



NEW ZEALAND PONY CLUBS ASSOCIATION INC.

Policy on the Financial Management of the NZPCA

Purpose

To ensure procedures are in place to appropriately manage the financial affairs of the NZPCA.

The Finance Committee appointed annually shall consist of the following people:

- President
- Executive Officer
- Treasurer
- Two other persons with financial expertise
- The Committee shall elect its own Chairperson who will be responsible for presenting the Finance Committee Report to COM meetings.

1. It is the Responsibility of the

NZPCA Treasurer

1. To assist the EO with the preparation of documents pertaining to the annual Budget and Three Year plan in accordance with the decisions of COM.
2. To review the 1st draft sub committee budgets (with the assistance of the EO) prior to the October COM Meeting and advise the COM whether or not there will be an increase in the annual subscriptions (refer to Association rule 22(d)).
3. To ensure that expenditure is in accordance with the annual budget and report any variances to the Chair of Finance and EO.
4. To approve the payment of the monthly creditors in conjunction with the Executive Officer.
5. To assist the Executive Officer in the preparation of the annual accounts.
6. To present the Treasurer's Annual Report and the audited set of Financial Statements to the Annual General Meeting.

Chairperson of Finance

1. To monitor monthly expenditure against the annual budget in conjunction with the Executive Officer.
2. To present the Finance Report at COM meetings.

NZPCA Executive Officer

1. To pay all NZPCA creditors, monthly, either by cheque or by the Westpac Deskbanking facility. Upon receipt of a 'Claim for Expenses' form, arrange payment for executive travel, H & A technical delegates, H & A refunds, chairpersons expenses and other expenditure which COM approve from time to time. A payment schedule will be approved by the NZPCA Treasurer before payments are released.
2. To arrange automatic payments for the President's Allowance, Executive Officer, Coaching Officer, Education New Zealand (1993) Ltd and Storage Hawke's Bay Ltd.
3. To receipt monies daily and bank all monies weekly.
4. To invoice sponsors as stated in their agreements.
5. To send information to Clubs for collection of annual membership levies by 30th September. Ensure payment of membership levies is made by 30th November.
6. To file GST and PAYE tax reconciliation returns by due date.
7. Liaise regularly with the NZPCA Treasurer.
8. With the Accounting Service Provider (currently Education NZ (1993) Ltd), prepare a monthly financial statement of income and expenditure showing expenditure against budget and a statement of financial position for the NZPCA Finance Committee.
9. Prepare accounting reports as requested by Treasurer which are to include debtors, stock on hand, investment schedule and monthly cheque and deskbanking schedule.
10. Prepare and furnish to the President a monthly report covering expenditure and income received.
11. Assist committee chairpersons to prepare their draft budgets for October COM meeting and final budgets for the February COM meeting.

12. Prepare statement of income and expenditure and balance sheet for audit in conjunction with the NZPCA Treasurer.
13. Assist the auditor with annual audit queries of the NZPCA financial accounts.
14. Prepare the annual funding application to SPARC.
15. Review insurance cover and premiums, investments and term deposits on maturity in liaison with the NZPCA Treasurer.
16. Prepare a draft annual budget in liaison with the NZPCA Treasurer to be presented to the finance committee for adoption at the February COM meeting.
17. Ensure all financial planning and budgets have been prepared for all events and competitions run by Areas etc on behalf of the Association and that the financial results of such events or competitions are promptly reported back to the Association.
18. Prepare applications as necessary to other funding organisations.

Education New Zealand (1993) Ltd are contracted to

1. Prepare monthly financial statement showing income and expenditure against budget and a statement of financial position.
2. Prepare a monthly general ledger and annual trial balance.
3. Prepare any supplementary reports as requested by the Executive Officer.
4. Preparation of material for annual accounts at year end.
5. Be prepared to answer queries from the NZPCA Auditor. *(Note: Financial Statements for the months (i.e. February, March and April) during the annual audit will not be generated until the Auditor has 'signed the accounts off from previous year'.)*
6. Provide accounting advice as and when required.
7. Provide on-going telephone support for Solution 6 accounting software, receipting software and the necessary training thereof.
8. Provide data 'backup' in case of computer malfunction at NZPCA head office.
9. Provide on-going service if NZPCA personnel are unavailable. Education New Zealand (1993) Ltd will assist the NZPCA with the processing of financial information.
10. Training of new personnel if required.

The NZPCA Auditor

1. The annual audit shall verify that the system of internal control in place is working to plan, check information supplied and assess whether it complies with NZ Accounting practices and whether the financial statements give a true and fair view of what has happened within the period being reviewed.
2. Information for audit will be supplied by a date mutually agreed to between the Auditor and Executive Officer.
3. The Audit is to be completed in time for the audited Financial Statements to be included in the printed Annual Report.
4. The Auditor will submit a written report on the audit to accompany the Financial Statements and a Management Report to the COM.

2. Budgeting

1. The EO will send the previous years' budget and the actual expenditure figures to all sub committee chairpersons prior to the October meeting to assist them with the draft budget to be presented in their October meeting report.
2. The budget will be adopted at the February meeting.
3. The Finance committee will confirm the administration and other amounts not taken care of by Sub Committee Chairpersons.

3. Internal Control

Internal Control is the plan of an organisation and all the methods and procedures adopted by management to ensure it operates as planned. The general aims of internal control are to:

1. Safeguard the assets of the organisation.
2. Check the accuracy and reliability of its accounting data.
3. Promote operational efficiency.
4. Encourage adherence to prescribed managerial policies.

The NZPCA adopted internal control procedures in 1996 which have been confirmed by the Auditor. These were:

1. Contracting Education New Zealand (1993) Ltd *(as an independent accounting service provider)* to provide a monthly financial reporting service to the NZPCA. This provides a back up for data and continuation of service in

the case the Executive Officer not being available. (*Refer to the annual 'Memorandum of Understanding' between NZPCA and Education NZ (1993) Ltd for further details*).

2. Verification is carried out by the NZPCA Treasurer, Chairperson of Finance and Education New Zealand (1993) Ltd on a monthly basis and with the Auditor annually.
3. Cheque payment authorisation - one signature is only required on all cheques with confirmation being given at the February, June and October meetings of the COM. As this is not common practice, the Auditor has agreed that the NZPCA Treasurer approve all monthly cheque / deskbanking payments (*before any payments are released*) in consultation with the Executive Officer.
4. All monies are receipted daily and banked weekly.
5. Monthly financial statements are sent to the Executive, Finance Committee members and Chairpersons of Training/ECTP, Horse Trials, Dressage, Games, Inter Pacific and Admin. Copies of the general ledger and annual trial balance are sent to the NZPCA Treasurer. All COM members receive a copy of the financial statement preceding the February, June and October COM meetings.
6. Two written quotations are required for all purchases in excess of \$500.
7. The asset register will be updated accordingly with any purchase or disposal of an asset.

4. Reserve Accounts

Reserve accounts have been established for:

1. Inter Pacific – money is earmarked for when NZ host the IP Exchange in 2011. (2005 Oct COM minutes resolution – *"That the 50c levy/member for Inter Pacific be discontinued and that \$2500 be transferred each year to the 2011 Inter Pacific reserve fund from accumulated funds"*).
2. Perpetual Membership - Income for the Perpetual Membership account will be from the annual gross sales of the perpetual membership badge.

5. Allocation of Sponsorship and Annual Grants to the Budgets

Organisations providing the Association with annual grants all have signed agreements. These agreements state how the money is to be allocated.

6. Reimbursements

COM Members

COM members may submit accounts to be reimbursed for fair and reasonable expenses while executing their duties on behalf of the NZPCA. The following items may be reimbursed:

- Accommodation where billeting has not been offered
- Travel – 55c per km (effective 1st March 2007.)
- Toll calls.
- Postage which includes courier and freight charges.
- Photocopying
- Stationery, i.e. envelopes, computer consumables etc.
- Computer software to be treated on a case by case basis

(Note: The NZPCA Executive Officer, NZPCA Coaching Officer and the National and Association Coaches have their reimbursements listed in their 'Contracts for Services'. Ex-Officio appointed people will be entitled to fair and reasonable expenses negotiated at the time of their appointment with the COM.)

Vice Presidents and Immediate Past President

In addition to COM reimbursements, the Executive may also claim the following while executing their duties on behalf of the NZPCA:

- Travel to and accommodation at COM meetings (if not an Area Delegate) including Executive and Special Meetings and any other meetings as directed, e.g. ESNZ AGA.
- If representing the President, travel to the NZPCA Horse Trials Teams Championships, NZPCA Teams Dressage Championships, Team Mounted Games Zone Finals, NI Timberlands Event, SI Springston Trophy, Cambridge Show Jumping Event and SI Show Jumping Event.

(Note: If a member of the Executive is also an Area Delegate, only expenses associated with their position as an Executive Member may be claimed. Area committees are expected to pick up all other expenses. Newly elected Officers will commence claiming for expenses at the next COM meeting following an election.)

President

The President receives an annual allowance from the NZPCA. This allowance will be determined by the Finance Committee (to be confirmed at the commencement of the President's term of office) and is provided to assist with the costs executing his/her duties excluding toll calls.

7. Procedure for Claiming Expenses from the NZPCA

To claim fair and reasonable expenses while executing members' duties on behalf of the NZPCA, the following procedures are to be followed:

- Claims must be lodged on either of the forms provided.
- Claims must be lodged on a monthly basis, i.e. process your claim during the first ten days of the month and must reach the Executive Officer by the 15th of the month.
- Payment will be made around the 20th of the month.
- If claim is not received on the form provided, it will be returned for you to complete correctly.
- If claim is not received by the 15th of the month, the claim will be held over for payment in the following month.

All claims must be supported with GST invoices or GST receipts. The NZPCA needs these to claim GST.

Attachments:	NZPCA Payment Voucher Expenses from the NZPCA - Claim Form Use of a Private Car on NZPCA Business - Claim Form
References:	Education New Zealand (1993) Ltd agreement with the NZPCA
Contact:	Executive Officer NZPCA P.O. Box 8626 HAVELOCK NORTH 4157 Ph/Fax (06) 873 5464 Email: nzpony@xtra.co.nz
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Reviewed by:	Review Committee
Approved by:	NZPCA Committee of Management
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Please refer to <http://www.nzpca.org/resources> for any updates or new developments.

NEW ZEALAND PONY CLUBS ASSOCIATION INC.

Payment Voucher

Address: _____

EXPENDITURE

Date	To	For	Excl. GST	GST	Total – Incl. GST
Total \$					

Please find attached all supporting dockets showing the GST number etc. for the above summary. I certify that the above information is true and correct.

Signed: _____

Date: _____

NEW ZEALAND PONY CLUBS ASSOCIATION INC.

USE OF PRIVATE CAR ON NZPCA BUSINESS - CLAIM FORM

Name: _____

Address: _____

Date of Trip: _____

From: _____ to _____ and return

Total Distance Travelled _____ at _____ cents per km = \$ _____ :

Reason for Trip: _____

I confirm that the above details are correct and request reimbursement for my travel expenses.

Signature: _____

Date: _____