

VIEW National Office

MEMORANDUM

To: All VIEW Clubs

From: VIEW National Office

Date: January 2024

Re: Club Cashbook 2024



Dear Club Treasurer,

Thank you for taking on this important role.

Each Club must maintain a VIEW Club Cashbook. National Office provides Clubs with either an electronic cashbook or printed pad format (hard copy version).

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 forms, cheque book butts, etc.

VIEW Club Electronic Cashbook 2024

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. VIEW Electronic Cashbook 2024 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, complete the online request - https://docs.google.com/forms/d/e/1FAIpQLSefubPT-9OfYTFVfDkDU-O7URs2wj1POoQjTttHMB-0aLef2w/viewform?usp=pp_url or complete the "Club Cashbook Request Form" available at <http://view.org.au/resources/organisational-information> and return it to National Office by 29th February 2024.

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

An updated "VIEW Cashbook and Audit guidelines and recommendations" are available for downloading at <http://view.org.au/resources/organisational-information>. These guidelines provide detailed information about how to maintain the VIEW Club Cashbook and requirements for VIEW Annual Audit.

Online Training Sessions for VIEW members

In 2024 National Office will facilitate a number of online training sessions for Treasurers and Club members who are interested in developing their skills. We encourage all Treasurers and Assistant Treasurers to participate in these sessions. Stay tuned! Sessions' information and schedule will be sent to all Clubs.

Olga Shkuropatova

Business Analyst

VIEW Clubs of Australia