



ABSR PONY CLUBS

FINANCIAL POLICY AND BEST PRACTICES

ALBERTA SOUTH REGION – 2021



ABS FINANCIAL POLICY

Any electronic transfer of money can be risky. Branches and the region are required to adhere to the best practices described in this policy.

1. Online banking
 - 1.1 In order to mitigate risk, the following practices are to be adhered to when using online banking systems: Be careful about information you share online and make sure to always use a secure internet connection. Don't use public WIFI if you ever access your bank account on the go. Create strong passwords and do not share your password with anyone. Don't use the same password for all your accounts (including email and social media accounts).
 - 1.2 The ABS Region strongly recommends branches with access to online banking to enable two-factor authentication when accessing their account.
 - 1.3 When more than one person has access to online banking services, they should each have their own login name and password.
 - 1.4 The Region accepts no responsibility for online banking breaches or errors at the branch level. Any online banking actions are at the branch's own risk.
 - 1.5 The Region will seek permission from the members to perform online banking transactions, with the understanding that breaches, or errors may occur.
2. Receiving money electronically
 - 2.1 In order to mitigate risk, the following practices, in addition to those described under paragraph 1, are mandatory when branches allow incoming payments through e-transfer:
 - 2.1.1 Setup a branch / region email account to receive money and link that email to your banks e-transfers.
 - 2.1.2 A minimum of two people (with signing authority) in the branch have access to the branch email account
 - 2.1.3 Auto-deposit has been set up to receive money into the bank account
 - 2.1.4 When soliciting for payments from your members or participants through e-transfers add a disclaimer. E.g. "It is the sender's responsibility to make sure they use the correct email address when sending money to the branch/region. You cannot reverse a transfer that has already been deposited. A security question is not needed as the branch/region is set up for auto-deposit."
 - 2.2 In order to mitigate risk, the following practices are recommended when branches allow incoming payments through e-transfer:



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- 2.2.1 Get into a routine where a monthly or quarterly financial report is shared within the executive.
 - 2.2.2 Be wary of unsolicited e-transfers. Double check that the transfer is legit and don't click on any of the links. Since you have set up auto-deposit you should not receive these types of emails and they are always suspicious.
3. Sending money electronically.
 - 3.1 Sending money is subject to two types of risks: fraud and errors. Fraud mitigation measures are described in 3.2 and are generally similar to the possibility of fraud in all financial transactions. The risk of errors however is higher when using e-transfers than when writing a cheque. Both the amount of money and the email the transfer is sent to should be checked diligently before sending out an e-transfer. The branch will have to do its own risk benefit assessment when they decide to allow for e-transfers to be sent from their bank account
 - 3.2 When sending money through e-transfer the following fraud mitigation measures, in addition to those described under paragraph 1 and 2, have to be in place:
 - 3.2.1 All signatories to the accounts and/or people that have online access to the account need to have a clean criminal record check on file.
 - 3.2.2 A budget for the year will be approved at the last meeting in the previous year.
 - 3.2.3 Every regional or branch board committee meeting and regional or branch executive committee meeting will include a financial report and an ongoing comparison to the budget. Upon request financial statements will be provided to the members.
 - 3.2.4 The financial books are audited internally on a yearly basis.
 - 3.2.5 The Region will aim to limit the number of consecutive terms for a treasurer to 5 terms or 5 years.
 - 3.3 A branch or region that has access to a bank account that allows for authorization of an outgoing e-transfer payment by two signing officers are allowed to do so under the following conditions:
 - 3.3.1 Outgoing e-transfer will have to be approved by at least two signing officers when the amount being transferred is over 500 dollars. Branches are free to set their own minimum on approval by two parties as long as it remains under the 500-dollar limit.
 - 3.3.2 An invoice is present to support the expense.
 - 3.3.3 For branches: the branch members have approved this method of payment in a general meeting of the branch



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- 3.3.4 For the region: the members of the regional board have approved this method of payment in a regional committee meeting.

- 3.4 If a branch is unable set up a double authorization process for outgoing e-transfers, they could still send e-transfers under the following conditions:
 - 3.4.1 The outgoing e-transfer is sent to another part of the CPC organization: the Canadian Pony Club, a Region or another branch. The branch may include other trusted partners to this list, such as coaches or facilities upon approval by the branch executive.
 - 3.4.2 An invoice needs to be present to support the expense
 - 3.4.3 Email confirmation of the validity of the invoice has to be granted by another signing officer
 - 3.4.4 The outgoing e-transfer does not exceed the 500-dollar limit
 - 3.4.5 The branch members have approved this method of payment in a general meeting of the branch

Approved Regional committee meeting April 22, 2021