

VIEW National Office

MEMORANDUM

To: All VIEW Clubs

From: VIEW National Office

Date: January 2017

Re: VIEW Clubs Cashbook request for Audit 2016



Dear Club Treasurer,

As you are aware, the financial books for your Club are reviewed by an auditor at The Smith Family each year. Thank you if you have already submitted your books. If not, you will need to send your club's financial documents (see the checklist on the flip side of this memo) before **Tuesday, 28th February 2017**. Please complete the checklist and attach it to the front of all documents sent in with your Cashbook.

Please send items in either an EXPRESS Post or REGISTERED envelope to:

The Accountant, The Smith Family, GPO Box 10500, SYDNEY NSW 2001

Remember to write the name of your Club and a return street address on the outside of the Express Post envelope.

Do not include any other Club correspondence, expense claims or donations etc. not related to the audit in this audit package as it goes directly to the Auditor and will not be received by VIEW staff.

By following the above, you will help reduce the possibility of errors and facilitate the smooth running of this year's audit. While the audit is underway, please be sure to keep copies of any information you may need for Club reports in the first half of the year and to set up your Cashbook for 2017.

If you are unable to send your Club's financial books by **Tuesday, 28th February 2017** please complete and return the attached "Late Notification Form", informing us of the reasons for the delay and when we can expect to receive your Club's financial books so we can notify the auditors.

If you have any questions please call me on 02 9085 7203 and leave a detailed message with your contact details or email me on view@thesmithfamily.com.au.

Kind regards,

Olga Shkuropatova
Operations Coordinator
VIEW Clubs of Australia

CHECKLIST for Audit 2016




Date: " _____ " _____ 2017

Club Name: _____

Name of Treasurer: _____ Phone _____

Please provide your club's financial documents in the following order.

- Cashbook** (Please email your electronic cashbook to view@thesmithfamily.com.au)
Add the monthly receipts and payments to give a total for the year, as both monthly and yearly totals are required. Keep a record of these at your Club. Complete your Club's financial information on the income and expenditure sheet provided at the back of the Cashbook.
- Bank Statements from January 2016 to December 2016**
Include all Bank Statements covering 1 January 2016 to 31 December 2016.
 Please **DO NOT** send the books until you have received the **December Bank Statement**.
- All donation receipts from The Smith Family**
- All Tax Invoices**
- Cheque books**
Detach any **used** cheque butts from the cheque book, staple together, ready to send in.
Keep the unused section of the cheque book. This enables you to continue to use your current cheque book while your Club books are being audited.
- Deposit Books**
Similar to how you have 'divided' the cheque book, tear out the **used** deposit book butts for bank deposits made during the year, staple together, ready to send in.
Keep the unused portion of your deposit book and continue to use as needed.
- VIEW Club receipt books (yellow copies only)**
Tear out and staple the **used** part of any receipt books and include in the mailing.
Keep the unused part and continue to use as needed.
- Petty Cash Recording Form**
Attach all petty cash receipts.
- Any supporting documents**

Audit 2016

Late Notification Form



Date: " _____ " _____ 2017

Club Name: _____

Name of Treasurer: _____ Phone _____

1. Reason/s of Club's Cashbook delay

2. Estimated date financial books will be received by National Office

" _____ " _____ 2017

Signature _____