



ZONTA
INTERNATIONAL

CLUB & DISTRICT TREASURER TRAINING

NAIDM 2023

Discussion Leaders



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CYBER THREATS

Definition – any malicious software or attack attempt to damage a system

Human error - phishing

Unauthorized access – click malicious link or open infectious file

Unauthorized users misusing data – change, remove or misuse data without proper approval or authorization

CYBER THREATS

**“Cyber threats
are no longer a
matter of if,
think when”**

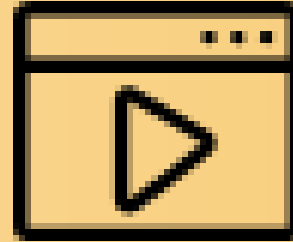
**Data breaches and leaks – sensitive information
such as personally identifiable information**

**Loss or corruption of data – back up not
working**

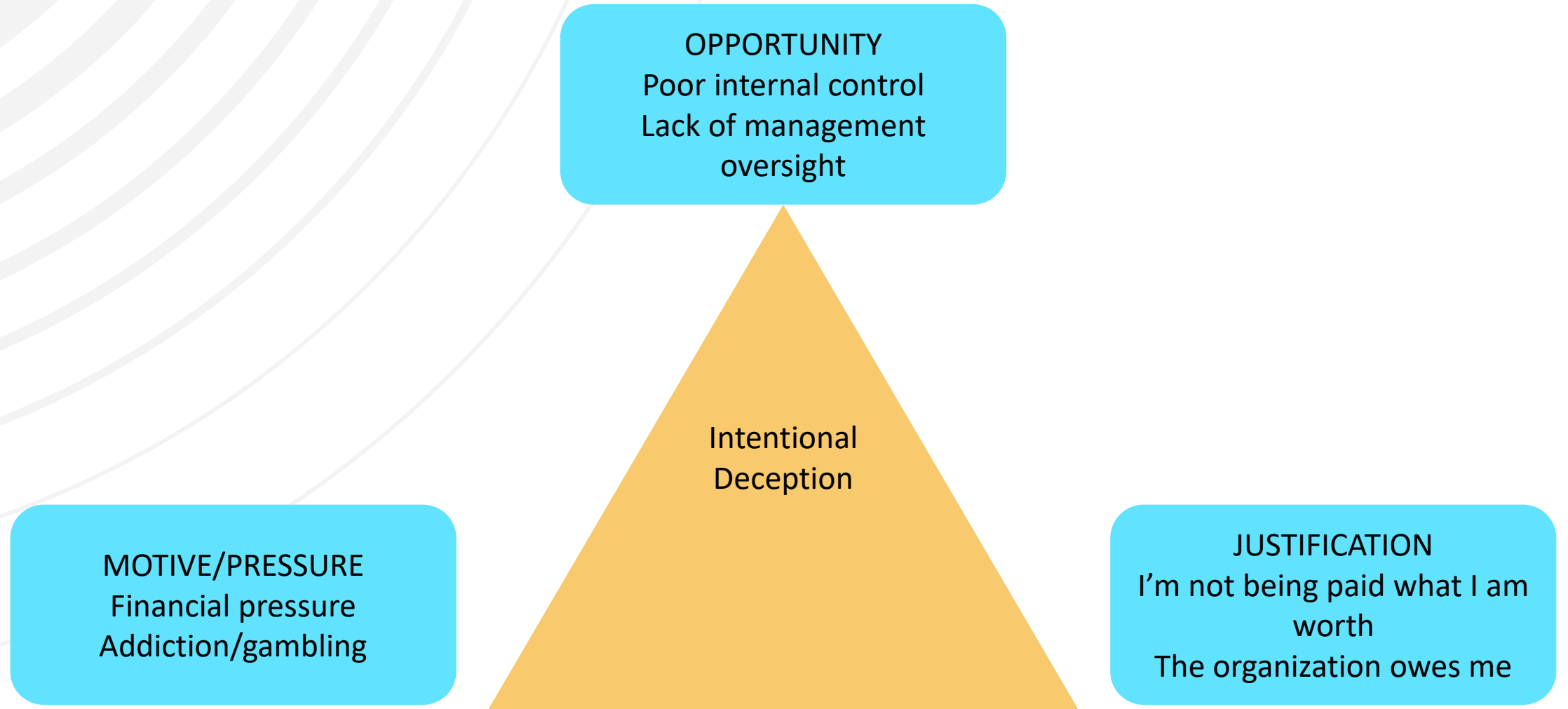
Digital threat actors or adversarial threats

Scams

- Wire scams
 - Pressured to act urgently
 - Asked to open an account or deposit a check and then wire some or all of the money to someone you do not know
 - Mostly interacted with the recipient via email
 - Your recipient's wire instructions or info changes at the last minute
- Check fraud
 - Intercept check
 - Create digital check using routing and account number



Fraud Awareness



Fraud Prevention

Set the tone at the top

Segregation of duties

Delegations of authority

Fraud Prevention

Adherence to policy and procedures

Completion of key reconciliations

Removal of opportunity

INTERNAL CONTROLS

Receipts

“Money collected”

Cash

Checks

Remote deposit

Debit/credit cards

PayPal, Venmo, others

Deposit intact

Timely

Disbursements

“Money paid”

Checks

echecks

Debit/credit cards

ACH debit

Payment apps

Approval

Bank Statements

Reconciliation to accounting records

Review

Deposits in transit

Outstanding checks

Financial Reports

Timely and accurate





Fund accounting

Software

Statement of financial position

Statement of activities

Payments to Zonta and Foundation

<p>Cash</p> 	<p>Credit cards</p> 
<p>Checks</p> 	<p>On-line</p> 

Audit, Review or Compilation

- Zonta International Bylaws
 - District
 - Examine financial records (audited, reviewed or compiled by certified/chartered public accountant or a qualified individual independent of the district board)
 - Club
 - Examine financial records by a person independent of the board
- Check district or club bylaws

Budget

- Revenues
 - Dues
 - Fundraising
- Expenses
 - Doing business
- Bottom line
 - Watch both revenues and expenses
- Reserves



Bank Accounts

- Changing authorized representatives



- Minimum balances

- Fees



- On-line access

- Paperless



- Alerts



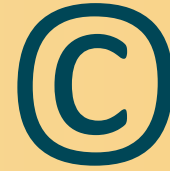
Privacy

- Personal information
- Pictures
- Social media
- Email



Copyright Material

- Permission
- Royalties
- Consequences



Questions

