

March 2, 2025

Governor Donna Sroka
Zonta International District 1
130 Mountain Road
Holyoke, MA 01040

Dear Governor Sroka:

I have reviewed the financial records for Zonta International District 1 for the period June 1, 2022, through May 31, 2024. The District has had this review performed since June, 2016, by a qualified person who is not presently on the District board.

All the Conflict of Interest forms had been signed and filed in the binder.

I reviewed all the bank statements to verify the balances to the register balances. I reviewed the back up for the expenses and details for the deposits. Balances in the bank accounts on May 31, 2024, were:

TD Business 9-month CD	\$10,422
TD Money Market Plus	6,754
TD Business Convenience	6,416

There was a profit of \$5,970 for the biennium. This is due in large part to donations of \$3,674; a profit of \$599 from the Fall Conference; other fund-raising income of \$858; and interest on the CD of \$422.

The District has over \$23,000 in its bank accounts, yet board members have not been reimbursed for costs incurred for attending conferences and board meetings for several years now. The only major reimbursements were for Governor and Lt. Governor travelling to the International Conference in Australia and the NAIDM in Indianapolis. A member had donated airline miles worth approximately \$3,000 for travel to Australia, which was extremely generous and saved the District a considerable amount. Consideration should be given to encourage board members to recover some of their costs. District rules give guidance on what is allowed to be reimbursed to members, such as rooms, registration, mileage or other travel and a per diem for meals. I believe that members may be more willing to serve on the Board if they are made aware that the costs they may incur personally will (at least) be partially reimbursed.

Findings and suggestions:

1. Combing the donation of miles plus the other donations of \$3,674 increased the revenue of the District by over \$6,000. The miles donated are not reflected on the Income Statement. In order to better reflect the costs associated with travel I recommend that the \$3,000 value be recorded on the books as Donated Income and International Conference Expense.

2. It was recommended several years ago that “proof” of the exchange rate between Canadian and US currency should be included in the reimbursement back-up. This involved a print out of a document showing the official exchange rate on the date the cost was incurred or is being reimbursed. I didn’t see any of this documentation for expenses in Canadian dollars.
3. Check #1222 dated 10/29/23 for \$400 to the Zonta Foundation for Women did not have back-up.
4. Check #1237 dated 1/4/24 for \$40 as a reimbursement to Janice was signed by Janice. It had been approved by Donna Sroka but the check should not have been signed by Janice. It’s a minor detail and I did not see any other checks signed by Janice payable to her. It’s just something to keep in mind.
5. Should the check for Rhode Island club start-up fund of \$488.05 should be a Receivable instead of an expense? It wasn’t clear to me if the Rhode Island club will be reimbursing the District for that. If it will be reimbursed to the District, I suggest recording it as such.
6. The reimbursement check to Donna Raycraft (#1218 dated 7/11/23) for airfare to the NAIDM was only documented by a highlighted line on her credit card statement. As per the District 1 Rules of Procedure, “copies of plane tickets” should be attached to the expense voucher.

Janice Severance has been the treasurer for the biennium covered by this review and has prepared a well-organized binder of the information needed for this review. As Finance Chair I want to thank Janice for her diligence and excellent organization. She’s been a valuable member to District 1 and wonderful to work with for four years.

Sincerely,

Pamela Albertson,
District 1 Finance Chair
Zonta International