

VIEW National Office

MEMORANDUM

To: All VIEW Clubs

From: VIEW National Office

Date: 16 January 2018

Re: Club Statement 2017 – change of process



Dear Club Secretary and Treasurer,

As VIEW Clubs operate on a calendar year, from January 2018 VIEW National Office will be providing VIEW Club's Statement as at 31 December in January each year (previously they were provided to Clubs at the end of financial year – 30th June). This change will allow each Club's Secretary and Treasurer to reconcile their Club's payments before finalising financial documents for Annual VIEW Audit.

The attached Statement includes all transactions recorded in VIEW accounts system from 1st January 2017 through to 31st December 2017. **This statement details anything processed as a stock order**, including new member joining fees and purchases of any VIEW merchandise. This statement **does not** include donations, annual membership subscriptions or *Learning for Life* sponsorships.

If there is no Statement attached, your Club's balance as at 31st December 2017 is zero. There is no further action for you to take.

If your Club's Statement is attached, here is how you read your Club's Statement.

If the "Amount Due" is:

- *an amount owing*, we would appreciate payment as soon as possible. Payment can be made by supplying a cheque with a copy of the statement for the total amount owing.
- *a negative amount, then your account is in credit*. Credits most commonly arise where an order has been placed and paid for, but unable to be completely fulfilled. The difference between the original order and the final order will appear on your statement as a credit. Credits can also arise where a club has miscalculated the amount owing, and over-paid an invoice. **Please contact National Office prior to assuming that this credit is available for use on future orders.**

If you have any questions or concerns about your Club's Statement please contact National Office via email view@thesmithfamily.com.au or telephone on 1800 805 366.

Yours sincerely,

Olga Shkuropatova
Operations Coordinator
VIEW Clubs of Australia
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