



VIEW Annual Audit



Dear VIEW Club Treasurer,

In February we invite you to participate in upcoming training sessions if you need help with finalising VIEW Cashbook for Annual Audit 2023!

Club Treasurers and Assistant Treasurers are welcome to attend.

Participants are asked to choose and book the session time they want to participate in. See the available times below.

What will I learn?

By the end of the session, participants will understand:

- Requirements for VIEW Annual Audit 2023
- How to finalise VIEW Cashbook 2023
- Audit process

Please note: The Smith Family/VIEW no longer use Zoom for meetings or training. These sessions will be provided in **Microsoft Teams** which works like Zoom and enables online meetings, webinars, chats, screen sharing, and file sharing.

Do you need an account to use Microsoft Teams?

You can join a Teams meeting anytime, from any device, whether or not you have a Teams account. If you don't have an account, follow the steps to join as a guest.

For more information please go to <https://support.microsoft.com/en-us/office/join-a-meeting-without-a-teams-account-c6efc38f-4e03-4e79-b28f-e65a4c039508#:~:text=You%20can%20join%20a%20Teams,select%20Join%20Microsoft%20Teams%20Meeting>.

Who can attend this training?

We invite all Club Treasurers and Assistant Treasurers.

How to participate in Microsoft Teams webinar session?

Each **participant will be required to register for Microsoft Teams webinar session prior to the session**. Please see the attached "*How to join Microsoft Teams webinar session*" information page.

How to register?

Please choose the session, date & time that best suits you and **register for only ONE session** by clicking on the registration link.

For registration, we recommend going to the digital version of this document available at <https://view.org.au/resources/mailouts/> and clicking on the link.

Date	Time	Training Session	Registration Link
Monday, 5 February 2024	3 pm – 4 pm Sydney time	Finalising VIEW Cashbook for Annual Audit 2023	Registration: https://teams.microsoft.com/registration/3OkdauLLn0yCqk99169kdw,2zpquVW6W0-t-njvoqg7MQ,QhrNWU-A4EykWc6qmee94A,i6hCgvL7iUaaPz6XoAyZdg,iT6cuYLnE0-Jd425Cb1X_A,U5ESIUpTQEG2Mj4wuqkLrQ?mode=read&tenantId=6a1de9dc-cbe2-4c9f-82aa-4f7dd7af6477
Wednesday, 7 February 2024	11 am – 12 noon Sydney time	Finalising VIEW Cashbook for Annual Audit 2023	Registration: https://teams.microsoft.com/registration/3OkdauLLn0yCqk99169kdw,2zpquVW6W0-t-njvoqg7MQ,QhrNWU-A4EykWc6qmee94A,Z1jkQgLseUyTSF2a6gkczA,VDIiZP15bkGax4vtU3KOUw,_pm_Mf4HJk6EGH9MTfin tw?mode=read&tenantId=6a1de9dc-cbe2-4c9f-82aa-4f7dd7af6477

How to join the Microsoft Teams webinar session I registered for?

When the date and time of the session arrive – To attend the session please go to your confirmation email and click on “**Join event**” button at the time of the session. Or click on the link provided in the reminder email which will be emailed to you prior the session.