
CLUB FINANCIAL MANAGEMENT RECOMMENDATIONS

1. The DC should develop and implement a plan to provide funds for expenses associated with club administration and activities. Each year, the DC should develop and present a proposed operating budget for the approval of the Sponsors. The budget should estimate the income from the plan and establish an allocation to club expense categories. The club Treasurer should assist in the development of the proposed operating budget and in the administration of the funds in accordance with the approved operating budget and the provisions of these Bylaws.
2. The club Treasurer must prepare a financial report for each Sponsors' Meeting as well as when requested by the DC. The report should detail income, expenses and assets for the fiscal year-to-date by categories established in club policy.
3. The club Treasurer should, at the end of the fiscal year, prepare a financial statement that discloses fully, the source and utilization of all funds obtained and disbursed for expenses during the past fiscal year. Copies of the Annual Financial Statement should be sent to the National Office, the Vice President of Regional Administration (VPRA) and the Regional Supervisor by February 15.
4. The club Treasurer should be responsible for compliance with the Federal and State tax requirements imposed on IRS Code Section 501(c)(3) compliant entities. The Annual Financial Statement should serve as the basis for determining if State and Federal tax returns need to be filed.
5. Registered Clubs should maintain the non-profit corporation status of the United States Pony Clubs, Inc., as defined in Section 501(c)(3) of the IRS Code or similar provisions of any future law. Each Registered Club should obtain an Employer Identification Number (EIN) and should comply with all other legal requirements imposed on IRS Code Section 501(c)(3) designated corporations. Clubs should provide a copy of their EIN assignment to the National Office.
6. The fiscal year for clubs is from January 1 to December 31. This date is established by the USPC Bylaws of the Registered Clubs, Section 5.3. All clubs must use these dates as their fiscal year.
7. Clubs should use appropriate and sufficient financial practices, policies and processes to enable the club treasurer to accurately account for all income and expenditures of the region. Appropriate and sufficient documentation should be retained, organized and maintained by the club Treasurer to meet the internal, USPC and IRS reporting needs. The DC should maintain oversight over all financial transactions.

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8. Clubs may want to consider maintaining two checking accounts. For example, the “Main Disbursement Account” would be the primary working account for the club. A “Petty Cash Account” would be a limited working account for small official expenditures of the DC. Other accounts that are useful to may be established and maintained by the club Treasurer with the written consent of the DC.
9. All account deposits should be made by the club Treasurer, and should be documented with detailed breakdowns of the sources of funds. All checks should be sent directly to the Treasurer or collected by individual event organizers, compiled, documented and then sent together to the Treasurer for depositing to the appropriate accounts.
10. Clubs must work from an annual Financial Budget, based on prior years’ history and experience and planning for the year. The budget should be presented to the Sponsors for approval and explanation each year.
11. All disbursements should have accompanying receipts, contracts or internal “Check Request,” “Refund Request,” or “Reimbursement Request” forms for tracking of expenses prior to disbursement.
12. Signatures of both the DC and Treasurer should be required for large individual expenditures. The amount whereby two signatures become necessary should be discussed and decided upon by the Sponsors, subject to the approval of the DC. The RS decides in any areas of disagreement.
13. No account signatory should sign a check payable to him/herself unless preceded and documented with a “Check Request,” “Refund Request,” or “Reimbursement Request” form approved and signed by another club officer.
14. Clubs should avoid the use of credit cards. Upon request, clubs may want to consider reimburse the DC and treasurer for one reasonable annual fee each for credit cards to be used only for business of the club. The DC and treasurer should have personal responsibility for the cards and should devise a “Reimbursement Request” form for reimbursement of acceptable expenses on behalf of the club.
15. Newly purchased check stock for the club’s accounts should be labeled to expire in 180 days.
16. The DC should only write and individually endorse checks on the “Petty Cash Account.” The maximum balance in this account should be \$1,000. Funds in this account should be replenished by the club treasurer when acceptable backup documentation has been provided by the DC. Individual payments larger than \$300 should be submitted directly to the treasurer for payment from the Main Disbursement Account. The DC should remain a signatory on all accounts but only have check stock for the Petty Cash Account.
17. Club funds, accounts and credit cards (per # 8) should only be used for official business of the club.

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18. The club Treasurer, DC and one Jt-DC (designated by the DC, approved by the Sponsors) should be signatories on the club's bank accounts. The DC should only sign checks on the Petty Cash Account and those checks on the Main Disbursement Account that require a second signature. If, for some reason, the club Treasurer is not available to write necessary checks when required, checks may be written on the Main Disbursement Account and should be endorsed by both the DC and Jt-DC.
19. All refund requests for payments previously made to the club by a member or other party should be submitted to the DC using a "Refund Request" form. The DC should have sole discretion on the optional payment of all refunds and may approve refunds of any portion of the requested amount, and should signify the amount, endorse the form and present the form to the club treasurer for disbursement. Please remember that there are no refunds for national dues.
20. Clubs may want to consider reimbursing the DC for expenses directly related to the business of the club, subject to the restrictions and limitations of USPC Policies, including Policies 0700 and 0720. Specifically, the club Sponsors must have determined before an expense is incurred that reimbursement is important to the club in accomplishment of its goals.
21. For reimbursable airline tickets required for official business of the club, best attempts should be made by the purchaser to obtain the lowest cost fare possible, by flying economy class and booking at least 14 days in advance of travel.
22. Clubs may want to consider reimburse individual mobile phone and long distance call charges for calls made by club officers if submitted documentation supports that they were for official business of the club. Clubs should not reimburse the regular monthly service costs of any telephone services.
23. Reasonable and customary meal expenses of club officers should be reimbursable when an officer is traveling on official business or entertaining official guests of the club. Clubs should not reimburse costs of any guests of any officer that are not associated with official business of the club.