

TIME LINE FOR TREASURERS

(prepared for District 5 Presidents Workshop Fall 2014)

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| February 28 | Send out dues notices for members |
| April 1 | Last day for club members to pay dues for the next year |
| May 15 | Send district dues and Zonta International dues to District 5 treasurer along with two (2) copies each of Forms B & C |
| June 1-30 | Audit/examination/review of treasurer's books to be completed |
| July 15 | Last day to pass on the records of office to the new treasurer, if applicable |
| June 1-Nov. 30 | Any member admitted during this time pays full year per capita dues (extra fee for new or reinstated members) |
| August 31 | Last day to have submitted financial statements and tax form sent by ZI to Zonta International if you have gross revenue of \$25,000 or more and wish to be included in the group filing. |
| October 15 | Last day to file 990-N if you have gross revenues of less than \$25,000 |
| Dec. 1 - May 31 | Any member admitted during this time pays one-half (1/2) the per capita dues |