

VIEW National Office

MEMORANDUM

To: All VIEW Clubs
From: VIEW National Office
Date: January 2018
Re: **Club Cashbook 2018**



Dear Club Treasurer,

A VIEW Cashbook is a list of all the Club's financial transactions and reconciles your Club's bank account. It records income and expenditure and must be maintained with appropriate supporting documentation such as invoices, receipts, petty cash form, cheque book butts, etc.

Each Club must maintain a VIEW Cashbook. National Office provides Clubs with either an electronic cashbook or one printed in pad form together with VIEW Club Cashbook Guidelines.

VIEW Electronic Cashbook

We encourage all Treasurers to use the Electronic Cashbook for easier record keeping, Treasurer's monthly reports and the annual audit. Our Auditors also prefer this version. Based on audit 2016 results 48% of VIEW Clubs (136 clubs) are using the VIEW Electronic Cashbook version.

VIEW Electronic Cashbook 2018 is available for downloading at www.view.org.au/resources/committee-information together with step by step Electronic Cashbook Guide.

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 2018. If you have any questions or concerns please contact Trish Murphy on 03 5251 2675 or email to murphytrish40@gmail.com.

VIEW Cashbook (hardcopy)

We understand that not all Treasurers will be familiar with the electronic cashbook and prefer to use the hardcopy version. Previously all clubs were sent a hard copy cashbook regardless of the Treasurer's wish to use the electronic version. We have received feedback from many clubs requesting us not to send a hardcopy version as Treasurer prefers the electronic version and this is seen as incurring unnecessary postage expenses.

Therefore this year we are trialing a new process. If you wish to use the hardcopy version of the VIEW Cashbook, we ask that you complete the attached Request form and send/email it to National Office view@thesmithfamily.com.au.

Please note: The hardcopy VIEW Cashbook will be sent to your Club's address only upon receipt of your club's completed request.

Kind regards,

Olga Shkuropatova
Operations Coordinator
VIEW Clubs of Australia
ph: 02 9085 7203

VIEW Cashbook Request Form



Club Name: _____

Club address: _____

Treasurer's Name: _____

Yes, I would like to receive a hardcopy of
VIEW Cashbook for 2018.

Please send a completed form to National Office or email it to view@thesmithfamily.com.au