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Policy, Procedures and Forms Library

TITLE/NAME OF POLICY: Financial Accountability and Responsibility

Document Classification:

By-law supporting:
Manual Location:
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POLICY:

Financial Accountability and Responsibility Policy
As adopted by the Zonta International Board at its June 1999 meeting

Each level of Zonta International – club, district and international – should adhere to a strict policy of financial accountability and responsibility.

It is the responsibility of all club members and board members to base their decisions on accurate and timely financial information.

In order to have this information, all transactions, receipts and disbursements of both the operating and service funds must be recorded and reported to members. These reports must be made at least quarterly and all transactions must be reported fully.

At the very least, the *Monthly Minimum Bookkeeping Procedures for Operating Fund* should be followed.

Changes tracking log:

Revision(s) date:

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