

## Guidelines for the Role and Responsibilities of the Club Treasurer

### Document Control

Version V1.0	Original Document	July 2003
Version V1.1	Reviewed	March 2009
Version V2.0	Revised	September 2011
Version V3.0	Revised	February 2014
Version V4.0	Revised	October 2020

### Resources:

ZI Club Manual (current edition): Section on Club Treasurers.

Basic guide to timing of significant functions:

Mar	End of Club financial year – books closed & audited. Remind members of approaching annual dues and ascertain if there are any potential resignations.
Apr	AGM. Membership renewal dues collected from members Change over bank account access as required
May - early	Membership funds transfer to D23 with updated membership list Handover to new Board
June	New & reinstated members 1 <sup>st</sup> June to 30 <sup>th</sup> Nov : full year fee
Dec	New members inducted after 1 <sup>st</sup> Dec – to 31 <sup>st</sup> May ½ year fee

### 1. Club Financial Reporting

- 1.1 Bank account(s) reconciled monthly.
- 1.2 Board report – financial update presented monthly and advise club board regarding status of income against budgeted expenditure.
- 1.3 Meeting report – financial update presented monthly
- 1.4 End of Year
  - Club year generally ends 31<sup>st</sup> March. Books should be closed at this time and audited or independently reviewed.
  - Zonta By Laws require Club financial reports to be audited or reviewed by an appropriate person.
  - This final year report is:
    - tabled at the Club AGM (generally April) (can be tabled as unaudited if insufficient time for audit/review completion)
    - used in the Club Annual Report (preferably after audit/review, but if not, should be notated as such)
- 1.5 Retention of financial documents – these should be held in good order and condition for a minimum of 5 years. After the 5 years a copy of the treasurer's report shall be retained in the Club Archives. Duplicate copy not required if this is included in the Club Annual Report along with the Reviewer/Auditor's statement.

## 2. Club Budget

Depending on Club operating procedure, Treasurers (in conjunction with Board members), compile a budget which is presented at the AGM or other appropriate time as determined by the Club leadership group.

## 3. Membership

### 3.1 Annual Renewal

- Invoices are currently sent by ZI direct to each Club. Please note, these invoices only contain ZI dues and do not include an allowance for Exchange Rates, District dues or Club dues if any. The due date shown is 1 June however this is the date dues are due at ZI Headquarters.
- Membership renewal funds and documents are required by the District Treasurer no later than **1<sup>st</sup> May**. This is to allow sufficient time for checking, banking and transferring dues. District dues are also required at this time.
- Download from ZI Member Resources your club membership list in Excel format and mark up in a different colour any changes required. Forward this copy to the district treasurer with the above information. If not able to download, please request a copy from the District Treasurer. (ZI provide a membership list but not in spreadsheet format)
- District accounts are closed at 31<sup>st</sup> May for the preceding year (or if end of Biennium, for preceding biennium).
- If payments are later than 45 days from the ZI due date of 1<sup>st</sup> June, a reinstatement fee of US\$15 (as well as the US\$/A\$ exchange rate allowance is required).

### 3.2 New / reinstated members

- membership year is from 1<sup>st</sup> June to 31<sup>st</sup> May
- ½ year membership is from 1<sup>st</sup> December to 31<sup>st</sup> May.
- Members should be enrolled directly on the ZI website by either the Treasurer or President. Only these two club officers have the access to do so on the website.
- Online payment made on the ZI website is for only ZI dues only.
- The District treasurer still requires the following:-
  - Member report forms must be submitted with every payment. Preferably typed so that it can be easily read and there is no confusion, particularly in relation to email addresses.
  - Member Report Form B is available from ZI web site or D23 Treasurer.
  - All forms must have classification numbers and matching descriptions (classification list is available from ZI web site or D23 Treasurer).
  - Membership funds must be forwarded to District as soon as possible after receipt by electronic fund transfer.
  - An operating principle for Clubs should be that new members are not inducted until membership fees are paid. No D23 certificates should be applied for until dues are paid.
  - Please note, D23 insurance is only applicable to paid members.
  - If full year membership fees are forwarded to District after 1<sup>st</sup> December, the membership will only be considered by Zonta International as having commenced

from 1<sup>st</sup> December (i.e. ½ year).

#### 4 Insurance

D23 Insurance is renewed annually.

There are currently three policies in force (as detailed below).

When the annual renewal payment is made, Certificates of Currency are issued by the insurers. These are then posted on the District website.

##### 4.1 Public Liability

- The insurance broker requires notification of Club events held in certain circumstances.
- An Event Notification form is posted by D23 Treasurer on the District website at the beginning of the new Zonta year (and when any updates are required).
- This form details the notifiable events, shows who the form should be emailed to and states what information is required should an event be classified as 'notifiable'.
- ***This information (especially the Event Notification form) must be passed to those within your Club who are organising events so that they are aware of the requirements.***

##### 4.2 Volunteer Workers

- This insurance has a limited cover for injuries incurred while working as an unpaid volunteer. Any possible claims under this cover should be referred to the insurer for evaluation.

##### 4.3 Association Liability

- This insurance covers the District Board members.

#### 5 Zonta Foundation For Women (ZFFW) formerly Zonta International Foundation (ZIF)

- Zonta Foundation For Women donations are made in Australian dollars if made via the District account.
- 1/3 of fundraising is the general guide for a Club contribution to help ensure the work of the Zonta Foundation For Women continues.
- Funds received from grants are excluded from this request, especially as they generally have specific requirements as a prerequisite to the allocation of the grant.
- If a fundraiser is held and advertised as raising funds for a specific event/cause, then an obligation has been created and should be met.

***As members of an international organisation, there is an expectation that Clubs will support this ethos. Individual donations are also encouraged.***

Donations can be made online through the ZI web site or through District 23.

- A completed ZFFW contribution form must be received with each donation.
- Donations are made by several individuals with a single payment being sent, a separate list can be attached to the donation form showing each person's name, their email address, where the donated funds are to be allocated by ZFFW and the value of the individual donation.
- ZFFW will acknowledge the receipt of donations.

- During a Convention year, if forwarded through District, donations and forms must be received by District by 1st March, to be recognised at Convention.

## **6 Australian Business Number - ABN**

It is recommended that all Clubs have an ABN. The ABN is an identifying number that facilities dealings with investment bodies, government departments, agencies and authorities.

If the Club is to receive payments and no ABN is quoted, the supplier is required to withhold 46.5% of the payment unless the total payment for the goods or services is \$75 or less (refer Aust Taxation Dept).

District 23 has an ABN and is a separate legal entity to the Clubs within District 23, therefore the District ABN does not include individual Clubs.

## **7 Goods and Services Tax - GST**

As not for profit organisations, Clubs are not required to register for GST unless the Club has a GST turnover of \$150,000 or more.

## **8 Fundraising**

Fundraising is state based legislation and accordingly, each state has slightly different requirements.

In all cases, and in all states, please check the ATO web site (link below) to ensure your activity has the necessary permits and authorities. This site will also direct you to other state based organisations that may have explicit requirements (e.g. gaming activities, alcohol licences).

[State and territory government requirements - Fundraising | Australian Taxation Office](http://www.ato.gov.au/non-profit/state-and-territory/in-detail/fundraising-requirements)  
[www.ato.gov.au/non-profit/state-and-territory/in-detail/fundraising-requirements](http://www.ato.gov.au/non-profit/state-and-territory/in-detail/fundraising-requirements)