



**BCLM REGION  
FINANCIAL POLICY  
November 2019 – Amendment Proposed March 2023**



Loyalty

Character

Sportsmanship

**Purpose:**

The purpose of this policy is to maintain consistent financial statements and reporting transparency across the region, to meet national requirements, to set standards for reimbursements and record keeping, and to set out policies and processes for handling donations.

1. The fiscal year for Regional Pony Club and the disciplines (including Testing and excluding Education) is from January 1<sup>st</sup> to December 31<sup>st</sup>.
2. The fiscal year for Pony Club branches and Education run from September 1<sup>st</sup> – August 31<sup>st</sup>.
3. Regional fees will be reviewed and set after the National AGM annually.
4. The Regional Treasurer will present a current financial statement at each regional meeting.
5. Regional Treasurer will submit BCLM Regional yearend financial statement for the previous year and proposed BCLM Regional budget for the current year at the first Regional meeting of the calendar year. Branches and Education must submit their year-end financial statements by November 15<sup>th</sup> along with the copy of a bank statement showing the closing balance as at August 31<sup>st</sup>. Reporting will be submitted to the Regional Chair and the Regional Treasurer. Financial statements must include opening bank balance, income, expenses and closing bank balance. Included below is a sample financial statement.
6. The Regional Treasurer will send all branch financial reports for the year to CPC National by December 31<sup>st</sup> of that year. Regional financial reports shall be submitted to National by January 31<sup>st</sup> of the subsequent year.
7. The Discipline Committees with authorization from the BCLM Regional Executive to have individual bank accounts must submit financial statements, banking information and a proposed budget by January 31<sup>st</sup> following the year end, these committees may include and are not limited to:
  - Regional Testing
  - Regional PPG
  - Regional Quiz
  - Regional Rally

If the Region chooses to set up a temporary bank account for the purpose of running a championship or large horse show, the persons controlling that bank account must make a complete financial report to the Regional Treasurer within 30 days of the completion of the event. The Regional Treasurer must be a signing officer on all discipline and temporary accounts.

8. Every Pony Club account must require two signatures/approvals to withdraw funds. The signers cannot be two members of the same family. At the discretion of the Regional Executive, the Regional Treasurer may be added as a signing officer to branch accounts. All BCLM Pony Club accounts and financial records are subject to audit by the Regional Treasurer or other person appointed by the Regional Committee or Regional Executive.
9. Those responsible for BCLM Pony Club bank accounts and financial instruments (e.g. GICs) must keep account statements, cheques (or cheque images in the financial institution's on-line banking system), receipts and other relevant financial documents for a minimum of seven years. Other relevant financial documents would include annual financial statements, cheque requisitions with supporting receipts, and records of all deposits.

10. E-transfers

- a. Incoming transfers to pay for Pony Club registrations or events must be sent to the Regional, branch or discipline treasurer who will deposit them directly into Pony Club bank accounts. Deposits to personal accounts are not allowed.
  - b. Outgoing e-transfers to pay Pony Club expenses may be used only when the bank or credit union e-transfer system is set to require two signing officers to authorize the transaction.
11. The purpose of Pony Club accounts is to maintain enough funds to operate, including budgeting for future events and activities, not to accumulate funds.
  12. All cheques written to any BCLM Region account that are returned 'NSF' will have a \$30.00 fee added to the amount owing.
  13. All credit card and Interac payment fees charged to the BCLM account are to be charged to the branch or discipline incurring the charge.

14. Travel Reimbursements

- a. Members booking travel are expected to make responsible use of Pony Club funds by arranging safe, efficient travel using the most economical means possible.
- b. Definition: "Travel expense" means out-of-pocket expenses incurred for transportation, such as airline tickets, cancellation insurance, bus tickets or car rental (excluding luxury cars). This includes airline "standard" seat reservations and one checked bag. Travel expense excludes living expenses such as hotel or meal costs. Redemption of travel points from credit cards etc. is not reimbursed.
- c. Travel arrangements by commercial carrier must be made at least five weeks in advance (or in exceptional circumstances at a time closer to the travel date with the approval of the Regional Executive) to secure reasonably priced fares. Travel arrangements must be approved by either a member of the Regional Executive, the discipline chair or the discipline treasurer.
- d. Cancellation insurance is recommended, particularly for international travel.

- e. For competitions held within BC or where team travel by no more than two vehicles is more affordable, vehicle owners/drivers will be reimbursed a 50 cent per km rate.. Vehicle travelers must use the most direct, safe, and practical road routes. Drivers must be over 25 years of age and appropriately licensed for the class of vehicle driven. When travelers choose to travel by alternate means, the maximum amount payable for travel expenses must not exceed the cost that would have been incurred by the mode and class of transportation initially authorized.
- f. Travellers are to stay in accommodations provided or arranged for by the host organization when travel is related to National or International competitions. If accommodations are not provided, accommodations may be covered up to 1/3 where finances allow, provided standard accommodations are made and competitors share rooms. The standard for accommodation is a single room, in a safe environment, conveniently located near the competition. Accommodation arrangements must be approved by either a member of the Regional Executive and the Discipline Chair or the Discipline Treasurer.
- g. Up to 1/3 travel expense where finances allow for teams/individuals attending sanctioned Pony Club national and international competitions excluding 'Invitational' competitions.
- h. Up to 1/3 travel expense where finances allow for one adult, where an adult is required to attend a sanctioned national or international Pony Club event, including but not limited to a coach or chaperone.
- i. Regional to cover entry fees for a team plus coach or chaperone or up to \$150 per candidate at the national level. International candidate entry/land fees are paid to a limit of \$500.00, where finances allow.
- j. Candidates who have been selected for international competitions must notify the Regional Discipline Chair and the Regional Treasurer immediately upon acceptance of being selected for the invitation in order to receive reimbursement, where funds allow.
- k. Discipline chairs are to submit a budget for team/individual travel to the Regional Treasurer as part of the annual regional budgeting process.
- l. All approved requests for reimbursement must be submitted within 30 days of the conclusion of the competition.
- m. All reimbursement requests for travel to or entry fees for national or international trips must be submitted by the BCLM chair for that discipline. Requests for a trip must be submitted in a single batch at the same time, with appropriate supporting documentation.
- n. Horsemasters are currently not eligible for travel reimbursement.
- o. BCLM funds travel and hotel for delegates to national Pony Club conferences. Delegates may claim \$75 per conference to cover meals and extras out of pocket where funds allow.

- p. BCLM pays for the National Director's hotel room and a \$50 per diem to attend the National AGM and National SAM. (Travel expenses are paid by Canadian Pony Club.)
- q. Any other reimbursements requested must be approved by the BCLM Regional Executive.
- r. All requests for reimbursement must be submitted on the BCLM Cheque Requisition Form. See attached requisition form below.

## 15. Donations

Donations may be made to any branch, discipline or the region. Unless a tax receipt is needed, they should be sent to the Regional Treasurer or the treasurer of the branch or discipline. The treasurer must deposit it directly into the appropriate Pony Club bank account and also ensure that it is used for the specified purpose.

If a tax receipt is needed, the donation must be sent to the National Treasurer of Canadian Pony Club. All cheques must be made out to "Canadian Pony Club" and sent with:

- Instructions to the National Treasurer to send a cheque in the same amount to the appropriate branch or discipline and
- The full name, address and telephone number of the person requesting the receipt.

Receipts are available only for personal donations, not for businesses.

Receipts are issued for cash donations only. There cannot be any personal gain involved (e.g. payment for an individual's horse show fees or travel.)

*Revised/passed: March 2014*  
*Revised/passed: June 2018*  
*Revised/passed: November 2019*  
*Revised: March 2023*

Deroche Branch  
 Financial Statement for the Year Ending 31 August, 20xx  
 (Example)

Opening Bank Balance as of Sept. 1	\$2,500.00
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Revenue:

Membership fees	3600.00
Pub night fundraiser	1500.00
CPC Calendar	200.00
Plant sales	<u>600.00</u>

Total income:	\$5,900.00
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Expenses:

Regional/national fees	1500.00
Barn lessons	600.00
Riding lessons	1200.00
Testing	800.00
Quiz	360.00
Show Jumping	300.00
PPG	210.00
Dressage	300.00
Administration	<u>125.00</u>

Total expenses:	\$5,395.00
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Net income for the year	\$ 505.00
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Add: uncashed cheques	\$ 250.00
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Less: funds not yet deposited	\$ 50.00
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Closing Bank Balance as of Aug. 31 <sup>st</sup> :	<u>\$3,205.00</u>
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Please include a photocopy of your year-end bank statement showing the closing balance.

## BCLM Regional Pony Club Cheque Requisition

DATE: \_\_\_\_\_ AMOUNT: \$ \_\_\_\_\_  
REQUESTED BY: \_\_\_\_\_  
EMAIL: \_\_\_\_\_ CELL: \_\_\_\_\_

PAYMENT PREFERENCE:    **CHEQUE**            **ETRANSFER**

PAYABLE TO: \_\_\_\_\_  
WHERE TO SEND  
PAYMENT: (mailing \_\_\_\_\_  
address for cheque or \_\_\_\_\_  
email/mobile for etransfer) \_\_\_\_\_

REASON FOR  
PAYMENT: \_\_\_\_\_  
\_\_\_\_\_

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It is intended that BCLM volunteers not be out of pocket as a result of carrying out the duties or requested activities necessary to support Pony Club activities.

Treasurers and other BCLM volunteers entrusted with BCLM funds have to exercise proper stewardship of those funds. **Receipts or invoices are normally expected** to be provided to support requests for reimbursement of expenses. If a receipt cannot be provided, an explanation of the expenses is expected.

RECEIPTS ATTACHED:    **YES**            **NO**            SIGNATURE: \_\_\_\_\_

If "NO" receipt, then please provide sufficient detail to justify the expenses:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FOR BCLM TREASURER USE ONLY:			
Payment Type:	Etransfer	Cheque	Cheque #: _____
Date Processed:	_____		
Special Instructions:	_____ _____		
Charged To:	_____		
Issued By:	_____		