

Twyla Courtot
130 Reward Rd.
Millerstown, Pa 17061

October 20, 2016

Zonta International Headquarters
Attn: Luz Gomez
Accounting and Human Resources Senior Coordinator
1211 West 22nd Street, Suite 900
Oak Brook, IL 60523

RE: Zonta International District 3 Financial Records Review for 2015-2016

Dear Ms. Gomez:

I have examined the Statement of Receipts and Disbursements of Zonta International District 3 for Fiscal Year June 1, 2015 thru May 31, 2016, prepared by Alice Kirchner, Zonta International District 3 Treasurer.

The examination included a review and reconciliation of the following bank accounts: District 3 Operating account ending in 0689 and District 3 Conference Fund account ending in 6097. The Profit & Loss Detail reports for June 2015 thru May 2016 were also reviewed. All reconciled cash balances agree to the balances as of May 31, 2016, as reported on the Statement of Receipts and Disbursements for the accounts reviewed.

Respectfully,



Twyla Courtot, Process/Quality Management Consultant

CC: Alice Kirchner
Margo Sheridan

ZONTA INTERNATIONAL DISTRICT 3
STATEMENT OF RECEIPTS AND DISBURSEMENTS
JUNE 1, 2015 - MAY 31, 2016

	DISTRICT 3 OPERATING CHECKING ACCOUNT - 0689						CONFERENCE FUND
	OPERATING FUNDS		CONFERENCE		CONVENTION		ACCOUNT - 6097 *
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	ACTUAL
Balance on Hand 6-01-2015		\$ 25,313.29		\$ 4,814.60		\$ 8,566.31	\$ 2,294.50
RECEIPTS							
Dues	\$ 6,320.00	\$ 5,435.00	\$ 1,896.00	\$ 1,630.50			
Interest Income	\$ 75.00	\$ 3.19	\$ 20.00	\$ 0.80			
Area 1 & 2 Workshop Profit		\$ -					
Area 3 & 4 Workshop Profit							
Conference/Workshop ZIF Collections		\$ 209.10					
Transfer from Operating to Conference Acct							\$ 3,700.00
2015 Conference Receipts							\$ 18,870.00
TOTAL RECEIPTS	\$ 6,395.00	\$ 5,647.29	\$ 1,916.00	\$ 1,631.30	\$ -		\$ 22,570.00
DISBURSEMENTS							
Board Meetings	\$ 2,010.00	\$ 2,446.55					
Governor Expenses	\$ 5,074.33	\$ 1,370.82					
Lt. Governor Expenses	\$ 2,101.95	\$ 719.48					
Area Director 1	\$ 861.08	\$ 316.78					
Area Director 2	\$ 1,326.00	\$ 300.10					
Area Director 3	\$ 995.80	\$ 1,145.49					
Area Director 4	\$ 1,400.00						
Treasurer Expenses	\$ 100.00						
Secretary Expenses	\$ 32.85						
Organization & Membership	\$ 1,500.00						
District Supplies	\$ 146.94	\$ 230.10					
Website	\$ (430.14)	\$ 51.23					
District Committee Expenses	\$ 1,000.00						
D3/Conference/Workshop Donations to ZIF		\$ 209.10					
Conference '15 Advance							
Board Conference '15 Expenses			\$ 4,200.00	\$ 4,697.38			
2015 Conference Disbursements				\$ 3,700.00			\$ 24,685.36
Convention Expenses					\$ 9,000.00	\$ 7,098.96	
TOTAL DISBURSEMENTS	\$ 16,118.81	\$ 6,789.65	\$ 4,200.00	\$ 8,397.38	\$ 9,000.00	\$ 7,098.96	\$ 24,685.36
RECEIPTS LESS DISB		\$ (1,142.36)		\$ (6,766.08)		\$ (7,098.96)	\$ (2,115.36)
BALANCE ON HAND 05-31-2016		\$ 24,170.93		\$ (1,951.48)		\$ 1,467.35	\$ 179.14
OPERATING CHECKING ACCOUNT 05-31-2016		\$ 23,686.80					
CONFERENCE FUND ACCOUNT 05-31-2016		\$ 179.14					
Total District 3 Account Balances		\$ 23,865.94					