

# Giddy Up Riders

OF KANSAS CITY!

HORSE BACKRIDING, RIDING LESSONS, PARTIES & EVENTS

## Financial Procedures Policy

### Purpose:

This Financial Procedures Policy ensures transparency, accountability, and responsible financial management of Giddy-up Riders of KC..

### 1. Bank Account Control:

Only the President/Chair (Manette Norris) is authorized to open and manage the nonprofit bank account.

### 2. Donations:

All financial contributions must be recorded with donor name, amount, date, and purpose if restricted. Receipts are issued for all donations.

### 3. Expenses & Reimbursements:

All purchases must be pre-approved by the President or CFO. Members seeking reimbursement must submit original receipts within 10 days of purchase.

### 4. Cash Handling:

Cash donations and event proceeds must be counted by at least two individuals, recorded, and deposited within 48 hours.

### 5. Record Keeping:

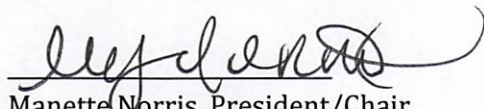
The Treasurer will maintain accurate financial records and submit monthly reports to the Board.

### 6. Conflict of Interest:

Board members and staff must disclose any conflicts of interest related to financial decisions.

### 7. Annual Review:

An internal review of finances will be conducted annually by the Executive Board or appointed reviewer.



Manette Norris, President/Chair

Date: 01-25-25