

**ZONTA INTERNATIONAL DISTRICT 10
FINANCE REPORT**

Please complete the following questions and email to District 10 Secretary and Lt. Governor by June 30. Please save and name the report with the following format; 2026ClubNameFinanceReport.PDF. The Finance Report is not judged.

zontad10secretary@gmail.com

dianeHP@gmail.com

When necessary, please provide descriptive answers on a separate sheet of paper.

Zonta Club of _____ **Club Number** _____ **Year Ended** _____

- | | | |
|---|-----|----|
| 1. Was your budget approved by your membership no later than the September meeting? | Yes | No |
| 2. Is a dues statement sent to each member? Is it payable on or before April 1? | Yes | No |
| 3. Are reminders sent for delinquent dues and fees? | Yes | No |
| 4. Are International and District dues paid by June 1? | Yes | No |
| 5. Are dues and fees for new members sent to International and District within 30 days of being admitted to the club? | Yes | No |
| 6. Does your treasurer provide a regular report to club members that compares the expenses to the budget and shows a cash balance and Income Statement? | Yes | No |
| 7. Do you have excess cash?
If so, how is it invested? | Yes | No |

8. Does your club have a 501(c)(3) Fund for Service monies?How is it funded?

Yes No

9. Do you have a copy of the 501(c)(4) letter from the IRS?

Yes No

In case of audit by the IRS, this will be required in addition to your club minutes. (Note: This “group exemption letter” can be obtained from ZONTA International. The group exemption number is 1219.)

10. Was your club required to file a Form 990 to the IRS?

Yes No

11. Are the Club’s financial records turned over to the incoming treasurer no later than 45 days after the term of office ends?

Yes No

- a. Are Financial Records kept for seven years?
- b. Who has the records?

Yes No

12. Does your club budget funds for District Conference attendance by your Delegate?

Yes No

(Note: Service Fund monies cannot be used for this purpose, but a designated fund-raising activity that involves solicitations from Zontians can fund a delegate.)

13. Does your club budget funds to send a delegate to International Convention?

Yes No

Is an amount reserved in the budget in the year no convention is held?

Yes No

(Note: By ruling of the IRS, a portion of the Service Fund monies may be used to cover the costs to send a delegate to the International Convention.)