

Zonta Club of Casa Grande Valley, AZ

In addition to ARTICLE VII SECTION 8 (f) Treasurer of the Club’s Bylaws the following describes the tasks of the treasurer:

# Treasurer’s calendar

|  |  |
| --- | --- |
| **Date / when** | **What** |
|  |  |
| Monthly when Club meets | * Report the club account statement * Collect Happy $$$ and allocate them to Leadership, Membership and Youth * Deposit Happy $$$ in a contemporary way into the bank account * Keep record of deposit and make a paper copy   (fading of credit slip) |
| Monthly when Board meets | * Report the club account statement * Report any financial issues |
| Monthly | * Update book of club account, e.g. Excel sheet * Print monthly bank statement and file it |
| March of every year | - Send out invoice of renewal to every member either by e-mail or mail |
| April of every year | * Prepare budget for next business year (starting June 1st) * Discuss draft budget with the Board |
| May of every year | * Pay renewal dues to ZI according, latest May 31st * In preference to be done online and use of club’s debit card * Pay renewal dues to District 9, either per check or   credit transfer (checks in mail can get lost) |

|  |  |
| --- | --- |
| **Date / when** | **What** |
|  |  |
|  | * Update list of members to renew * P.O. Box rent is due |
| Between June 1st and Oct 15 | - File e-card N990 for IRS  (h ttps://[www.irs.gov/charities-non-profits/annual-](http://www.irs.gov/charities-non-profits/annual-) e lectronic-filing-requirement-for-small-exempt-  o rganizations-form-990-n-e-postcard |
| June 30th | - File report to ACC and pay fees h ttps://ecorp.azcc.gov/ |
| June | - Club members vote on administrative budget |
| Latest July 15th | - Third person, no Board member, audits club book |
| After leaving office, latest July 15 | - Hand over club account book audited to successor |

**Recommendations**

* For recurring club payments set up charges by debit card (e.g. Securlock)

# Reimbursement

* All reimbursement requests need use the reimbursement form and handed to the treasurer including a copy of the expenses / invoice
* Preference invoice shows the club’s name and not a member’s name
* All expenses > $50 need to be approved by the Board

# Critical deadlines:

* Payments to ZI, they will charge extra fee for late reinstatement
* IRS filing e-card for non-profit organizations
* ACC. I think you can ask for extension of filing deadline, but this has to be done in a timely manner

# IRS

* If no e-card is filed, you have to go through the whole application process as non-profit organization again
* High costs and a lot of paper work to be delivered

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