

VIEW National Office

MEMORANDUM

To: All VIEW Clubs

From: VIEW National Office

Date: January 2017

Re: **Club Cashbook 2017**



Dear Club Treasurer,

We encourage Treasurers to use the Electronic Cashbook for easier record keeping, Treasurer's monthly reports and the annual audit. Our Auditors also prefer this version. Last year we updated the Electronic Cashbook and received positive feedback from many Treasurers with a number of them commenting on how easy it was to use the electronic version.

We understand that not all Treasurers will be able to use the electronic version which is why we are also sending a hardcopy of the Cashbook.

If you opt to use electronic version, and we hope you do, please send the hardcopy Cashbook back to National Office.

VIEW Electronic Cashbook Liaison PNC Trish Murphy will be the first point of contact for any Club Treasurer requiring assistance or explanations in relation to the VIEW Electronic Cashbook 2017.

The Electronic Cashbook and step by step Electronic Cashbook Guide are available for downloading at www.view.org.au/resources.

If you have any questions or concerns please contact Trish Murphy on 03 5251 2675 or email to murphytrish40@gmail.com.

Kind regards,

Olga Shkuropatova
Operations Coordinator
VIEW Clubs of Australia
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