

VIEW National Office

MEMORANDUM

To: All VIEW Clubs

From: VIEW National Office

Date: January 2020

Re: VIEW Club Cashbook request for Audit 2019



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 enclosed Checklist) before **Friday, 28th February 2020.**

Sending books to National Office

Please send all documents together with completed Checklist by either an **EXPRESS Post** or **REGISTERED envelope to The Accountant, The Smith Family, GPO Box 10500, SYDNEY NSW 2001.**

As these documents go directly to the Auditor, **do not include any other Club correspondence or donations etc. not related to the Audit 2019 in this package** as they will not be received by VIEW National Office team.

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 VIEW Club Cashbook for 2020.

Late Notification Form

If you are unable to send your Club's financial books by the due date, please complete and return the attached "Late Notification Form" by **Friday, 13th March 2020**, 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 Auditor.

Club Bank Statement as at 30 June 2020

Please Note: This year we will require a copy of your Club's Bank Statement **as at 30 June 2020.**

The Smith Family is subject to an annual audit, performed by external auditors. VIEW Clubs of Australia, being part of The Smith Family, is therefore also subject to this audit.

As part of the audit for the period ending 30 June 2020 and future years, auditors have requested that each VIEW Club provides a copy of their bank statement for **30 June 2020** in order to satisfy The Smith Family financial reporting obligations.

VIEW Clubs will therefore be requested to provide a copy of their bank statement **as at 30 June 2020** by **Tuesday 7 July 2020.** A reminder will be sent to all VIEW Clubs closer to the due date.

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

Business Analyst

VIEW Clubs of Australia

CHECKLIST AUDIT 2019



Date: " ____ " _____ 2020 **Club Name:** _____

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

<input type="checkbox"/>	VIEW Club Cashbook	<p>Complete all pages of VIEW Club Cashbook and reconcile Income & Expenditure Statement for the year ended 2019.</p> <p>Please email your electronic VIEW Cashbook 2019 to view@thesmithfamily.com.au.</p>
<input type="checkbox"/>	Bank Statements from 01 January 2019 to 31 December 2019	<p>Include all Bank Statements covering 1 January 2019 to 31 December 2019.</p> <p>Please submit your books <u>only</u> after receiving the Bank Statement with the Closing Balance as at 31 December 2019.</p> <p>If you don't have statements as at 31 December 2019, please attach a copy of the January 2020 statement.</p>
<input type="checkbox"/>	All receipts and Tax Invoices	<p>Attach all receipts and invoices related to Club payments in 2019.</p>
<input type="checkbox"/>	Cheque books	<p>Detach any used cheque butts from the cheque book, staple together, ready to send in.</p> <p>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.</p>
<input type="checkbox"/>	Deposit Books	<p>Tear out the used deposit book butts for bank deposits made during the year, staple together, ready to send in.</p> <p>Keep the unused portion of your deposit book and continue to use as needed.</p>
<input type="checkbox"/>	VIEW Club receipt books (yellow copies <u>only</u>)	<p>Tear out and staple the used part of any receipt books and include in the mailing.</p> <p>Keep the unused part and continue to use as needed.</p>
<input type="checkbox"/>	Petty Cash Recording Form	<p>Attach all petty cash receipts</p>
<input type="checkbox"/>	Any supporting documents	<p>Attach any supporting documents related to Club finance in 2019.</p>

Audit 2019

Late Notification Form



Date: " _____ " _____ 2020

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

" _____ " _____ 2020

Signature _____