

VIEW National Office

MEMORANDUM

To: All VIEW Clubs
From: VIEW National Office
Date: January 2019
Re: **Club Cashbook 2019**



Dear Club Treasurer,

The VIEW Club Cashbook lists all of your Club's financial transactions and enables you to reconcile 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 Club Cashbook. National Office provides Clubs with either an electronic cashbook or printed pad format (hard copy version).

VIEW Club Electronic Cashbook

All Treasurers are encouraged to use the Electronic Cashbook for easier record keeping, Treasurer's monthly reporting and automatic Cashbook reconciliation. Our Auditors also prefer this version. For more details please see the enclosed new "VIEW Club Cashbook and Annual Audit Guidelines and Recommendations".

VIEW Electronic Cashbook 2019 is available for downloading at <http://view.org.au/resources/organisational-information> together with step by step Electronic Cashbook Guide.

VIEW Club Cashbook (hardcopy)

We understand that not all Treasurers will be familiar with the electronic cashbook and may prefer to use the hardcopy version. 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.

VIEW Club Cashbook and Audit guidelines

This year we introduced a new **VIEW Cashbook and Audit guidelines and recommendations** which are developed to support the Club Treasurer. These guidelines provide detailed information about how to maintain the VIEW Club Cashbook and requirements for VIEW Annual Audit.

VIEW Cashbook and Audit guidelines and recommendations are available for downloading at <http://view.org.au/resources/organisational-information>.

Kind regards,

Olga Shkuropatova
Business Analyst
VIEW Clubs of Australia
ph: 02 9085 7203

VIEW Cashbook Request Form



Club Name: _____

Club address: _____

Yes, I would like to receive a hardcopy of
VIEW Cashbook for 2019.

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