

# **Montana Cutting Horse Association**

## **Business Procedures**

### **MCHA Secretary/Treasurer:**

1. At the end of the month shall transfer in pdf format the following reports to a sharable folder where the President and Vice President shall have access:
  - a) Monthly bank statement
  - b) QuickBooks reconciliation report
  - c) A month end P & L
  - d) QuickBooks Balance Sheet
  - e) QuickBooks Transaction by Account Detail report
  - f) Year-To-Date P & L
2. A month end backup copy of QuickBooks shall be provided in the sharable folder mentioned above
  - Password shall be provided to access the file
3. At the end of the month an invoice for MCHA Secretary/Treasurer services shall be presented for approval to the President and Vice President
  - a) Once the invoice has been approved the payment can be issued
4. At any time if accounting information is requested it shall be provided immediately
5. Shall be responsible for making sure the Show Secretary has necessary information to perform their duties at a MCHA produced show including but not limited to:
  - a) Any MCHA forms needed
  - b) MCHA printer checks
  - c) Current membership list
6. Responsible for depositing all moneys collected at a show
7. A detailed closeout shall be provided to the Board within 10 days from the conclusion of the show.
8. Must work with the Show Secretary and MCHA Board members to coordinate exchange or pick up of items to be deposited, if the MCHA Secretary/Treasurer did not attend the show.
9. Shall work with Show Management to pay for the following items related to shows:
  - a) Air travel
  - b) Rental car
  - c) Hotel rooms
  - d) And any other items needed for a show
    - As standard business practice no member shall pay for these items out of pocket unless absolutely necessary
    - If a member wishes to be reimbursed, receipts must be provided no less than seven (7) days from the conclusion of the show

### **MCHA Show Secretary:**

1. Shall be hired by the MCHA BOD as an independent contractor and will act as a representative of MCHA

2. Controls all checks written and received at MCHA shows
3. All show related expenses shall be paid at/during the show except expenses not determined by shows end.
  - a) At the conclusion of each show all NCHA Fees, Cattle help payments, Concessions, Judges Fees, etc. shall be finalized
  - b) Any outstanding show expenses, after the conclusion of the show, shall be submitted to the MCHA Secretary/Treasurer for payment rather than submitted and paid through the show secretary.
    - If vendor will not invoice other arrangements may be made through show manager
  - c) No signed blank checks shall be given out to any person or persons unless absolutely necessary
    - If a check is left after a show, it may be signed, and the amount may be left blank, but it MUST be endorsed to the proper vendor
  - d) Note: FasterCut fees will not be available to pay until the day after the conclusion of a show. This is done via EFT and will show on the MCHA account
4. Due to Government regulations and for proper reporting of earnings to the IRS via 1099's; MCHA will not "Net Out" checks at shows
5. MCHA Show Secretary shall invoice the Show Management for their services.
  - a) This may be done at the show and approved by the Show Management
  - b) If it is not done by the conclusion of the show, the invoice may be sent to the MCHA Secretary/Treasurer
  - c) Once approved by the Show Management payment will be issued immediately

**MCHA Show Management:**

1. Responsible for gathering all expenses at a show and providing to the Show Secretary:
  - a) Cattle help
  - b) Concessions
  - c) Judges fees
  - d) Expenses shall be paid prior to the conclusion of the show, as reasonable
  - e) Any person receiving a check must fill out a W-9
2. Any outstanding vendor payments for a show shall be sent to the MCHA Secretary/Treasurer to be paid
  - a) The MCHA President or Vice President may authorize payments after the show as deemed reasonable.
3. Shall work with the MCHA Vice President in determining a list of judges to hire for the show. (A list of acceptable judges shall be created by the Show Committee at the beginning of the show year)
4. Shall work with the MCHA Secretary/Treasurer in obtaining:
  - a) Air travel
  - b) Rental cars
  - c) Hotel rooms for:
    - Judges
    - Show Secretary

- Videographer

- d) Any other show expenses that may arise
5. Shall work with area hotels to secure room blocks as the show host hotel
  6. All these expenses shall go through the MCHA account not a third party unless an emergency occurs.