Guidelines for the Role and Responsibilities of the Club Treasurer

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| 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 |
| Version V5.0 | Revised | July 2022 |

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

# This is a basic guide to timing of significant functions:

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| March | End of Club financial year – books closed & audited.  Remind members of approaching annual dues and ascertain if there are any potential resignations.  Check that membership list on ZI website is correct so D23 and ZI invoice for correct membership. |
| April | AGM.  Membership renewal dues collected from members Change over bank account access as required |
| May - early | Pay D23 Membership after receiving invoice from D23 Treasurer, due date is 31 May  Pay ZI membership to ZI. The ZI invoice is created when the club treasurer/president update the membership list online at zonta.org and is in $US. Membership must be received at ZI by 31 May.  Make donation to Zonta Foundation for Women (recommended 1/3 of fundraising) |
| June | New & reinstated members 1st June to 30th Nov : full year fee |
| December | New members inducted after 1st Dec – to 31st May ½ year fee |

# Club Financial Reporting

* 1. Bank account(s) reconciled monthly.
  2. Board report – financial update presented monthly and advise club board regarding status of income against budgeted expenditure.
  3. Meeting report – financial update presented monthly
  4. End of Year
     + Club year generally ends 31st 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)
  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.

# 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.

# Membership

* 1. Annual Renewal
     + Invoices are sent by D23 to each Club. The ZI invoice is created when the club treasurer/president update the membership list online at zonta.org and is in $US It is exclusive of any exchange rate variance. Clubs must manage the exchange rate which is applied on the day the dues are paid. The ZI invoice does not include 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.
     + District accounts are closed at 31st May for the preceding year (or if end of Biennium, for preceding biennium). District membership fees are to be paid by mid May to allow time for the D23 Treasurer to close the accounts for the D23 financial year (31 May).
     + If payments are later than 45 days from the ZI due date of 1st June, a reinstatement fee of US$15 (as well as the US$/A$ exchange rate allowance is required).
  2. New / reinstated members
     + membership year is from 1st June to 31st May
     + ½ year membership is from 1st December to 31st 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 requires the following:-
     + notification (by email will suffice) of new members so that a D23 invoice can be raised. The D23 treasurer will source the new member details from the ZI website.
     + 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 covers all Zonta members and volunteers at D23 events and fundraising, not just Zonta members.
     + For new members **do not** enrol or pay for the member prior to the applicable date of any special offers. Example: To qualify for the half year reduction payment must be made after December 1.

# 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 D23 website.

* 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.

* 1. Volunteer Workers
     + This insurance covers all Zonta members and other volunteers assisting at a Zonta event or fundraising.
  2. Association Liability
     + This insurance covers the District Board members.

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

* + These donations are made by clubs directly to ZI via the zonta.org website.
  + 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.

* + A ZFFW contribution form is completed online 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.

# Australian Business Number - ABN

It is recommended that all Clubs have an ABN. The ABN is an identifying number that facilitates 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.

# 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.

# 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 [www.ato.gov.au/non-profit/state-and](about:blank) -territory/in-detail/fundraising-requirements