

# Michigan Interscholastic Horsemanship Association

## Standard Operating Procedure

### Regional Meet Funding

#### Summary:

The Board of Directors of the MIHA has decided that as a matter of standard operating procedure, the following policy will be followed in all matters of Regional Meeting Funding

The Board of Directors has authorized the Executive Board to administer the Standard Operating Procedure (SOP), which will be as follows:

1. The association will maintain regional checking accounts equal to the number of regional locations.
2. The association will maintain a balance of \$5,000.00 in each regional account throughout the year; this will allow the regional committee sufficient funds to plan the regional each year.
3. The regional committee will make every effort to maintain the \$5,000.00 starting balance.
4. The regional committee will appoint a treasurer to maintain all receipts and make sure all expenses are paid in a timely manner.
5. All teams participating at the regional meet will pay all registration fees, stall fees and camping fees prior to the start of the regional meet.
6. The regional treasurer will deposit all fees into the bank by noon Saturday of the meet.
7. The regional treasurer will turn in a judge's payment information by November 30 of each year. (Per MIHA Rulebook Article VIII, A, 4, h)
8. The regional treasurer will turn in a regional financial statement by December 1<sup>st</sup> following the regional meet (Per MIHA Rulebook Article IX, C, 2)
9. Once approved by the board of directors, this SOP replaces all previous SOP's regarding regional meet funding.