



Treasurer's Toolbox

The toolbox is a handy guide to assist Club Treasurers in carrying out responsibilities in their local Zonta Clubs. It has been assembled to provide guidance and specific information on the management of club finances. Information has been compiled from materials obtained from various sources such as; Zonta International, Zonta District 4, IRS and acceptable accounting practices. Whether you were recently elected to the position of Club Treasurer or have been performing these duties, we are sure that you will find some of these tools helpful. We are always looking to add to the Toolbox, if you have any suggestions, please send them to treasurer@zontadistrict4.org.

You can easily access any of the tools by just clicking on the links highlighted in each topic area.



Zonta D4 [Treasurer's Guide](#) provides guidance on duties and responsibilities of District 4 club treasurers. Become familiar with or take time out to review what is expected of you in your role as club treasurer.



[Club Treasurer Training 2020-Video](#) was prepared and previously presented to D4 treasurers as an on-line training session. It provides helpful "how-to" information and examples for maintaining your club's finances. Examples of forms, ledgers and reports are discussed which are made available for the club's use. Additional useful tools are highlighted below.

[Sample - Bookkeeping Worksheet - Excel](#)

[Sample - General Ledger](#)

[Sample - Treasurer Report](#)



There are many factors that can place a club at risk. A risk check-up should be performed on a yearly basis or as conditions in the club change. A set of risk management tools has been developed specifically for this purpose.

[ZI - Club Risk Management Checklist- PDF](#)

[A Practical Guide for Risk Management - PDF](#)

[ZI-Risk Matrix - PDF](#)

[ZI-Simple Risk Matrix - PDF](#)

[ZI - How to Use the Risk Assessment Matrix - PDF](#)



[Conflict of Interest Policy](#) is provided to ensure that certain members of your club do not have a conflict with any of the Zonta activities that they may be engaged in or conflict with personal or work responsibilities. Find out more about what constitutes a conflict of interest, how it applies and what actions should be taken.



Complete membership lists are available on the ZI website which are available for treasurers and presidents to view. Treasurers should be working closely with the club's membership chair to ensure listings are accurate and up to date. For specific information regarding a member or the club roster, use the online directory, which can be accessed through [My Zonta](#) .



Club treasurers are responsible for ensuring that member dues are submitted on a timely basis and are strongly encouraged to [Pay dues online](#) to ZI. You must sign in to My Zonta to access this site. At this time, D4 dues are submitted via postal mail using the [Dues Transmittal Form](#). Both ZI and District dues should be submitted to ensure that they are received no later than June 1 of each year. Clubs are asked to submit dues during the month of May to ensure that the due date is met. During the year, dues should be submitted to ZI and the District for any new members.



[IRS tax filings](#) are required for US Clubs. IRS has published regulations for the filing of such returns. Filings must be completed by October 15 when the club's fiscal year ends May 31. There may be some situations where club foundations have a different year end date and therefore would affect the filing due date.



For tax filing purposes US clubs are subordinate to Zonta International. As a result, each club is required to file a Subordination Report to the District Treasurer by November 1 of each year. Specific details on procedures and forms will be forwarded to each club treasurer by October 1. To ensure your club tax filing has been properly recorded, you can view the latest filing at; [Tax Exempt Organization Search \(irs.gov\)](#)



[Data Protection Policy](#) is to be reviewed for all members. As well as the [Privacy Policy](#) for all members.



[Insurance](#) is payable by all members of North American Clubs and it is included with each members ZI dues payment. Learn more about what is included along with its benefits and coverage.



Clubs can make [Online Donations](#) Zonta International. Clubs choose the amount they wish to donate and also the fund they wish to donate to.

SNAPSHOT OF A TYPICAL ZONTA YEAR

<p align="center">June</p> <p>Perform Risk Assessment Review Membership List Ensure authorized signatures are on file with club bank Update Club financial reports & coordinate with Club Membership Chair to keep all records up to date (ongoing monthly)</p>	<p align="center">December</p> <p>Perform mid-year review/audit of club finances Update Club Financial Reports</p>
<p align="center">July</p> <p>Update Club Financial Reports</p>	<p align="center">January</p> <p>Update Club Financial Reports Compare actual GL with budget</p>
<p align="center">August</p> <p>Update Club Financial Reports</p>	<p align="center">February</p> <p>Update Club Financial Reports</p>
<p align="center">September</p> <p>Finalize Conflict of Interest Statements Update Club Financial Reports</p>	<p align="center">March</p> <p>Update Club Financial Reports</p>
<p align="center">October</p> <p>File Tax return by 10/15 Update Club Financial Reports</p>	<p align="center">April</p> <p>Notify Members of Upcoming Dues Payments Update Club Financial Reports Prepare Budget & Present to Club Board</p>
<p align="center">November</p> <p>Verify IRS Compliance Complete Subordination Report by 11/1 to District Update Club Financial Reports</p>	<p align="center">May</p> <p>Submit dues to ZI Submit dues to District Member Consent Form is completed Finalize Club Financial Reports for year Perform year end audit Present Budget to Membership Make Donations to ZI Foundation Prepare to transfer records in the event of new treasurer</p>