inquiries about doing demos for various educational venues. I will report details as they come in.

Dragon's Mist Projects Night

I would like to host a project night for working on items for the dragon's cache, prize cache, gold key and other baronial regalia projects for those in the shire who are interested. I have tentatively scheduled it for one Thursday a month. Date to be announced for June. Will train!

Thanks to all the friends who made this month an awesome one to be demo coordinator!

For the Shire!

Svava in Litla

Demo Coordinator

FITG Autocrat

FINANCIAL REPORT FOR FITG

Good People of Dragons Mist - Greetings

Since I last reported several things have happened. I took Edward and Illaria's autocrating class, which was very informative.

Today I also met with Martha Rampton, the Pacific University representative and Carla to discuss debrief on Faire in the Grove. To sum up we are going to charge the university a \$170 fee for our services. This will just about cover expenses. I have receipts totaling \$171.35. I have not received receipts from Ignatious for the cooler. I hope his cost will be minimal as he commented that he used reclaimed woods.

In addition to discussing this year's faire we discussed next year's plans. The college would like the shire to bill them a demo fee of \$500 and they will adjust fees and increase advertising to cover the increase cost. I suggest that we draw up a contract with the college in advance for this fee so everyone will be clear in advance.

Carla is going to arrange for the team to meet with Clyde, the McMinneman's representative to set a date for next year asap. When this is accomplished I will call for volunteers for an autocrat team to organize next year's demo if the shire would like to participate again.

In Service and For the Shire

Svava in Litla

Demo Coordinator

Faire in the Grove Autocrat 2011

HOMELINK DEMO REPORT

Greetings from Madame Jacqueline de Lioncourt,

The Homelink Demo was a HUGE success today! I would not have been able to do this demo alone because I can only do a jesting routine for 20 minutes, and then I need a break. We needed to fill 90 minutes today, so Baron Raul and Baroness Amice came to the rescue, AGAIN. Baron Raul and Baroness Amice are ALWAYS supportive of demos in our region. They will take time off work and travel to whichever branch needs them, and for that, we must ALL be grateful. You can thank Their Excellencies in person when you attend The Grand Thing! :-)

Today, They were resplendent in their wine-colored damask Burgundians. The children LOVED them! Their Excellencies were heralded into the feast, and His Excellency called for his foole, me, to entertain the populace. I managed to finish my juggling routine with only a few drops. I MUST practice more! Then His Excellency regaled the children with one his great war stories where he chased down four warriors wielding pikes. The children were in rapt attention. After this, Their Excellencies held a "court" where They bestowed certificates to all the children. The kids wanted more, so I stayed and taught The Queen's Almain. 1st graders can learn almost anything! Best of all, some of the parents were interested in learning more about the SCA. I gave them information about Faire in the Grove, Hauksgardr's Revel in The Dalles, and The Grand Thing. I also told them that they can join us at any local fight practice or A&S night. I wrote down all the websites.

Hopefully our chatelaines will soon be busy!

En Servie,
Madame Jacqueline de Lioncourt

CARNEVALE CLOSING REPORT

Friends,

Carnevale was very enjoyable again this year.

The feast was delicious and I have heard nothing but good things about the dishes served and those who did the work. Thanks go to Aiden Kincaid, Elizabeth Kincaid, Magda of Deerhurst, Eirik Randsson, Birna Íorfinnsdóttir, Aeduncan Uí Niall, Catriona McNaughton, Maighread inghean Dubhghaill, Helena Zancani, Mara inghean Eoghan and most especially, HL Sionaid ine Cullaich who devised the menu and orchestrated the kitchen staff. The feast was excellently timed and each remove was approximately half an hour away from the last, which was perfect to allow for other business between.

A number of people assisted with decorations and their assistance allowed for a very pleasant feasting space. Lord Nicolai Rabenis von Tachov, Signora Helena Zancani, Asim Hassan, and Hal Blackstone were pivotal. Our decorations were provided by Rafaella di Contini and the Barony of Adiantum at no charge, and the assistance of Master's Refr and Svava in retrieving these is greatly appreciated. In future, even more decorations may continue to improve the atmosphere of the event, and I recommend that the shire consider investing time and money into producing and procuring appropriate decorations of our own so that we no longer need to rely on such generosity.

A very interesting rapier tournament was held by Maestro Gregorio Cristovalez de la Vega. In this format, stabs were disallowed as they would have been in a period tournament of the slim blade—no one was trying to kill each other, simply to wound. This meant that only cuts were allowed. Coupled with some interesting rules that governed who was standing the field and who was challenging, it made for a very unorthodox set of combats and was enjoyed by all. Many thanks to Maestro Gregorio for running this event. Aiden Kincaid won the day and was awarded a stained glass panel of the Lion of Venice.

Classes were held on a variety of subjects and seemed to be well attended. Thanks to all of our instructors: Mistress Arlys O Gordon, Maestro Gregorio Cristovalez de la Vega, Mistress Muireann inghean uí Mhuirneachain, Aibinn ingen hui Neill and Contessa Ilaria Veltri Degli Ansari. Special thanks to the Academia dei Studiosi for its assistance in setting up classes for this event. Partnering with the Academia may be the easiest way to continue to provide informative classes in future.

Cont...

CARNEVALE CLOSING REPORT

Cont...

Competitions were held for best mask and best costume. Many thanks to all who participated. Your involvement made them worth hosting. Aemelia won the best mask with a lovely peacock-plumed demi-mask (and received a Tudor rose stained glass panel) and Eoghan Oâ€™Briainâ€™s daughter Maddy won the best outfit (and won a fleur de lys stained glass panel).

Our site tokens were crafted by Anastasia Komnene in the fashion of a lionâ€™s head and a banner that says â€œCARNEVALEâ€. Metal and cords for these were donated, and excess materials returned. This brought the cost of tokens to \$0, a welcome reduction.

A number of factors affected attendance which can be avoided in future years: Easter weekend, SakuraCon and Art of War all coincided with the date chosen. This no doubt had an impact on attendance and in future more advanced planning of what weekend is selected for the event can avoid any significant scheduling conflicts and allow more interested folk to attend.

The feast was planned for a maximum attendance of 200 people. In retrospect, it would be wise to plan such a feast to require pre-registration and close pre-reg early enough that the food budget can be scaled to accommodate the known attendance. For reference, this event budgeted \$3.50 per person to cover the cost of the feast, and in view of the excess of food left at the end, very well could have fed 200 people on the budget provided. If future years are set up this way, they can expect to mitigate costs for food on par with attendance and expect a much greater income as a result.

Financially, Carnevale was a slim success. On gate and pre-reg income alone, it would have been a small loss. However, certain donations made to the event, following the sales of jewelry at the event and extra money gifted to the event following the revels feast held with the leftovers, have brought the final tally to an income of **\$68.19**.

En Servicio

Jose Cabrera de Castilla

Autocrat

Keeper of the Grete Boke

FINANCIAL COMMITTEE/POLICIES

As of 2011:

HL Eoghan ÓBriain, Seneschal

Lord Antonio Morosini, Exchequer

Lady Magdalena Suarez

Kurios Andronikos Belisariou

HL Meadhba Inghean Bhrian Mhuilleoir

Financial Policy of the Shire of Dragon's Mist

1. General

- A. The Society Financial Policy and the Kingdom of An Tir Financial Policy are the first, foremost and final word on all financial issues in the Shire. Shire Policy will not contradict anything stated in the financial policies of the Society or the Kingdom.
- B. The current version of the Exchequer's Handbook serves as the main resource to any questions to financial dealings in the Shire.
- C. All references to the "Branch," as a separate entity, shall be defined as: (1) all current members of the Society for Creative Anachronism present at a Shire Business Meeting; and (2) those whom define themselves as citizens of the Shire of Dragon's Mist as defined by the Shire of Dragon's Mist By-Laws.

Cont...

FINANCIAL COMMITTEE/POLICIES

Cont:

2. Financial Committee

- A. The Financial Committee shall be composed of the Branch Seneschal, the Branch Exchequer and three (3) branch members.
- B. The Branch Seneschal and Branch Exchequer shall be on the Financial Committee for the duration of their term of office. All other members shall serve one year from their appointment date.
- C. The three (3) branch members shall be appointed to the financial committee by the Branch at the December business meeting of each year for the upcoming year.
- D. Members of the financial committee are required to be current members of the Society for Creative Anachronism during the entirety of their term.
- E. If a member is unable to fulfill the responsibilities of the office or the requirements, a new member maybe appointed at the next possible business meeting and shall fulfill the remainder of the term.
- F. The Financial Committee will carry out their duties as specified in the financial policies of the Society and/or the Kingdom and the Exchequer's Handbook.
- G. The Financial Committee shall meet no less than once per quarter. This meeting can take place via conference call. All financial meeting minutes shall be made available in the Dragon's Tongue after being approved at the next Financial Committee meeting.
- H. The Financial Committee may conduct business if a quorum of its membership is present. A quorum shall consist of the Branch Seneschal, the Branch Exchequer and at least one member. A simple majority vote amongst the Financial Committee shall be required for all financial decisions of the Financial Committee.

Cont...

FINANCIAL COMMITTEE/POLICIES

Cont:

3. Expense Reporting

- A. All expenditures shall be pre-approved by the Branch or Financial Committee, directly or via an approved budget. Any one requiring reimbursement for approved funds spent on behalf of the Shire should submit their request for reimbursement within 45 days of expenditure with receipt. Per Kingdom policy, "Branch Exchequers are only obligated to reimburse for receipts presented within 120 days of the expenditure." Receipts presented after 120 days will need the approval of the Financial Committee to receive reimbursement.
- B. All checks issued to individuals should be cashed in a reasonable time-frame. Any check outstanding for more than one (1) year will be voided. If the Individual still wishes to receive reimbursement and written request must be made to the Financial Committee detailing the reasons for not having deposited the original funds, and a reissue of a check will be up to the Financial Committee's discretion.
- C. All expenditures over \$150 require the approval of both the Financial Committee and the Branch and shall be published in the Dragon's Tongue within thirty (30) days of approval.
- D. All expenditures over \$500 must be published in the preceding month's Dragon's Tongue before being voted upon at the following business meeting.
- E. All Shire officers are required to submit a budget for their office by the December business meeting for the upcoming year.

Cont...

FINANCIAL COMMITTEE/POLICIES

Cont:

4. Financial Policy Review

- A. The Financial Policy shall be reviewed upon change of office of Branch Exchequer by the Financial Committee. Changes must be approved by the Financial Committee and the Branch to be submitted for approval from the Kingdom Exchequer.
- B. The Financial Policy can be reviewed as deemed necessary by the Financial Committee. Any revisions must be approved by both the Financial Committee and the Branch before being submitted to the Kingdom Exchequer for approval.

5. Event and Refund Policies

- A. Gate shall be operated by no less than two (2) individuals. One of which must be an adult (18+ years old) and a current member of the Society of Creative Anachronism.
- B. All checks must be made out to SCA, Inc. Shire of Dragon's Mist. An Identification Card must be checked against the information on the check when accepting a check. All checks must be stamped or endorsed "Deposit Only" on receipt of check and placed within the cash box.
- C. Only two Shire Officers may take money out of the Cash Box for deposit, which must be the Branch Seneschal, Branch Exchequer, or their designated Deputy and the Event Steward. All removal of funds and checks from the cash box require a Gate Reconciliation Form to be filled and left with the cash box.
- D. All funds collected from an event must be deposited only in the Shire bank account within five (5) business days of collection. All deposits require a Deposit Record Form and receipt to be turned into the Branch Exchequer.

Section 5 Continued next page...

FINANCIAL COMMITTEE/POLICIES

Cont:

5. Event and Refund Policies Continued

- E. Complimentary passes to an event must be approved by the Financial Committee before the event. The only exclusion to this policy is for current Shire Defenders attending the event for choosing their successor, who are approved for complimentary admission to that event.
- F. Refunds will only be issued at the discretion of the Financial Committee. Requests must be made in writing with a detailed explanation no later than seven (7) days after the event. All refunds will only be made via check drawn on the Shire's bank account within thirty (30) days of the request being approved by the Financial Committee. No cash refunds will be issued nor will any refund be issued from an event cash box.

6. Bad Debt Recovery

- A. In the event of a check being returned as non-sufficient funds (NSF), all efforts will be made to recover the amount of the check as well as any NSF related bank fees as outlined in the Exchequers handbook.