

**Nova Scotia Pony Club/Canadian Pony Club**  
**Cross References to 'Financial' Procedures Established to Date**  
**January 2010**

**Taken from: Nova Scotia Rules & Regulations - January 2004**

8.0 FINANCIAL

8.1 *The fiscal year of the Nova Scotia Region shall be from January 1 to December 31.*

8.2 *Regional Membership fees for the Nova Scotia Region shall be established by the Regional Committee in the spring of the calendar year for the following year. Branches may establish and collect additional fees at their own discretion.*

8.3 *The Regional Committee shall collect from individuals, via the branches, the appropriate National and Regional fees due and payable in each year and shall remit all National fees to the Canadian Pony Club Treasurer. All National, Regional, and Branch annual fees must be paid before a person may be registered as a member of the Canadian Pony Club.*

8.4 *Banking resolutions, as appropriate, shall be passed by the Regional Committee, provided that the Nova Scotia Region may not borrow or raise money by loan at any time*

8.5 *No member of the Regional Committee, the Regional Executive Committee, or a Branch Executive Committee shall receive remuneration for services. Reimbursement for reasonable out of pocket expenses incurred in the performance of duties or functions may be allowed, upon presentation of receipts, at the discretion of the Committee involved.*

8.6 *The financial accounts of the Nova Scotia Region shall be reviewed annually prior to the Regional AGM. A statement for review shall be presented within three months of the fiscal year-end. Arrangements for such financial review shall be set at the Annual General meeting.*

8.7 *Separate accounts for particular activities or events are strongly discouraged.*

**Taken From: Canadian Pony Club - Nova Scotia Region 2009 Branch Testing Guidelines**  
**Information for Examiners, District Commissioners and Branch Test Reps**

*"Examiners in Training (EIT's) will receive \$50 honorarium for attending testing.*

*"Testing done at the D and/or C level: is per qualification of examiner (Sr. Examiner = \$150.00 Jr. I = \$ 75.00 Jr. II = \$ 100.00) plus mileage & meals.*

*"Mileage: \$0.38/km for Examiners.*

**Taken from: Bylaws of the Canadian Pony Club (April 2003; Revised April 2007)**

*12.15 Upon the closing or winding up of any Branch of the Pony Club for whatsoever reason, its last District*

*Commissioner holding office or in his or her absence the Branch Executive Committee must remit all membership fees and other accounts due, all membership records of the Branch, all Branch assets, all books, statements of account of the Branch, and all other documents held by the Branch in respect of or relating to affairs of the Branch to the Board of Directors or the Regional Committee.*

**16. MISCELLANEOUS**

*16.01 a) No remuneration shall be paid to any Director, Officer or National Committee Member of the Pony Club for his or her services to participate in meetings of the Board of Directors or a National Committee or for carrying out the normal duties of his or her office. Directors, Officers and National Committee Members may be reimbursed for reasonable out-of-pocket expenses.*

*b) No person shall appoint himself or herself or a member of his or her immediate family to any position that shall receive payment for services or an honourarium without preapproval as may be required from time to time by Board policies.*

*16.02 A Member who is a party to a contract, is a party to a proposed contract or has a material interest in*

*any company or person who is a party to a contract with the Pony Club or any of its Regions or Branches shall disclose the nature and extent of his or her interest in the contract.*

*(a) In the event that a Member fails to disclose his or her interest in a contract, the Pony Club reserves all rights to have the contract set aside.*

*(b) A contract between the Pony Club or any of its Regions or Branches and a Member will not be invalidated solely because the Member has an interest in the contract, provided that the contract was reasonable from the Pony Club's perspective at the time it was approved.*

*(c) Guidelines for assessing if a contract involving a conflict is reasonable from the Pony Club's perspective include:*

*(i) No extraordinary financial gains should result from the contract with Pony Club or any of its Regions or Branches; and,*

*(ii) In the event there are alternative sources for the goods and services offered, evidence shall be available that quotations have been sought on a periodic basis from these alternative sources.*

## **Taken from: Canadian Pony Club Operations Manual - Revised SAM 2009**

### *III. COMMITTEES*

#### *BUDGETS*

- 1. Budgets, when approved by the National Board of Directors, shall become the responsibility of the Committee involved and the Committee shall be responsible for reporting to the National Board of Directors and to the Management Committee, both of whom shall be responsible for monitoring the expenditure of budgeted amounts where the National Board of Directors or the Management Committee consider advisable.*
- 2. All Committees shall provide reports to the National Board of Directors or the Management Committee or the Finance Committee when requested by the National Board of Directors or Management Committee or Finance Committee.*
- 3. No expenditures that exceed budgeted amounts shall be made by any Committee without express written approval by the National Board of Directors or the Management Committee up to its \$500.00 limit.*
- 4. No funds will be advanced by the National Treasurer in respect of any Committee budget without the approval of the Chair of the Committee and proper documentation.*

### *IV. BUDGETS AND FINANCIAL MATTERS*

#### *GENERAL BUDGET*

- 1. The National Board of Directors is responsible for the approval of the budget.*
- 2. The Management Committee may allocate extra funds to a limit of \$500.00. (Revised 1998)*
- 3. The Finance Chair and Treasurer shall be vigilant in monitoring Canadian Pony Club activities and, when possible, shall alert Committee Chairs, the National Chair for Disciplines, the Management Committee, or the National Board of Directors of funding problems or budget deviations. (Revised*

#### *SIGNIFICANT BUDGET ITEMS*

- 1. The National Board of Directors may approve significant funding expenditures (for example workshops, conferences, committee meetings, or events or competitions).*
- 2. If a significant budget item is submitted to the National Board of Directors for approval it should generally be done so that the Committee Chair responsible will be in a position at a subsequent meeting of the National Board of Directors to present a detailed plan including objectives, agenda and budget to allow for further input from the National Board of Directors.*
- 3. The Committee Chair is responsible to report to the National Board of Directors, the Management Committee and the Finance Committee regularly so as to allow monitoring of progress.*
- 4. The National Administrator and National Treasurer shall be available as resource persons to the Committee Chair in planning, organizing and implementing the activity relating to the significant budget item.*

#### *FINANCIAL POLICY*

- 1. Funds raised, whether from membership fees or Canadian Pony Club activities or fundraising shall generally not be earmarked for expenditure in a certain way but shall form part of the general revenue of*

*Canadian Pony Club.*

- 2. A scholarship fund has been established as a specific exception to the above policy. This scholarship fund provides scholarships to members of Canadian Pony Club and are known as the Governor General's Award of Excellence.*
- 3. The cheque signing limit for the National Treasurer is \$500.00. For cheques exceeding \$500.00 the National Treasurer must have a co-signer and the co-signer shall be one of the Chair, Vice Chair or the Financial Chair. (Revised 1996)*
- 4. Expenses incurred by the Administrator in connection with matters relating to a particular Committee shall be charged to the budget of that Committee. Committee Chairs should therefore be aware that while the Administrator is available to assist in Committee matters, expenses incurred will not form part of the administrative budget.*
- 5. The National Administrator is authorized to sign contracts dealing with the normal operations of Canadian Pony Club. (Revised 2003)*
- 6. If a flight is to be changed, and there is a cost involved, permission must be received from the National Office prior to making the change. (added SAM 2008)*

**Taken From: Operations Manual, Section 2, Financial Policies**

*1. Finance Committee*

*1.1 As required by the bylaws, there will be a finance committee. It will consist of the Finance Chair, the treasurer, and one other director. The Chair of Canadian Pony Club will be an ex officio member.*

*1.2 An audited financial statement shall be presented to the Board of Directors as well as to the Annual General Meeting at the April meetings of Canadian Pony Club.*

*1.3 The National Board shall be responsible for all financial matters relating to the operations of Canadian Pony Club including:*

- Preparation of budgets;*
- Establishing membership fees;*
- Financial accounting and reporting; and*
- National Fundraising; all subject to the policies and procedures set forth in the Operations Manual under the part dealing with budgets and financial matters*

*2. Signing Authority.*

*2.1 The treasurer will be authorized to issue cheques, for bills of invoices with supporting documentation, up to \$500.00 with only his/her signature. Cheques in the amount of \$500.00 or more shall require a second signature. That second signature will be the Finance chair or others as determined by the finance committee. Normally the National Chair and the National Vice Chair shall have signing authority. (See 19.1 & 19.2 for advice to Regions and Branches)*

*2.2 The normal practice for two signature cheques, will be to have cheques signed by the treasurer and the finance chair.*

*2.3 Any cheque made payable to the treasurer or an immediate member of his/her family shall require two signatures regardless of amount.*

*2.4 No two members of the same family will have signing authority. Family will include but not be limited to spouse, parents, sisters, brothers, children, grandchildren, nephews, nieces.*

### *3. Credit Card*

*3.1 Canadian Pony Club cannot obtain a credit card in its own name. If the treasurer so wishes, he/she can obtain a credit card in his/her name and designate that card for the exclusive use of Canadian Pony Club. All payments for this card shall require two signatures, regardless of size.*

### *4. Records*

*4.1 Records shall be kept by the treasurer. He shall provide the active members of the finance committee with a financial accounting at the end of every month. This accounting will be the balance sheet, the income statement and a budget statement.*

*4.2 This statement will be distributed to the Board of Directors or others at the direction of the finance committee.*

### *5. Transparency*

*5.1 It is generally regarded that the financial records of Canadian Pony Club are open documents and information will be provided to any member of the Board of Directors. Similar requests by a discipline chair or a Regional Chair may also be granted.*

### *6. Privacy & Confidentiality*

*6.1 The finance committee – with the consent of the Board of Directors and/or the Management committee – reserves the right to restrict the distribution of some items. These restrictions will, in general, be caused by requirements of employee confidentiality and/or legal requirements.*

### *7. Budget Process*

*7.1 The budget year for Canadian Pony Club runs from January 1 to December 31.*

*7.2 The yearly budget is set at the Board of Directors meeting at the Annual General Meeting (April) prior to the budget year. Modifications to the budget may be made at the following Semi-Annual meeting to take into account budgetary surpluses or shortfalls that might have occurred since the AGM.*

*7.3 Every person charged with a budget will submit a budget request to the treasurer at a date prior to the AGM. The date will be determined by the finance committee. The finance committee will view the requests and prepare a recommended budget for presentation to the Board. The final decision as to the budget will be determined by the Board of Directors.*

*7.4 From time to time, it might be necessary to increase a budget. The Finance Committee will be authorized to increase budgets – or create new ones – to a maximum of \$500.00. Any increase in excess of \$500.00 has to be approved by the Management Committee.*

*7.5 Unused budget allocations are not carried over from one year to the next but are returned to general funds.*

## *8. Tax Receipts*

*8.1 Canadian Pony Club is a registered charity with the Federal Government and issues tax receipts for donations. Receipts are only issued by the treasurer.*

*8.2 Donation cheques should be made payable to Canadian Pony Club and sent to the treasurer. He/she will issue a tax receipt. If the donation is to be used to support a Regional or Branch function, the treasurer will then grant the money back to the Region or Branch. No handling fees are retained. No tax receipt can be issued without a cheque being presented to the treasurer.*

*8.3 Tax receipts are issued for the donation of money. While it is legal to issue tax receipts for the donation of goods, the valuation of the donated good is very difficult in some cases. To prevent problems, if a person wishes to donate a good, the Branch/Region should purchase the good at fair market value and then the donor can donate the purchase price back to the Region/Branch.*

*8.4 It is not possible to issue tax receipts for the donation of services. This is a Federal Government regulation.*

*8.5 Tax receipts cannot be issued if the donation is for personal gain. Some, but not all, examples of this type of donation would be:*

*a) Horse show fees.*

*b) International fees.*

*c) International or national travel expenses.*

*d) Cost of uniforms.*

## *Board of Directors*

### *9. Payment to Members of the Board of Directors*

*9.1 No remuneration shall be paid for services to any Director, Officer or National Committee Members of Pony Club. Directors, Officers and National Committee Members may be reimbursed for reasonable out-of-pocket expenses.*

### *10. Payment of individual AGM/SAM Expenses.*

*10.1 Canadian Pony Club pays travel expenses for authorized participants.*

*10.2 Canadian Pony Club pays airfare at the rate that Canadian Pony Club can book flights. If an individual books their own flight, we will pay a maximum of Canadian Pony Club's booking cost. People who choose to fly on points for Canadian Pony Club activities will be reimbursed only for the booking fee. (Revised AGM 2006)*

*10.3 Canadian Pony Club will pay mileage at a rate determined by the finance committee. The maximum amount of mileage is equivalent to the cost of airfare.*

*10.4 In addition, Canadian Pony Club will pay the basic room costs of the Chairman, Past Chair, Active Members, Treasurer, and Administrator plus any other employee as determined from time to time. Upgrades are the responsibility of the individual.*

*10.5 At the option of the Board of Directors and/or the organizers of the meeting, Canadian Pony Club*

*will pay the basic room costs and travel of invited guests.*

*10.6 Canadian Pony Club will pay a meal allowance only to the two Active Member Directors. Setting the amount of the per diem rate will be the responsibility of the Board and/or the management committee.*

*10.7 Canadian Pony Club does not pay meals, taxi, entertainment or personal telephone for National Directors representing Regions. However, any member may obtain a tax receipt for rooms plus meals etc. To do so, all expenses are added up. The individual submits a claim - receipts required - to Canadian Pony Club along with a check rounded up to the nearest \$ 5.00. Canadian Pony Club will then pay the amount of the claim and issue a tax receipt for the amount of the donation.*

#### *Disciplines*

##### *11. Conflict of Interest*

*11.1 For the purposes of this document, conflict of interest shall be restricted to financial considerations.*

*11.2 No chair shall appoint themselves or a member of their immediate family to any position that shall receive an honourarium without the direct pre-approval of the Management Committee. Immediate family is as defined in section 2.4. It is understood that all volunteers may claim reasonable expenses, and nothing in the preceding shall alter that*

##### *12. International Gift Packages*

*12.1 For all sanctioned exchanges, team members will receive a saddle pad (or other appropriate item) and a trading package. The cost of the trading package will be taken from the appropriate discipline budget. Where no specific discipline is involved (ie fox hunting), the cost will come out of the budget of the Chair for Disciplines. The composition of this package will be determined by the Supplies Person and the appropriate Discipline Chair. (Revised 2003)*

##### *13. Budgetary Practices.*

###### *13.1 Movement of funds*

*The chair can not move funds between budget items within his/her budget without approval. He/she may not create new funding areas without the approval of the finance committee. He/she may not move funds from one budget area to another without approval of the finance committee.*

###### *13.2 Awards*

*Award money for each discipline's highest level of competition will be placed into the hosting budgets. All disciplines will receive a grant for awards, which will be directly granted to the hosting Region(s). To be split 1/4 for Zones if that is highest level offered or 1/2 for Westerns/Easterns or all for Nationals. (2005)*

###### *13.3 Travel to Championships*

*Part of the administrative budget of each competitive discipline chair, will be funds to allow him/her to attend one National/Regional/Zone championship.*

###### *13.4 Program Funds*

*Each competitive discipline chair has funds earmarked for program development within his/her discipline. The Regions can apply for discipline grants from a minimum of 1/13 of the available grant to a maximum of \$500.00 per Region per discipline based on the number of applicants as determined by the respective discipline chair. When the budget is presented, the discipline chair should provide the Board of Directors with a broad outline of how he/she proposed to distribute these funds. The Board shall have*

*the right to veto the proposal. (Revised 2001)*  
*Program Funds Distribution: (new 2009)*

*13.4.1. The deadline for receiving post event reports and all accompanying documentation is September 30.*

*13.4.2. It is up to the Regional Discipline Chair to check with the National Discipline Chair to make sure the paperwork has been received.*

*13.4.3. If it has not been received, it is up to the Region to resend the package.*

*13.4.4. If the Regional Discipline Chair cannot contact the National Discipline Chair, they must report the problem to the Chair for Disciplines.*

*13.4.5. All grant cheques will be written and sent to the Regional Treasurer during the first week of November.*

*13.4.6. After that, no further grant cheques will be sent out. There are no exceptions.*

#### *13.5 Right of Appeal*

*In all cases, the treasurer reserves the right to place any expense claim before the finance committee for approval of payment. Canadian Pony Club Operations Manual 2009 Page 19*

#### *13.6 Travel to Conferences*

*The Canadian Pony Club will pay a portion of the airfare for the first four delegates to a conference, as determined from time to time by the Board of Directors. In the case of Nova Scotia/Newfoundland, New Brunswick/PEI, and BC Islands, Canadian Pony Club will pay the full fare for the first person and a portion of the airfare for the next three delegates. People who choose to fly on points for Canadian Pony Club activities will be reimbursed only for the booking fee. (Revised AGM 2006)*

*13.7 The Canadian Pony Club will maintain an operating fund of a minimum of approximately \$40,000 or 25% of head fee revenue (which ever is greater) at year end. (Nov. 2004)*

#### *14. Discipline Bank Accounts.*

*14.1 All Canadian Pony Club bank accounts will be under the direct control of the National Treasurer. No independent Discipline bank accounts will be allowed.*

#### *15. Payment of mileage*

*15.1 The rate of payment of mileage will be determined by the Finance Committee. It is recognized that mileage payments are designed to pay for the cost of gasoline and do not reflect the true cost of operating an vehicle. Mileage for 2009 has been set at \$ .25 km.*

#### *16. Testing*

*16.1 HA/RA tests are hosted by a Region. Canadian Pony Club pays for transportation to and from the test for the examiners, accommodations for the examiners, honourariums and meals outside of the test day. The Region is responsible for meals for the examiners and candidates during the test. i.e. lunch will remain the responsibility of the host Region.*

*16.2 Regions are encouraged, with the agreement of the examiners, to make use of the examiners by hosting a senior Regional test immediately before or after the HA/RA test. The extra test will be at no*



*additional cost to CPC.*

*16.3 Affiliate Testing Members will pay a separate RA/HA Test Fee based on the actual cost of the test. The National Test Chair will set this fee based on the average cost of an RA/HA test in the previous year. (Revised 2003)*

## *Regional Relations*

### *17. Grants*

*17.1 Canadian Pony Club issues grants to its Regions for a variety of purposes including, but not limited to, grants to assist in the hosting of National, Regional, or Zone Championships, newsletter grants, and other special grants. In all cases, these grants shall be made payable to the Region.*

*17.2 Each region will be provided with a newsletter subsidy of \$1.50 per member per year provided the region publishes a newsletter at least three (3) times per calendar year. Regions unable to produce 3 newsletters a year may receive \$1.00 per member providing that they produce 2 newsletters per calendar year. (Revised 1998)*

### *18. Disbanding of Branches*

*18.1 When a Branch disbands, its remaining assets become the property of its Region.  
Canadian Pony Club Operations Manual 2009 Page 20*

### *19. Regional and Branch Signing Authority.*

*19.1 Regions and Branches should follow the signing authority guidelines as outlined in section 2.*

*19.2 Regions will have the right to establish their own limit on single signature cheques.*

### *20 Regional Records*

*20.1 There is, in reality, only one Pony Club. Therefore, while Regional and Branch Records are primarily the responsibility of the Region and Branch, the Finance Committee of Canadian Pony Club retains the right to demand the disclosure of all details of such records including detailed bank statements in case of problems or if they wish to perform a random verification of records.*

*20.2 The Canadian Pony Club strongly recommends that all Regional bank accounts be under the direct control of the Regional treasurer. If a Region chooses to set up a temporary bank account for the purpose of running a championship or large horse show, the person or persons controlling that bank account must make a complete financial report to the Regional treasurer. The details of this report must meet the requirements of the Regional Treasurer. The signing authority on the separate bank account must meet the criteria set forth in section 19. The Regional Treasurer should have signing authority to enable him/her access to the banking records. The Canadian Pony Club discourages the practice of giving separate bank accounts and separate signing authority.*

*20.3 Individual Branches within a Region must file a financial report consisting of an Income Statement and a Balance Sheet with their Region by the end of the calendar year. This report shall be for the information of the Region.*

*20.4 Regions must file a financial report consisting of an Income Statement and a Balance Sheet with the Canadian Pony Club by the next Annual General Meeting of Canadian Pony Club at the conclusion of the current calendar year. This report shall be for the information of the Canadian Pony Club.*

### *21. Policy Updates and Amendments*

*21.1 Updates and amendments to this policy will be done from time to time by the finance committee. The Management Committee and the Board of Directors reserve the right to approve or reject any updates and/or amendments*

