

ZONTA INTERNATIONAL DISTRICT 9 TREASURER'S HANDBOOK

Disclaimer: The information provided is intended for educational purposes only and does not replace independent professional judgement. Exhibits were current as of November 2018. Verify that they are current before using. Read your club bylaws and standing rules to determine if there are any additional responsibility that your club has assigned to you.

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The club treasurer is responsible for ensuring that the club is continuously in good standing and proper financial management. The treasurer's responsibilities include, but are not limited to:

- Draft and present the club budget to the board for recommendation to the membership (or assist another member of the club if they are tasked with this job)
 - Build a budget worksheet. Exhibit 1.
 - Determine number of members
 - Identify estimated expenses
 - Identify anticipated revenues
 - Establish dues
 - Maintain affordable dues by minimizing the cost of each meeting, seek sponsorship for activities and keep administration to a minimum.
 - Proposed budget. Exhibit 2.
 - Actual revenues and expenses.
- Submits financial reports to the club and its board as required. Exhibit 6.
 - Consider quarterly or monthly reports.
 - Consider adding a check written report.
- Submits a written report of the club's annual financial position at the annual meeting.
- Keeps an accurate record of the collection and disbursement of all club monies.
 - Separate service funds, and delegates funds if applicable, from club activities.
 - Reconciliation between bank statements and financial records.
 - QuickBooks
 - Chart of Accounts
 - Recordkeeping – collections and disbursements
 - Bank reconciliations
 - Financial statements
 - Dues statements and outstanding collections
 - Excel spreadsheets.
 - Manual ledgers.
 - Sample bookkeeping worksheets
 - Monthly cash receipts worksheet. Exhibit 3.
 - Monthly cash disbursements worksheet. Exhibit 4.
 - Bank reconciliation. Exhibit 5.
 - Financial statements (cash basis). Exhibit 6.

- Administers club funds in accordance with the approved budget.
 - Verify funds are available before approving expenses and writing checks.
 - Watch revenues. If revenues are short as a result of membership decline or anticipated revenue not generated then find additional revenue source, reduce budgeted expenses or spend down net assets (board/club decision).

- Pay all properly approved bills in accordance with the approved budget.
 - Check request form. Exhibit 7.

- Ensure that authorized signatures are on file with the clubs' banks.
 - Authorized signatures typically change when officers change.
 - Change takes time. Check with your bank for requirements.

- Produces bank statements and/or checkbooks when requested by club members.

- Ensure the membership list at Zonta International headquarters is up to date and that international membership dues are paid by June 1.
 - Zonta International 2018-2019 dues invoice (Form A). Exhibit 8.

- Register new members as soon as they join your Zonta Club and have paid their dues.
 - Zonta International member report Form B. Exhibit 8A.

- Pay District 9 dues, and area dues if applicable, by June 1. Register new members as soon as they join your Zonta Club and have paid their dues.
 - District 9 dues transmittal form. Exhibit 9.
 - Attach copies of Zonta International Form A and Form B (as applicable) to District 9 dues transmittal form.

- Ensure prompt transfer of donations/contributions to the Zonta International Foundation and that payment is made to the correct account. Exhibit 10.
 - As a guideline, clubs are encouraged to contribute at least one-third (33.33%) of all net service monies raised locally to the Zonta International Foundation in support of the biennial fundraising goals.

- Contributions must be received by the Zonta International Foundation by April 30 to be recognized in their annual report.
- Report to the club president/board as required.
- Update contact information (for Club Treasurer) with Zonta International and District 9.
- Create and administer a policy for record retention in keeping with the country's filing requirements.
 - U.S. – Internal Revenue Service mandates seven years.
 - Permanent files will be kept forever (Internal Revenue Service tax exempt determination letter, etc.).
- Complete the IRS Group Subordination Form provided by the District 9 Treasurer. This form is required to be completed and returned to the District 9 Treasurer annually by November 30.
- Determines and follows all U.S. and state filing requirements.
 - Most Zonta Clubs are a 501(c)(4) non-profit service organization. 501(c)(4) service organization are non-profit but they are not charitable. If you have a 501(c)(3) designation you will be a charitable non-profit organization.
- U.S. – Internal Revenue Service (www.irs.gov/charities)
 - Form 990 (gross receipts \$200,000 or more and/or total assets \$500,000 or more), 990EZ (gross receipts greater than \$50,000 and less than \$200,000 and/or total assets less than \$500,000), 990N (annual gross receipts normally \$50,000 or less) filed with the Internal Revenue Service annually.
 - Which form you will file is determined by receipts and assets (see above).
 - *Zonta International Form 990 Spreadsheet for Group Filing.*
 - Due October 15 of each year.
 - Three consecutive years of not filing returns will cause your tax-exempt status to be revoked.
 - Conflict of Interest statement. Exhibit 11.
- California
 - Form 199 or 199N filed with the Franchise Tax Board (www.ftb.ca.gov) annually.
 - Which form you will file is determined by receipts and assets.
 - Form RRF-1 filed with the Registry of Charitable Trusts (ag.ca.gov/charities) annually.
 - Statement of Information, Form S-100, filed with the Secretary of State (www.sos.ca.gov/) every two years.
- Nevada
 - Annual List of Officers, Directors and Resident Agent filed with the Secretary of State (www.nvsos.gov) filed annually.

- Arizona
 - Form 99 filed may be required annually.
 - The requirement to file is based on various criteria. Visit www.azdor.gov to determine if there is a filing requirement.
 - Arizona Corporation Commission Report filed annually (www.azcc.gov).
- Utah
 - Annual Corporation filed with the Utah Department of Commerce (www.commerce.utah.gov).
 - Charitable Organization Permit Application filed with the Utah Department of Commerce annually (www.commerce.utah.gov).
- Hawaii
 - Annual Report with the Department of Commerce and Consumer Affairs (www.hawaii.gov/dcaa/breg) annually.
 - Annual Financial Report filed with the Attorney General (www.ag.hawaii.gov/tax) annually.
- This list may not be complete. You will need to determine what filings are required for your state and locality. There are resources available on the internet. Be sure to check whether or not your state requires raffle, sales, and/or excise tax filings.

- Arranges the audit/review of the club's financial statements and provides to the club a written report from the auditor/reviewer.
 - Your club bylaws or standing rules will determine this requirement.
- Briefs the incoming treasurer on all club activities and policies and hands over all club records of office to the incoming treasurer within 30 days after the new treasurer assumes office.

Miscellaneous:

- There are many tools/resources available to assist you on the internet.
 - Zonta International – zonta.org
 - Zonta International District 9 – zontadistrict9.org
- Read your club bylaws and rules of procedure. These documents will help you fulfill your duties as club Treasurer.
- Read the Zonta International Club Manual found on the Zonta International website. This document will help you fulfill your duties as club Treasurer.

Charitable 501(c)(3) Organizations:

- Contributions - only applicable to 501(c)(3) charitable organizations.
 - IRS requirements
 - IRS Publication 1771 Charitable Contributions – Substantiation and Disclosure Requirements.
 - Donor must substantiate charitable deductions
 - \$250 or more – written acknowledgement from charity
 - Donors receive goods or services in exchange for a single payment in excess of \$75 – written disclosure
 - IRS Publication 526 Charitable Contributions
 - IRS Publication 561 Determining the Value of Donated Property
 - IRS Publication 8283 Noncash Charitable Contributions
 - IRS Publication 8282 Donee Information Return

Exhibit 1 - Budget Worksheet

1) Identify number of members for the year. Keep in mind continuing members, terminating members and new members.

Membership (over 30)

Current members	21
Expected termination prior to 5/31	-5
Expected new full year members 06/01-11/30	6
Expected new members 12/01-5/31	2
Estimated members	24
Young professionals under 30 06/01-11/30	2
Young professionals under 30 12/01-05/31	1
Estimated young professionals	3

2) Estimate expenses for the year. Take into consideration international and district requirements with planned club activities.

International expenses

Zonta International dues (\$80 for 06/01-11/30)	22 \$	80 \$	1,760
Zonta International dues (\$40 for 12/01-05/31)	2 \$	40 \$	80
Zonta International Young Profess. dues (\$40 for 06/01-11/30)	2 \$	40 \$	80
Zonta International Young Profess. dues (\$20 for 12/01-05/31)	1 \$	20 \$	20
Zonta International Insurance (\$3 fee (\$15)	27 \$	3 \$	81
	9 \$	15 \$	135
		\$	2,156

Convention costs

\$ 2,000

District 9 expenses

District 9 dues (\$40 for 06/01-11/30)	22 \$	40 \$	880
District 9 dues (\$20 for 06/01-11/30)	2 \$	20 \$	40
District 9 Young Professional dues (\$20 for 06/01-11/30)	2 \$	20 \$	40
District 9 Young Professional dues (\$10 for 12/01-05/31)	1 \$	10 \$	10
		\$	970

Conference costs

\$ 1,000

Area workshops

10 \$ 30 \$ 300

Committee Expenses

Nominating	\$	25
Service	\$	250
Advocacy	\$	325
Membership	\$	500
	\$	-

Club Expenses	
Website	\$ 400
Postage	\$ 200
Printing	\$ 300
Meals	\$ 250
	\$ -
	\$ -

Total Expenses \$ 8,676

3) Identify anticipated revenues

Other Revenues	
Fundraising (net)	\$ 2,000
Meals	\$ 250
Interest	\$ 25
	\$ -
	\$ -
	\$ 2,275

Balance to be covered by dues (Total expenses less other revenues) \$ 6,401

4) Calculate dues

Balance to be covered by dues	\$ 6,401
Subtract Zonta International dues	\$ (2,156)
Subtract District 9 dues	\$ (970)
Calculated Local Club dues	\$ 3,275

Calculated Local Club dues per member
(24 full year members and 3 half year members) \$ 128

	ZI	New	D9	Club	Total	# of	Anticipated
	Dues (1)	Member	Dues	Dues	Dues	Members	Dues
Full member	\$ 83	\$ -	\$ 40	\$ 128	\$ 251	16	\$ 4,016
New member 06/01-11/30	\$ 83	\$ 15	\$ 40	\$ 128	\$ 266	6	\$ 1,596
New member 12/01-05/31	\$ 43	\$ 15	\$ 20	\$ 64	\$ 142	2	\$ 284
Young professional full year 06/01-11/30	\$ 43	\$ -	\$ 20	\$ 128	\$ 191	2	\$ 382
New young professional 12/01-05/31	\$ 23	\$ 15	\$ 10	\$ 64	\$ 112	1	\$ 112
						27	\$ 6,390

(1) Including \$3 per member for ZI Insurance

Exhibit 2 - Proposed Budget

ZONTA CLUB OF ANYWHERE

REVENUE AND EXPENSES WITH PROPOSED BUDGET

	6/1/17-5/31/18		6/1/18-5/31/19
	ACTUAL	BUDGET	PROPOSED BUDGET
REVENUES			
MEMBERSHIP DUES	5,250	6,700	6,390
FUNDRAISING	2,066	2,000	2,000
MEALS	260	250	250
INTEREST	20	25	25
TOTAL REVENUES	7,596	8,975	8,665
EXPENSES			
INTERNATIONAL DUES	1,850	2,400	2,156
CONVENTION	2,066	2,000	2,000
DISTRICT 9 DUES	1,200	1,550	970
CONFERENCE	-	-	1,000
AREA WORKSHOP	210	150	300
NOMINATING	335	320	25
SERVICE	325	300	250
ADVOCACY	1,250	1,000	325
MEMBERSHIP	295	300	500
WEBSITE	350	300	400
POSTAGE	140	150	200
PRINTING	312	200	300
MEALS	400	300	250
TOTAL EXPENSES	8,733	8,970	8,676
REVENUES OVER (UNDER EXPENSES)	(1,137)	5	(11)

Exhibit 3 - Monthly Cash Receipts

ZONTA CLUB OF ANYWHERE
MONTHLY CASH RECEIPTS WORKSHEET
MONTH ENDED _____

DATE	RECEIVED FROM	AMOUNT	MEMBER DUES	NEW MEMBER FEES	FUNDRAISING	MEALS	INTEREST

Exhibit 4 - Monthly Cash Disbursements

ZONTA CLUB OF ANYWHERE
 MONTHLY CASH DISBURSEMENTS WORKSHEET
 MONTH ENDED _____

DATE	CHECK #	PAID TO	AMOUNT	INTL DUES	NEW MEMBER FEES	DISTRICT DUES	CONVENTION/ CONFERENCE/AREA	COMMITTEE EXPENSE	CLUB EXPENSE

Exhibit 5 - Bank Reconciliation

ZONTA CLUB OF ANYWHERE
 BANK RECONCILIATION
 FOR THE MONTH ENDING _____

Bank Statement Reconciliation	
Balance, per Statement	
Add:	
Receipts not on Statement	
Subtract:	
Checks not on Statement	
Other Adjustments	
Adjusted Bank Statement Balance	

Bank Reconciliation Proof	
Prior Month Ending Balance	
Add:	
Cash Receipts	
Subtract:	
Cash Disbursements	
Other Adjustments	
Proof to Adjusted Bank Balance	

Exhibit 6 - Financial Statement

ZONTA CLUB OF ANYWHERE
FINANCIAL STATEMENT (STATEMENT OF ACTIVITIES)
FOR THE MONTH ENDING _____

BEGINNING CASH

REVENUES

MEMBER DUES	_____
NEW MEMBER FEES	_____
FUNDRAISING	_____
MEALS	_____
INTEREST	_____
TOTAL REVENUES	<input type="text"/>

EXPENSES

INTERNATIONAL DUES	_____
NEW MEMBER FEES	_____
DISTRICT DUES	_____
CONVENTION	_____
CONFERENCE	_____
AREA MEETING	_____
COMMITTEE EXPENSES	_____
CLUB EXPENSES	_____
TOTAL EXPENSES	<input type="text"/>

ENDING CASH

Exhibit 7 - Check Request Form

ZONTA CLUB OF ANYWHERE

Check Request

Check to be made payable to:

Date:

Person requesting check:

Due Date:

Return to Requester

If Check to be Mailed, address required:

Item - Attach Receipt

Amount

Project - Account

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL REQUEST

\$ -

Signature for Reimbursement

Project Chair Signature

Treasurer Signature

Check #

Date

Exhibit 8 - Zonta International Dues Invoice (Form A)
 Sample Only - Use Current Form Received from Zonta International



**Membership Dues
 Invoice (FORM A)**

Invoice Date: 2 Apr 2018

Bill to:

Zonta Club of

1211 W. 22nd Street
 Suite 900
 Oak Brook, IL 60523
 Phone: +1.630.928.1400
 Fax: +1.630.928.1559
 memberrecords@zonta.org

Step 1: Review roster. For each member, put an "x" mark in the appropriate box under renew if renewing or under resign if resigning.

Member ID	Name	Product	Balance (USD)	Renew	Resign
		2018-2019 Membership Dues	\$83.00		
		2018-2019 Membership Dues	\$83.00		
		2018-2019 Membership Dues	\$83.00		
		2018-2019 Membership Dues	\$83.00		
		2018-2019 Membership Dues	\$83.00		
		2018-2019 Membership Dues	\$83.00		
		2018-2019 Membership Dues	\$83.00		
			Amount due	\$	
Step 2: Write the totals for the renewing and resigning columns in the boxes to the right.			Renewing and resigning members		
Step 3: Add the amount due of renewing members and write that amount in the renewing total amount due box to the right.			Renewing members amount due		
Step 4: Add the amount due for new members if submitting a Member Report Form B with this dues invoice. (Skip this step if you are not adding new members.)			New members amount due		
Step 5: If applicable, write the club's credit (overpayment) amount in the less club credit box to the right. (Clubs are notified by Zonta International if they have a credit on their account.)			Less club credit (overpayment)		

Step 6: Add the total amounts due from step 3 and step 4, and then subtract the club credit from step 5. Write that amount in the new total amount due box to the right.	Final total amount due	
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Step 7: EUROPEAN CLUBS ONLY - Clubs outside of Europe can skip this step and go to step 8.

Check the box to confirm that every member of the club has signed the *Consent to Store and Use Personal Data Form*. Original forms should be maintained and kept in the club's records.

Step 8: From the options below, check the box to indicate how the club is submitting the dues payment.

Payment type	Where to submit payment	How to submit payment and invoice
<input type="checkbox"/> Pay Online - credit card	The online dues payment system has a payment page where you can enter a credit card number to submit payment for club dues.	<ol style="list-style-type: none"> 1. Log into https://membership.zonta.org. 2. Click Tools/Membership-Dues-Tools. 3. Download the <i>Online Dues Payment System Instructions</i> and follow the instructions to submit payment.
<input type="checkbox"/> Check/Money Order	Mail to: Zonta International 1919 Paysphere Circle Chicago, IL 60674 USA	<ol style="list-style-type: none"> 1. Make payable to Zonta International. 2. Include the district, area and club numbers on the check/money order. 3. Mail the check/money order with this form.
<input type="checkbox"/> International Wire - USD	Send to: ABA: 0260-0959-3 Account: 5800248873 OR BIC/SWIFT: BOFAUS3N Account: 5800248873 Zonta Bank Information: Bank of America Merrill Lynch 135 S. LaSalle Chicago, IL 60603 USA	<ol style="list-style-type: none"> 1. Request the bank to include the district, area and club numbers on the wire transmission. 2. Inform your bank that all bank fees for the transfer are due to your account. 3. Send this form with the wire receipt on the same day you send your wire transfer to memberrecords@zonta.org.

<input type="checkbox"/> International Wire - EUR	<p>Send to:</p> <p>IBAN: GB89 BOFA 1650 5049 3570 16</p> <p>Account Name: Zonta International</p> <p>BIC/SWIFT: BOFAGB22</p> <p>Zonta Bank Information: Bank of America Merrill Lynch 135 S. LaSalle Chicago, IL 60603 USA</p>	<ol style="list-style-type: none">1. Find the official Zonta EUR conversion rate for each month at membership.zonta.org under Tools/Membership-Dues-Tools. Do not use your bank's rate.2. Request that the bank includes the district, area and club numbers on the wire transmission.3. Inform your bank that all bank fees for the transfer are due to your account.4. Send this form with the wire receipt on the same day you send your wire transfer to memberrecords@zonta.org.
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Member Report Form (Form B)

Complete this form to add new, reinstating or transferring members to your club's roster. This form should be filled out and sent to Zonta International Headquarters by the club treasurer or president. To add more than two members, print the Member Report Form Additional Page. New and reinstating members can also be added and paid for online using a credit card. For online payments, download the *Online Payment System Instructions* at membership.zonta.org/Tools/Membership-Dues-Tools. For resignations, email the full name and ID number of the resigning member to memberrecords@zonta.org.

Step 1: Print or type your club's information.

Club Information			
District:	Area:	Club Number:	Club Name:
Public Club Email:			
Submitted By (Your Name and Zonta Title):			Date:

Step 2: For each new, reinstating, or transferring member, check the box for the member type, then print or type the member's information. Use the additional Member Report Form to add more than two members. Note: Fields marked with an asterisk (*) are required.

Member Information		*Member Type: <input type="checkbox"/> Classified <input type="checkbox"/> Young Professional (under 30)	
		<input type="checkbox"/> Reinstated <input type="checkbox"/> Transferring <input type="checkbox"/> Club Honorary	
*First Name:	*Last Name/Surname:		
*Home Address:			
*City:	State/Province (if applicable):		
*Postal Code:	*Country:		
*Home Telephone:	Mobile/Cell Phone:		
*Personal Email:	Classification Code & Occupation:		
(*Required for Young Professionals) Date of Birth (DD/MM/YYYY):	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other		
(*Required for Transferring Members) Club transferring from (name and number):			

Member Information		*Member Type: <input type="checkbox"/> Classified <input type="checkbox"/> Young Professional (under 30)	
		<input type="checkbox"/> Reinstated <input type="checkbox"/> Transferring <input type="checkbox"/> Club Honorary	
*First Name:	*Last Name/Surname:		
*Home Address:			
*City:	State/Province (if applicable):		
*Postal Code:	*Country:		
*Home Telephone:	Mobile/Cell Phone:		
*Personal Email:	Classification Code & Occupation:		
(*Required for Young Professionals) Date of Birth (DD/MM/YYYY):	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other		
(*Required for Transferring Members) Club transferring from (name and number):			

Step 3: EUROPEAN CLUBS ONLY – Clubs outside of Europe can skip and go to step 4.

Check the box to confirm that all members on this form have given their consent to Zonta International to store their membership data on servers in the USA, including photographs taken in connection with Zonta activity in accordance with the Zonta International Data Protection Policy.

Step 4:

- Count the number of new or reinstated members and enter the total number of each type in the "number of members" column.
- Then multiply the number of members by the dues amount listed and enter the sum in the "dues" column.
- Enter the total number of members and total amount of dues owed in the "totals" row.

Note: All Clubs: The US \$15 new member / reinstatement / charter member fee is included in the dues amounts below.
North American Clubs Only: The US \$3 club liability fee is included in the dues amounts listed below.

Dues Information					
Member Type	Month Joined	Member in North America	Member Outside North America	Number of Members	Dues
Classified Member / Club Honorary	1 June – 30 November	US \$98	US \$95		
Classified Member / Club Honorary	1 December – 31 May	US \$58	US \$55		
Young Professional	1 June – 30 November	US \$58	US \$55		
Young Professional	1 December – 31 May	US \$38	US \$35		
<small>Please note: Members joining or reinstating from 1 December – 31 May MUST also pay renewal dues at the 1 June full-year term or will be resigned.</small>				Totals	

Step 5: From the options below, check the box to indicate how the club is submitting the dues payment.

Payment Options		
Payment Type	Where to submit payment	How to submit payment and form
<input type="checkbox"/> Check/Money Order	<p>Mail to: Zonta International 1919 Paysphere Circle Chicago, IL 60674 USA</p>	<ol style="list-style-type: none"> 1. Make payable to Zonta International; include the district, area and club numbers on the check / money order and mail with this form.
<input type="checkbox"/> International Wire – USD	<p>Send to: ABA: 0260-0959-3 Account: 5800248873 OR BIC/SWIFT: BOFAUS3N Account: 5800248873</p> <p>Zonta Bank Information: Bank of America Merrill Lynch 135 S. LaSalle, Chicago, IL 60603 USA</p>	<ol style="list-style-type: none"> 1. Request the bank to include the club's district, area and club numbers on the wire transmission. 2. Inform your bank that all bank fees for the transfer are payable by your account. 3. Send this form with the wire receipt on the same day you send your wire transfer to memberrecords@zonta.org
<input type="checkbox"/> International Wire – EUR	<p>Send to:</p> <p>IBAN: GB89 BOFA 1650 5049 3570 16 Account Name: Zonta International BIC/SWIFT: BOFAGB22</p> <p>Zonta Bank Information: Bank of America Merrill Lynch 2 King Edward Street, London EC1A 1HQ</p>	<ol style="list-style-type: none"> 1. Find the official Zonta EUR conversion rate at membership.zonta.org under Tools/ Membership-DuesTools. <u>Don't use bank rate.</u> 2. Request bank to include the district, area and club numbers on the wire transmission. 3. Inform your bank that all bank fees for the transfer are due to your account. 4. Send this form with the wire receipt on the same day you send your wire transfer to memberrecords@zonta.org

Important notes

- A member will not be added to the club roster until this form and the payment are received and processed.
- Sending USD to the EUR account, or vice versa, will result in additional conversion fees. The club is required to pay all additional fees. Only send EUR to the EUR account and USD to the USD account.

Questions? Contact the Zonta International Headquarters Membership Team at memberrecords@zonta.org or at 1.630.928.1400 during normal business hours, Monday – Friday, 8:00 a.m. – 4:00 p.m. CDT.

Exhibit 9



District 9
Zonta International

Transmittal Payment Form

2018 - 2019

Full Year (June 1, 2018 - May 31, 2019)
Half Year (December 1, 2018 - May 31, 2019)

Zonta Club of _____ Date _____

District 9 Area _____ Club Number _____

Name of Remitter _____ Position/Title _____

Address: _____

E-Mail Address: _____

Telephone Number: _____

Membership Dues

Renewal	Number of Members	
Member Full Year @ \$40.00	_____	\$ _____
Member Half Year @ \$20.00	_____	\$ _____
Young Prof. Full Year @ \$20.00	_____	\$ _____
Young Prof. Half Year @ \$10.00	_____	\$ _____

New		
Member Full Year @ \$40.00	_____	\$ _____
Member Half Year @ \$20.00	_____	\$ _____
Young Prof. Full Year @ \$20.00	_____	\$ _____
Young Prof. Half Year @ \$10.00	_____	\$ _____

Total Number of Members _____ \$ _____

Other

Area Seminar Profit	_____	\$ _____
Donation to _____	_____	\$ _____
Other _____	_____	\$ _____

Total Payment \$ _____

Please Attach a Copy of the Zonta International "Member Report Form" when remitting dues
Return this form with your check. Make check payable to "District 9 Treasurer"
Mail check to: Janis Cotton, District 9 Treasurer, 1360 W. Monache Ave., Porterville, CA 93257

Do not write below this line - Treasurer's use only

Date Paid _____ Check# _____ Amount Paid _____



Donation Form

1211 West 22nd Street, Suite 900, Oak Brook, IL 60523 USA
 Contributions@Zonta.org Fax +1.630.928.1559 Phone +1.630.928.1400

Please complete and return this document, along with your payment, according to the instructions for the selected payment option. Contributions to Zonta International Foundation must be remitted separately from your membership dues payments to Zonta.

1. Donor

This contribution is made by (please check one):

- Individual
 Club
 Area
 District
 Corporation/Foundation
If there is more than one donor name, please attach a list of donors and the amount contributed by each. (Minimum gift US\$25)

Donor Name _____ Email _____
 Zonta Club of _____ District _____ Area _____
 Street Address _____ City _____
 State/Province _____ Postal Code _____ Country _____

- I/we do not wish to receive an acknowledgement/receipt for this gift
 I would like my gift to be anonymous
 Do not send me a donor pin
 Do not send me an annual report

2. Designation

NOTE: Club gifts of less than US\$1,000 cannot be split among funds.

EDUCATION PROGRAMS

Amelia Earhart Fellowship Fund: US\$ _____
 Jane M. Klausman Women in Business Scholarship Fund: US\$ _____
 Young Women in Public Affairs Award Fund: US\$ _____

INTERNATIONAL PROJECTS

International Service Fund: US\$ _____
 Zonta International Strategies to End Violence Against Women Fund: US\$ _____

APPLY WHERE NEEDED MOST (Unrestricted)

Rose Fund: US\$ _____
The Rose Fund is applied to a fund need.

ENDOWMENT FUNDS

Zonta International Foundation Endowment Fund: US\$ _____
 Amelia Earhart Endowment Fund: US\$ _____

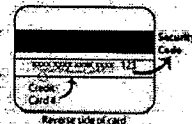
TOTAL ALL FUNDS: US\$ _____

3. Payment

The Foundation offers several options for payment of your contribution. Please read the following and select your option. Please make note of the instructions for each form of payment. (See reverse for more options.)

- Credit Card**
 We are pleased to offer the option of making your gift with your Visa® or MasterCard® credit card. Due to the administrative costs associated with such transactions, we ask that you consider a minimum gift of US\$25.

Please charge my
 Visa®
 MasterCard®
 in the amount of US\$ _____
 Card Number _____ Exp. Date _____ / _____ Security Code _____ (three digits)
 Name of Cardholder (as it appears on the card) _____
 Cardholder Signature _____



Donor Name _____

Donation Form

Page 2

- Check** **Money Order** **Bank Draft** (drawn on U.S. funds)

Send check/money order to:

Zonta International Foundation
ATTN: Contributions
4837 Paysphere Circle
Chicago, IL 60674 USA

Please do not send express or registered mail, there is no one to sign for it at the bank lockbox.

Wire Transfer

Name of sender _____ Date of transfer _____ in the amount of US\$ _____

All SWIFT/International Wire Transfers must be sent to:

Bank of America, Chicago, IL
SWIFT Address BOFAUS3N, for credit to the Zonta International Foundation,
Account # 5800267964, ABA # 0260-0959-3

On the day of your transfer, send a copy of the wire transfer confirmation by

Email: ZIFoundation@zonta.org Fax: +1.630.928.1559

Mail: **Zonta International Foundation, ATTN: Contributions**
1211 West 22nd Street, Suite 900, Oak Brook, IL 60523 USA

SEPA Wire Transfer

Name of sender _____ Date of transfer _____ in the amount of EURO _____

All SEPA Transfers must be sent to:

IBAN: GB46 BOFA 1650 5080 1350 17
Account Name: Zonta International Foundation
Swift Code: BOFAGB22
Address: Bank of America Merrill Lynch 2 King Edward Street, London EC1A 1HQ.

On the day of your transfer, send a copy of the wire transfer confirmation by

Email: ZIFoundation@zonta.org Fax: +1.630.928.1559

Mail: **Zonta International Foundation, ATTN: Contributions**
1211 West 22nd Street, Suite 900, Oak Brook, IL 60523 USA

Please send us this form right away if you are sending a wire transfer so we can properly record your gift.

4. Tribute Gift

NOTE: You may make up to four tributes per gift, but no less than US\$25 per tribute.

1. This gift is in honor of / in memory of _____

If gift is in honor of someone, please list occasion (i.e. birthday, anniversary, promotion) _____

If gift is in memory, please list name of person to receive notice of your memorial gift _____

Street Address _____ City _____ State/Province _____

Postal Code _____ Country _____ Email _____

2. This gift is in honor of / in memory of _____

If gift is in honor of someone, please list occasion (i.e. birthday, anniversary, promotion) _____

If gift is in memory, please list name of person to receive notice of your memorial gift _____

Street Address _____ City _____ State/Province _____

Postal Code _____ Country _____ Email _____

5. Special

Send me information on how to make a recurring gift.

My Corporate Matching Gift Form is enclosed. Send me information on how to make a stock gift.

Please enroll me in the Mary E. Jenkins 1919 Society. I have made provisions for the Foundation in my estate planning.

Please call me _____ Time zone _____ Phone _____

Zonta International Foundation, a 501(c)(3) charitable organization, is qualified under Section 170 of the Internal Revenue Service Code to receive gifts, grants, and contributions which are deductible for United States federal income tax purposes.



ZONTA
INTERNATIONAL
EMPOWERING WOMEN
THROUGH SERVICE & ADVOCACY

CONFLICT OF INTEREST DECLARATION FORM- ZI

***Before signing, please read the Conflict of Interest Policy – ZI,
located on the ZI website under Member Resources/Policies***

I have read and understand the current Zonta International Policy on Conflict of Interest, and I agree to comply with the policy.

Any possible conflict of interest in employment, finance or other activity between any member of the Board and Zonta International objects or interests shall be openly disclosed and recorded at the time of election or appointment, annually, and at each occurrence that the conflict of interest becomes a matter for Zonta International consideration.

I declare that no conflict of interest presently exists and, should such conflict arise during my tenure of service in this position, I shall declare the conflict of interest in writing immediately to the Zonta International Board.

After declaring the conflict of interest, I further agree to be bound by the decision of the Zonta International Board regarding continued service in this position.

Date: _____

Name (please print): _____

Position: _____

Signature: _____