

## VIEW National Office

### MEMORANDUM

**To:** All VIEW Clubs  
**From:** VIEW National Office  
**Date:** January 2021  
**Re:** **VIEW Club Cashbook request for Audit 2020**



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, 26<sup>th</sup> February 2021**.

### What you need to do now...

#### 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 2020 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 2021.

#### 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, 12<sup>th</sup> March 2021**, 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.

### What you need to do later in the year...

Please Note: we will require a copy of your Club's Bank Statement **as at 30 June 2021**.

#### Club Bank Statement as at 30 June 2021

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 2021, auditors have requested that each VIEW Club provides a copy of their bank statement for **30 June 2021** 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 2021** by **Tuesday 6 July 2021**. 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](mailto:view@thesmithfamily.com.au).

**Olga Shkuropatova**  
Business Analyst  
VIEW Clubs of Australia

# CHECKLIST AUDIT 2020



Date: " \_\_\_\_ " \_\_\_\_\_ 2021

Club Name: \_\_\_\_\_

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

<input type="checkbox"/>  <input type="checkbox"/>	<p><b>VIEW Club Cashbook (hard copy)</b></p> <p><i>or</i></p> <p><b>Electronic VIEW Club Cashbook</b> (Excel file only)</p>	<p>Complete all pages of VIEW Club Cashbook and reconcile Income &amp; Expenditure Statement for the year ended 2020.</p> <p>Please email your electronic VIEW Cashbook 2020 to <a href="mailto:view@thesmithfamily.com.au">view@thesmithfamily.com.au</a>.</p>
<input type="checkbox"/>	<p><b>Bank Statements from 01 January 2020 to 31 December 2020</b></p>	<p>Include all Bank Statements covering <b>1 January 2020 to 31 December 2020</b>.</p> <p><b>Please submit your books <u>only</u> after receiving the Bank Statement with the Closing Balance as at 31 December 2020.</b></p> <p>If you don't have statements as at 31 December 2020, please attach a copy of the January 2020 statement.</p>
<input type="checkbox"/>	<p><b>All receipts and Tax Invoices</b></p>	<p>Attach all receipts and invoices related to Club payments in 2020.</p>
<input type="checkbox"/>	<p><b>Cheque books</b></p>	<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"/>	<p><b>Deposit Books</b></p>	<p>Tear out the <b>used</b> 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"/>	<p><b>VIEW Club receipt books</b> (yellow copies <u>only</u>)</p>	<p>Tear out and staple the <b>used</b> 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"/>	<p><b>Petty Cash Recording Form</b></p>	<p>Attach all petty cash receipts</p>
<input type="checkbox"/>	<p><b>Any supporting documents</b></p>	<p>Attach any supporting documents related to Club finance in 2020.</p>

# Audit 2020

## Late Notification Form



Date: " \_\_\_\_\_ " \_\_\_\_\_ 2021

Club Name: \_\_\_\_\_

Name of Treasurer: \_\_\_\_\_ Phone \_\_\_\_\_

### **1. Reason/s of Club's Cashbook delay**

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

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" \_\_\_\_\_ " \_\_\_\_\_ 2021

Signature \_\_\_\_\_