

ARKANSAS VALLEY FINANCIAL POLICIES

A. GENERAL

1. The fiscal year of AVDA shall be January 1st to December 31st.
2. At each November AVDA meeting, the Treasure will present to the members an annual budget for operation expenses for the upcoming year.
3. Expenditures of $50.00 or less require Board approval, if not included in the annual budget. Expenditures $50.00 or greater require membership approval, if not included in the annual budget. Approval will be made as per Article VIII, Section 3 of the AVDA By-Laws (“The quorum for any Chapter meeting shall consist of one-half (1/2) of the Executive Board plus three (3) additional Board/Chapter members. The quorum for any board meeting shall be three (3) members of the executive board”).
4. Non-reimbursed travel and mileage expenses attributable to service to AVDA are tax-deductible to the extent permitted by law. Members should consult their personal tax advisors.
5. AVDA files chapter tax reports through the RMDS CPA and will reimburse RMDS for this service.
6. The Treasurer shall provide a current statement to the AVDA’s finances to any member in good standing upon written request. Financial statements are not to be published on-line.
7. AVDA will maintain a chapter bank account(s) and the authorized signers will be the Treasures and President.
8. AVDA By-Laws, Article VI, Section 9, state the Treasurer shall sign all financial contracts upon the approval of Executive Board. For membership approved shows and clinics, this authority may be delegated to the Events chair or to the Education chair.

B. PRIVACY POLICY

Non-public information collected by AVDA will be kept confidential. Access to all non-public information will be restricted to only those members with a legitimate business purpose in order to perform their normal work duties and/or to provide necessary services to members, and those who conduct business with AVDA.

C. REFUNDS

All funds or payments made to participate in an AVDA program, show, or event, must be paid in full at the required time and date as noted on the registration information.

There will be no refunds for riders or participants who cancel after confirming their participation, and who have remitted payment for an AVDA event or show.

Exceptions to this rule are as follows.

A refund, minus $35 processing fee, will be available if a participant’s slot can be filled by a paying replacement.

Refunds under special circumstances may be granted upon review by the President and the Event chairperson or Education Chairperson. Refund request must be submitted to AVDA in writing via email at least 72 hours prior to the event. No refund request will be accepted by phone. No refunds will be considered if requested after the program or event has occurred unless absence was due to a medical emergency.

Riders who must cancel due to medical or veterinary emergencies may receive a full refund, minus a $35.00 processing fee, if AVDA is notified in writing via email, and includes a physician or veterinarian statement.

Refunds will be considered when AVDA events are canceled due to “Acts of God”, or cancelation for any reason by the Events or Education committee chairpersons, or by the majority of the executive board of directors.

D. CONTRIBUTIONS

Contributions from donors for specific purposes, (such as sponsorship for shows), must be deposited directly into the AVDA checking account, and should be used as designated by the donors within the IRS guidelines. Unspecified contributions will be deposited into the AVDA checking account and used for general expenditures.

E. PROGRAMS AND EVENTS

1. Payment is required in advance for participation in any AVDA program or event.
2. All work by AVDA members is on a volunteer basis and expenses will not be paid by AVDA except by permission of the Executive Board. Duties that are within the normal volunteer function will not be paid for. Only special cases over and above expected volunteer services will be covered on a case-by-case basis at the Boards discretion.
3. Any request for reimbursement must be made within the same fiscal year that the expense occurred. ~~It is preferred that~~ The request should be made in writing within 30 days of the occurrence.
4. Any mileage that is paid is based on the IRS reimbursement business rate.

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