



VIEW Treasurer's Guide 2024



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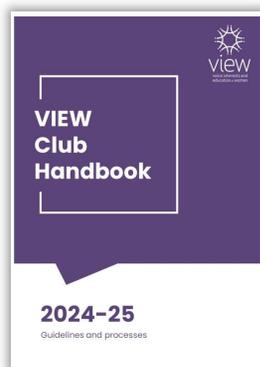
INTRODUCTION

Dear Treasurer,

We are very appreciative of members like you, who take on this most responsible position. We hope you find this guide of assistance to you in the role, especially when transitioning from one Treasurer to another.

This guide contains the most current information and should be read in conjunction with the Treasurer's Position Guidelines and the Club Handbook.

VIEW National Office



To download the "VIEW Club Handbook 2024-25" please go to www.view.org.au/resources/organisational-information

Treasurer & Assistant Treasurer Role

Processing Club payments

Collection and depositing of all funds into Club bank account



Keeping accurate financial records

Managing Club funds and bank account

Preparing and presenting Treasurer's report/s

Club Finances



Club Bank Account and Payments

- ✓ Each Club must have only **one bank account** (preferably Westpac account).
- ✓ Club arranges with the bank to have **bank statements issued monthly on the last day of the month.**
- ✓ All funds collected **MUST be banked in the Club bank account.**
- ✓ **All payments must be authorised by two signatories** (Club members) with one being the Club Treasurer.
- ✓ Accounts **should not be paid in cash – all approved expenses should be paid by EFT, BPay or cheque.**



When opening a new account or changing signatories, a letter can be provided by National Office outlining the VIEW Club's affiliation with The Smith Family and exemption from providing a Tax File Number.

Types of Income

Donations by Individuals

VIEW Club receipts are not valid for tax deductible donations.

Any donations made by an individual through a VIEW Club is banked and recorded in the VIEW Club Cashbook.

Annual Membership Subscription and Joining Fee

Annual Membership Subscription is to be collected from each member at the Annual General Meeting or the first Club meeting of the year. Membership subscriptions should be banked into the Club's bank account and remitted to The Smith Family **by 31 March**.

When new members join, Club must send membership fees to National Office.

[Use "Application for Membership Form"](#)

Ticket Monies

All ticket monies must be receipted so that there is clear accountability and each transaction can be traced.

The income should be banked into the Club's account and payment made via EFT or Club cheque.

Member Purchases

Members wishing to purchase stock items from National Office are required to remit money in advance to the Club, after which the Club will make a purchase on their behalf.

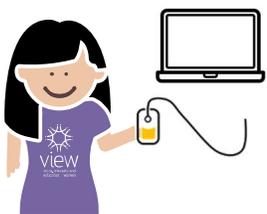
[Use "Stock Order Form"](#)

Other purchases and payments

When members attend another Club, Zone or Area function, payment can be made via EFT or a Club cheque written. Each member should pay the Club in advance, and if the person does not attend the function, the Club is not out of pocket.

Members' Payment Options

These options may be used for any payment to the Club including meal payments, raffle tickets, annual subscriptions, purchase of merchandise, function/trip payments, and joining fees.



Direct Deposit (preferred method) – It is recommended that all clubs provide members with the Direct Deposit option.



Cash – All income received must be banked into the Club bank account within three working days or as soon as practicable.

Cheque – Cheque payments to Clubs are made payable to the ...XXX VIEW Club.



Square Reader – Clubs may use “Square Reader” facility to accept payments utilising tap and go cards, chip cards, Apple Pay or Google Pay.

Payments in Cash

Monies raised should be handled with care and the following steps taken:

- ✓ **All monies are to be counted and recorded by two people** immediately after an event or as soon as practicable
- ✓ All **income must be banked** into the Club bank account **within three working days or as soon as practicable**
- ✓ All monies should be stored in a secure location, in a closed preferably locked drawer and not left on a desk/table



Square Reader



Clubs may use “Square Reader” facility to accept donations and any payment for their VIEW activities, including meal payments, raffle tickets, annual subscriptions, purchase of merchandise, function/trip payments, and joining fees utilising tap and go cards, chip cards, Apple Pay or Google Pay.

There is a single flat fee of **1.9% per transaction.**

Please Note: this fee will be automatically deducted before Square deposit funds to your account.



For more information please read “Square Reader Information Booklet” available at www.view.org.au/resources/organisational-information

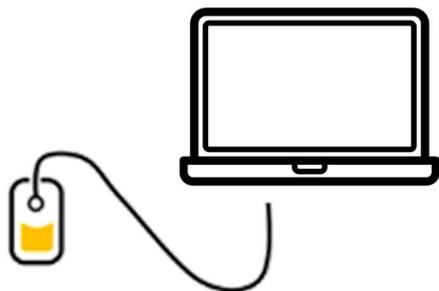


Processing Club Payments

The Treasurer must ensure all payments and accounts are authorised by the Club committee and paid in a timely manner.

Accounts are not to be paid in cash – all approved expenses are to be paid by EFT, BPay or cheque.

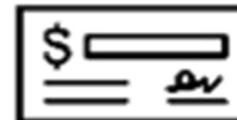
EFT



BPay



Cheque



Club Expenditure

Every item of expenditure (i.e. cheque written, EFT reference number) **must be supported by an account and/or receipt marked** with the item/s purchased, by whom and the date of purchase.

The cheque butt **must be completed** at the same time as cheque is written.

Keep the copy of the receipt or EFT Form (for The Smith Family payments) for all transactions paid via EFT, for Audit purposes.



Types of Expenditure



Venue/Meal Costs

Payments for venue hire/meal cost for for the Club's monthly meetings, etc.

Club Payments to The Smith Family

Payment to The Smith Family for Member Subscriptions, Joining Fees, Donations, Appeals, Digital Learning Essentials program, Joyspreader Gifts, and *Learning for Life* Sponsorship.

[Use "VIEW Club Donation Form" or Club's "EFT Transaction Form"](#)

Stock Orders

Orders for stationery and merchandise can be forwarded to National Office by email and mail.

["Stock Order" form](#) is used to order replacement and Club badges, VIEW Stationery, VIEW Promotional Items (Posters, Brochures, etc) and VIEW merchandise.

Petty Cash/Refunds

Petty cash is used to reimburse members for small expenses Members should present receipts for all petty cash purchases, which clearly show purchase and date. These receipts need to be retained for record and audit purposes.

The Treasurer is responsible for the petty cash fund and retains copies of all receipts.

[Use "Petty Cash Recording Form"](#)

Club Donations to The Smith Family



As VIEW is part of The Smith Family, all VIEW Clubs funds belong to The Smith Family.

All monies received through Club activities must be banked, and any funds surplus to Club running costs are to be forwarded to The Smith Family via VIEW National Office.

Clubs are asked to send excess funds as often as possible to purchase Joyspreader Gifts or support any of The Smith Family Appeals and/or programs e.g. Digital Learning Essentials program or give a General Donation to The Smith Family.



General Donations are not tied to a specific Smith Family program but allocated by The Smith Family to a range of community programs, including support for families involved with *Learning for Life*.

Clubs are requested to retain minimum funds in Club accounts to cover current expenses, including upcoming sponsorships.

Appropriate Use of Club Funds



It is the practice of VIEW Clubs to **donate at least twice a year during The Smith Family Winter and Christmas Appeals** by forwarding funds through VIEW National Office.



Clubs are encouraged to sponsor additional **LfL student/s**.



Clubs are encouraged to support the Digital Learning Essentials program available for *LfL* students.



Clubs may contribute to a local school – annual award of a book or book voucher to the **value of no more than \$50** to one local school.



VIEW Club funds are **NOT** to be donated directly to schools and/or students in local areas other than a donation of a book award/voucher (no more than \$50) to one local school.



Members **cannot** use Club funds (may use their own money) to purchase small items (stationery, etc.) to donate to their local Smith Family offices for distribution in their area.



Club funds may not be used to purchase flowers to celebrate a members special event or in memory of a deceased member. A donation to The Smith Family in memory of a deceased member is suggested.



Club funds may not be used to purchase wreaths for Anzac Day.

Use Electronic Funds Transfer



Clubs are able to use EFT to pay for any Club related transactions eg. venue hire, meals, functions, and any payments to The Smith Family.

If you would like to know more, please read “EFT Information Booklet” available at www.view.org.au/resources/organisational-information.

EFT transactions have a few advantages over payment by cheque:

- ✔ **It's safer than cheques** – EFT payments are processed by the bank, so they cannot be lost or misplaced.
- ✔ **Takes several minutes to finalise the transaction.** All transactions are recorded by the financial institution.
- ✔ When you make an online payment to an account **it only takes up to three days for your recipient to get a payment.**
- ✔ **You can print a receipt immediately** after transaction has been completed.



EFT Payments to The Smith Family: process

When Clubs process payments to The Smith Family via EFT, Clubs are required to complete **VIEW EFT Transaction Form** provided by National Office each year and **follow the correct process** to ensure the Club's transaction/s are identified and funds appropriately allocated.



1. Complete your Club's unique EFT Transaction Form.



2. Send payments via EFT (online banking) including your Club's Unique Reference Number for the relevant item.

Please note: the transaction reference for multiple payments is your Supporter ID + Club Name.



3. Email completed EFT Transaction Form to National Office view@thesmithfamily.com.au.



4. Record transaction in your Club Cashbook.

For more information please read "**FAQ: EFT payments to The Smith Family**" available at [view.org.au/resources/organisational-information/Financial Information](https://view.org.au/resources/organisational-information/Financial%20Information)

Cheque Payments

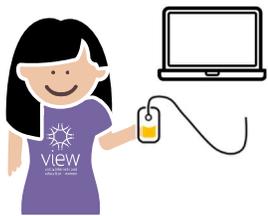
The Treasurer holds the Club's cheque book and is responsible for payment of all outstanding monies as authorised by the Club committee.

Payments should only be made after the committee has approved the expenditure.



If you need to cancel a cheque for any reason (e.g., no longer needed or you have made an error), draw a line across the face of the cheque, write 'cancelled', and fold the cheque into the cheque book, ahead of the next cheque.

Sending Payments to National Office



via EFT

All donations, membership payments, sponsorships and stock purchases can be paid via EFT.

Please note: EFT payment for stock orders and joining fees can only be paid when the Club has received the invoice from National Office. The invoice number must be listed on your Club's EFT Transaction Form.



by Cheque

Please ensure that **SEPARATE CHEQUES** are forwarded for each payment to VIEW National Office **GPO Box 5348,**

All cheques must be made out to "The Smith Family".



Donations

including Annual Subscriptions, TSF Appeals and Joyspreader Gifts



LfL Sponsorship



Joining Fee for new members



Stock Items

Petty Cash

Petty cash is used to reimburse members for small expenses. Members should present receipts for all petty cash purchases, which clearly show purchase and date. These receipts need to be retained for record and audit purposes.



The Treasurer is responsible for the petty cash fund and retains copies of all receipts.



The Secretary is provided with a petty cash float, withdrawn from bank account, up to the value of \$100 which may be replenished during the year.

The Petty Cash Recording form is to be used to record and track petty cash expenses. See "VIEW Forms" section.



The Delegate The Delegate may claim back the actual expenses to attend Delegates' meetings from her Club e.g. petrol or travel, at the rate of 30 cents per kilometre. A fuel receipt is not required.

Treasurer's Reports



Club and Committee Meeting

- Treasurer's report on Club finances includes monthly income and expenditure statement and any other financial matters



Abridged Meeting

- Treasurer's reports only debit and credit balances and accounts for payment are presented



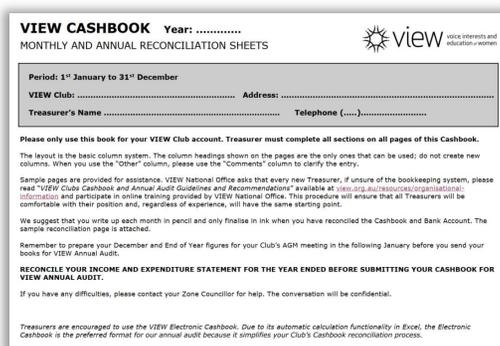
Annual General Meeting (AGM)

- Outgoing Treasurer's report includes financial report of the Club for the calendar year 1st January to 31st December

VIEW Club Cashbook



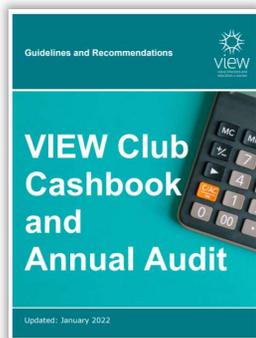
Each Club must maintain a VIEW Cashbook.



The VIEW Cashbook is provided to record all of the Club's financial transactions and should accurately reflect the Club's bank account reconciliation. It records income and expenditure and must be maintained with appropriate supporting documentation such as invoices, receipts, petty cash form, cheque book butts, etc.

National Office provides Clubs with one printed in pad form (upon request).

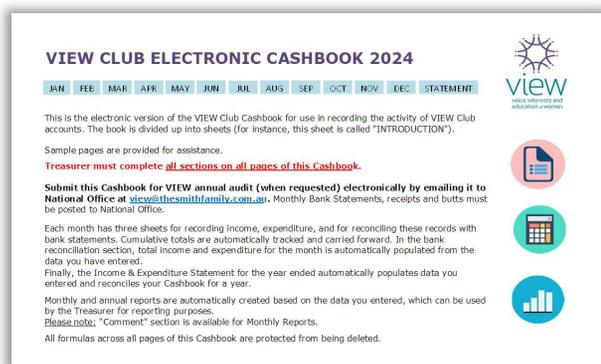
All Treasurers are encouraged to use VIEW Electronic Cashbook where possible.



VIEW Club Cashbook and Annual Audit Guidelines are available at www.view.org.au/resources/organisational-information.

VIEW Electronic Cashbook

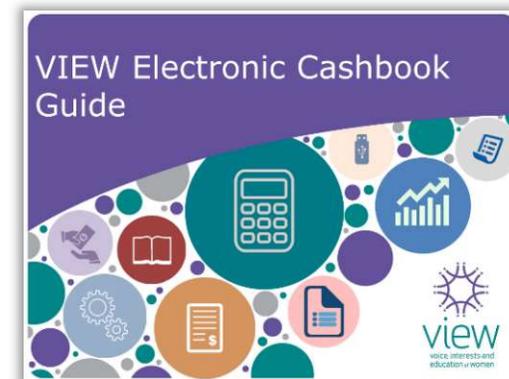
It is easy to use and requires basic computer skills.



- ✓ Easy data entry in Excel 
- ✓ Automatic Total calculations across all pages of the Cashbook. Formulas are protected from deletion.
- ✓ Automatic completion of Income and Expenditure Statement for the year.
- ✓ Monthly and annual reports are generated automatically. Charts are built in.

VIEW Electronic Cashbook Guide will help Club Treasurers to understand how to maintain VIEW Electronic Cashbook in Excel.

To download please go to www.view.org.au/resources/organisational-information.



Cashbook Terminology

Income is all money coming to the Club bank account from monthly meals, functions, raffles, annual subscriptions, joining fee, *LfL*, donations, merchandise and others.

Expenditure is all payments made from the Club bank account for meals, functions, raffles, donations, joining fee, *LfL*, merchandise, other goods and services.

Brought Forward is a Progressive Total from the previous month.

Progressive Total is a YTD (year to date) total of Income/Expenditure.

Outstanding Deposits – deposits recorded in the Cashbook but not yet showing on the Bank Statement.

Unpresented Cheques – cheques recorded in the Cashbook but not yet showing on the Bank Statement.

Stale Cheque – an unpresented cheque becomes a “stale cheque” when it is over 12 months old.



What goes in each column of the cashbook Income page?

MEALS

Record meal income for the Club's monthly meetings. Record the total income received from members for their meal in the "Meals" column on the income page.



FUNCTIONS

This column is for special functions outside the monthly meeting, such as morning tea or outings. Record the total income received from members on the income page.

RAFFLES

Write a receipt for the total of raffle monies banked in any one bank deposit and record this sum in the 'Raffles' column on the income page.



DONATIONS

Any donations made to the Club by VIEW members, members of the public, community or businesses should be recorded in this column.

MEMBERS SUBS/JOINING FEE

This column records the Club's income from members for the Annual Membership Subscription or for payment of the one-off Joining Fee.



LEARNING FOR LIFE

All funds raised for *LfL* should be recorded in this column.

OTHERS

This column may be used to record all other income that is not covered elsewhere. For example, income relating to stock/merchandise items purchased from National Office and bank interest is recorded here. Always ensure that a description is entered against the line in the "Comments" column.



COMMENTS

Any message relating to a line in the Cashbook can be written in the "Comments" column.

What goes in each column of the cashbook Expenditure page?

MEALS

Record meal expenditure for the Club's monthly meetings.



FUNCTIONS

This column is for special functions outside the monthly meeting, such as morning tea or outings. Function accounts should not be paid without an invoice, and if a deposit is paid, ensure that a receipt is issued. Payments should be recorded on the expenditure page..

RAFFLES

Whilst donations for raffle prizes are preferred, if any item is purchased for a raffle, an invoice should be presented to the Club committee for approval and then payment or reimbursement. The payment is to be written in the "Raffle" column on the expenditure page.



DONATIONS to TSF,

including Annual Membership Subs
Record all donations (general donation, annual subscriptions, Appeals and Joyspreader gifts) to The Smith Family in the "Donations" column on the expenditure page.

JOINING FEE

Record your payments to The Smith Family for Joining Fee.



LEARNING FOR LIFE

Record the Club's payments for of Learning for Life sponsorship.

OTHERS

This column may be used to record all other expenditure that is not covered elsewhere. For example, expenditure relating to stock/merchandise items purchased from National Office is recorded here. Always ensure that a description is entered against the line in the "comments" column.



COMMENTS

Any message relating to a line in the Cashbook can be written in the "Comments" column.

Recording Information Correctly in VIEW Cashbook

- ✓ Only the columns already printed in the cashbook should be used. Please do not insert any additional columns.
- ✓ All income and expenditure for each month must be recorded in the cashbook and clearly show the sums banked.

For example:

If the bank statement shows that \$852.45 was deposited on 12 June, the Cashbook should read \$852.45 deposited on 12 June. The Cashbook should show the breakdown of this deposit (subscriptions, raffle, meal money, etc.) written against the various categories in one line across the page.

- ✓ Receipt numbers must be recorded on the Income page. Receipts can be grouped e.g. receipts number 603551-603556.



Annual Audit Process

The Club Treasurer **must submit the VIEW Club Cashbook together with all financial documents for annual audit** and respond to any audit queries from VIEW National Office.

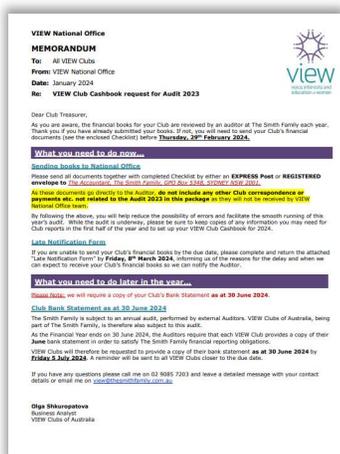
The purpose of the VIEW audit process is to provide an objective independent examination of VIEW Clubs of Australia financial records for inclusion in the Annual Financial Statements of The Smith Family.



Cashbook Request for Annual Audit



National Office sends every Club a “**Cashbook request for audit**” letter each year in **January** to remind clubs to prepare financial documents for audit.



After receiving the final bank statement **as at 31 December**, the Treasurer completes the Income and Expenditure statement for the year. Once completed, the VIEW Cashbook, together with the monthly bank statements, invoices, receipts, cheque butts other supporting documents are forwarded by Express or Registered Post to VIEW National Office, **GPO Box 5348, SYDNEY NSW 2001**.



Do not include any other Club correspondence, cheques or stock orders etc. not related to the audit in this audit package.

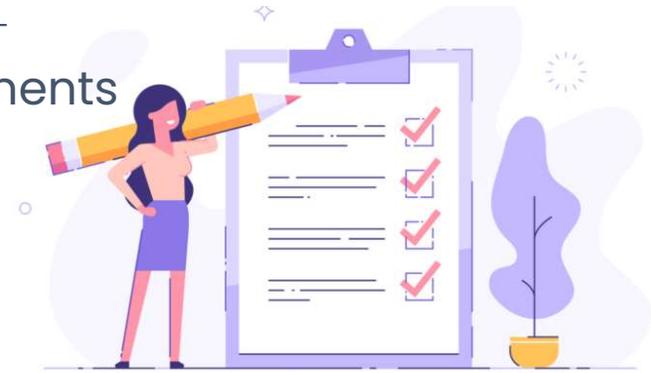


or



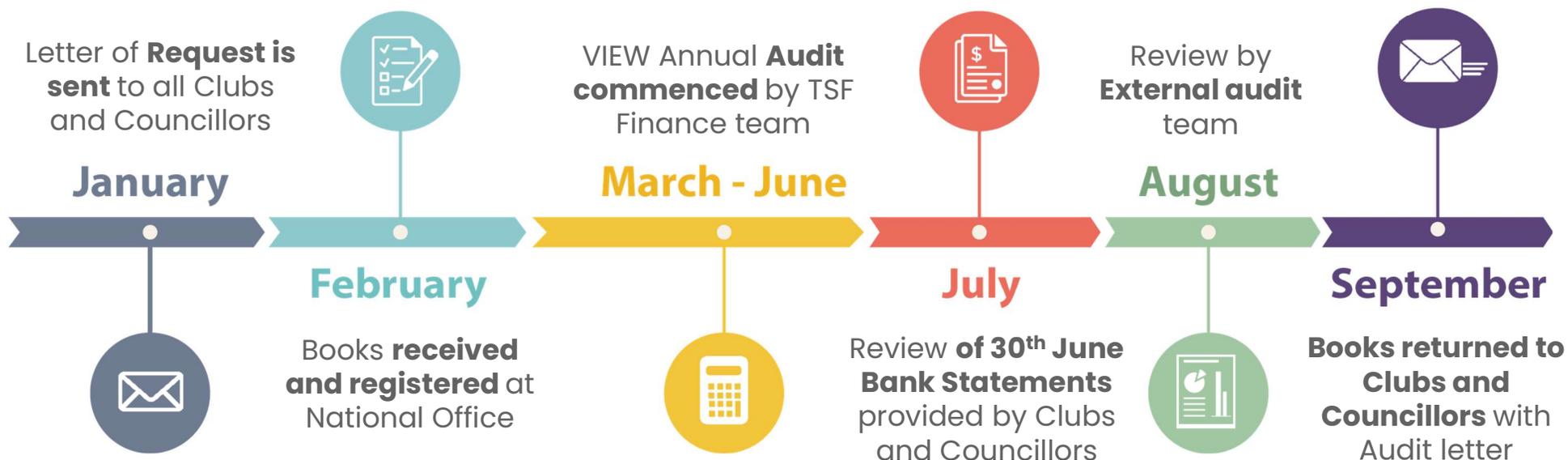
Audit Checklist for Submission to National Office

- ✔ VIEW Cashbook (hard copy)
- ✔ VIEW Electronic Cashbook – email the electronic version for Audit to view@thesmithfamily.com.au
- ✔ Completed and reconciled Income and Expenditure Statement
- ✔ Bank Statements from 01 January to 31 December
- ✔ All receipts and Tax Invoices related to Club payments
- ✔ Deposit books (butts only)
- ✔ Cheque Books (butts only)
- ✔ VIEW Club receipt books
- ✔ Petty Cash Recording Form together with receipts/invoices
- ✔ Any supporting documents



Audit Process Timeline

It may take **up to 9 months** for the audited books to be returned to the Club Treasurer.

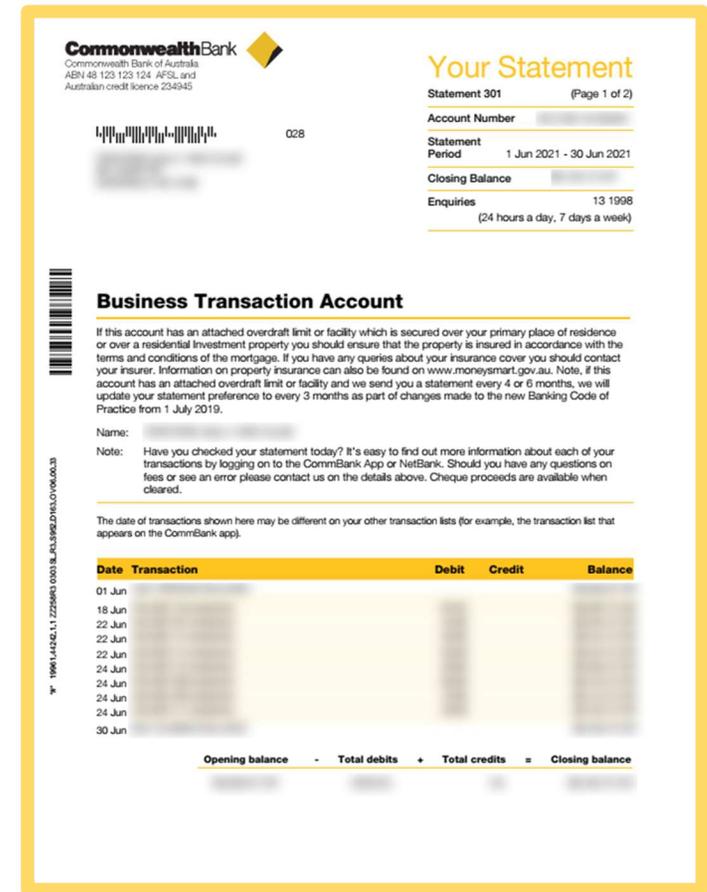


Club Bank Statement as at 30th June

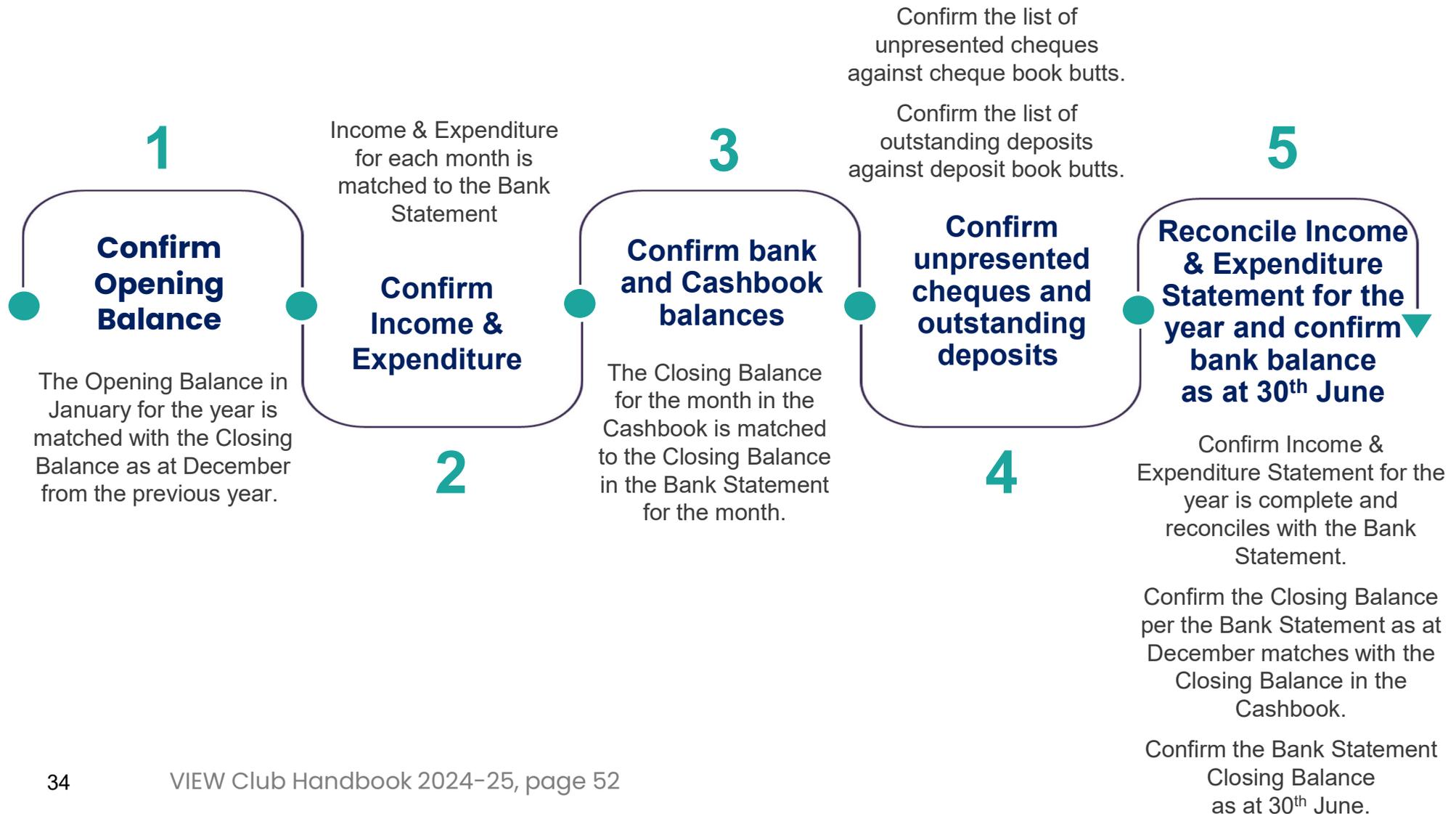


As part of the audit for the period ending 30th June, auditors request that each VIEW Club provides a copy of their **bank statement for 30th June each year** in order to satisfy The Smith Family financial reporting obligations.

VIEW Clubs will be requested to provide a copy of their bank statement as at 30th June by the **first Friday of July each year**.



VIEW Club Cashbook Reconciliation Process



General Information



Members and Membership



The management of membership is a combined role between the Secretary and Treasurer

Annual Membership Subscription is \$20.00 per member.



Members pay their Annual Membership Subscription at the beginning of each year, **but no later than 31 March.**

Members who belong to more than one Club pay an annual membership subscription to each Club to which they belong.

Membership List provided by National Office must be updated and returned to National Office together with payment and “Payment Form – General Donation” (see VIEW Forms section).



All payments to be sent to National Office by 31 March.

Types of VIEW Membership



New Member

A new member is a woman who has never been a member of VIEW or a woman who is re-joining VIEW after a lapse of more than twelve months in her membership.

Joining Fee - \$20.00

Annual Membership Subscription - \$20.00

[Use "Application for Membership" Form](#)



Unfinancial Member

An unfinancial member is a person who has allowed her VIEW membership to lapse (i.e. has not paid her Annual Membership Subscription for more than 12 months).

Once a member becomes unfinancial, if she wishes to re-join VIEW she is regarded as a 'New Member' and pays the Joining Fee again, together with the Annual Membership Subscription. This includes members who are re-joining their own Club after an absence of more than 12 months.

[Use "Changes to Member Details" Form](#)



Second Club Member

When a fully paid up member of one VIEW Club chooses to join another VIEW Club, she is known as a "second Club member".

A Joining Fee is not required when a member joins an additional Club. A member must pay the Annual Membership Subscription to each Club she belongs to at the beginning of each year.

[Use "Changes to Member Details" Form](#)



Transferring Member

Financial members in their current Club can transfer their membership to another Club without charge. When a member transfers, previous membership history is transferred. A member who is transferring from one Club to another should be provided with information that confirms her membership status to her new Club.

[Use "Changes to Member Details" Form](#)

Resigning and Rejoining Members



Who is a “resigning member”?

A VIEW member who would like to resign due to ill health, financial situation, relocation, etc.



Who is a “rejoined member”?

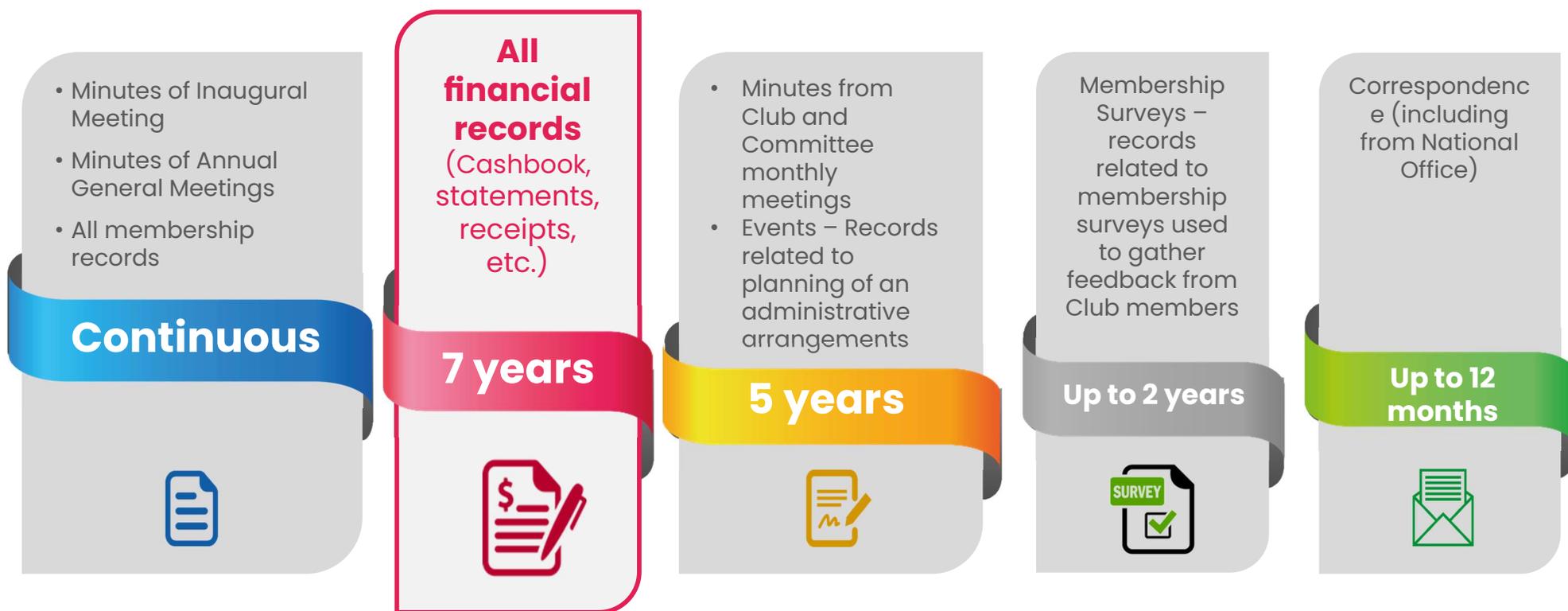
A former member who is re-joining any VIEW Club after an absence of **more than 12 months**.



Please use “Changes to Member Details” Form.

Maintaining Club Records

To comply with statutory requirements, it is important that **Club information is kept for the following period:**



Ordering from National Office

- ✓ Orders can be forwarded to National Office by email (preferred method) or mail.
- ✓ Clubs are asked to consolidate their requests and send **one email or request/order** to National Office **per month**.
- ✓ Badge orders received by the end of the month, where possible, will be included in next mailout.
- ✓ All forms, including “Application for Membership Form”, “Changes to Member Details”, “Changes to Club Details” and “Stock Order Form” are updated each year and available at www.view.org.au/resources/forms.



My Smith Family Portal

My Smith Family Portal allows you to:

- ✓ download The Smith Family sponsorship/donation receipt/s
- ✓ review and download your *LfL* student/s profiles
- ✓ communicate by writing to your *LfL* student/s
- ✓ change your club details

For more information please read “*Helpful Tips for My Smith Family*”, “*My Smith Family Portal guide*” and “*My Smith Family FAQ*” available at view.org.au/resources/organisational-information.



VIEW FORMS

Mail to:

GPO Box 5348
Sydney NSW 2001

view@thesmithfamily.com.au

VIEW CLUB DONATION FORM

Choose where your club funds go
While there is no requirement to contribute to all of the options, if your Club has chosen to contribute to more than one option, you may enclose a single cheque for the full amount and note the breakdown below.

CLUB DETAILS

Supporter ID	Club Name
Club Contact Position	Contact Name
Transaction date	Contact email

DONATION DETAILS

General Donations & Appeals

Donation	Amount
General Donation	\$
Annual Subscription - \$20 per member	\$
TSF Winter Appeal (from May)	\$
TSF Christmas Appeal (from Nov)	\$
TSF Toy&Book Appeal (from Nov)	\$
Other:	\$

Renewed

Renewed	Amount
A New student (Please use the appropriate form for returning students)	\$

Other Donations

Other Donations	Amount
Greater Gift Donation	\$
Literacy Support Pack	\$
Career Mentoring Program	\$
Numeracy Support Pack	\$
Student Reading Program	\$
Closing the Gap	\$
Reading Essentials Pack	\$
Smiths Program	\$
Support a Learning Club	\$
Primary School Pack	\$
Work Inspirations Program	\$
High School	\$



Updated VIEW Forms are available at
www.view.org.au/resources/forms

**“REMEMBER
TO INCLUDE YOUR
CLUB NAME ON ALL
CORRESPONDENCE”**

Linda, Office Coordinator – VIEW

Application for Membership Form



VIEW Clubs of Australia
Application for Membership
Please print clearly and use correct spelling. Your name badge will be prepared from this information.
NEW MEMBERS ONLY – Please use Changes to Member Details for other members.

1. I Apply to be a member of and VIEW Clubs of Australia (Please add the VIEW Club name, not the suburb) VIEW Club

First Name(s): _____ Surname: _____
Preferred name: _____ Year of Birth: _____
For name badge (if different from above)

Address
City/Town: _____ State: _____ Postcode: _____
Tel: Home (inc Area Code) () _____ Mobile: _____
Email: _____

How did you hear about VIEW Clubs of Australia?
 Friend/Family VIEW website Social Media VIEW Event Radio Print Media Local Community

In case of emergency please contact:
Name: _____ Contact Number: _____ Relationship (eg son): _____

2. I agree to participate in the activities of this Club, operating within the VIEW Code of Conduct. I understand and agree that all funds raised by VIEW Clubs go to The Smith Family to help disadvantaged families.
3. I agree to pay the Joining Fee and Annual Membership Subscription.

For Club use only	
Payments to National Office details	
Joining Fee	\$20.00
Annual Membership Subscription (Calendar year)	\$20.00
Total:	\$40.00

Further, I understand that the Annual Membership Subscription is payable by the 31st March of each year to ensure continuity of membership.

4. I give/do not give (cross out as appropriate) consent to the above named VIEW Club to share my first name, phone number and email address with other members of this Club for the purpose of Club activities and other related initiatives eg events, functions and interest groups, etc. If you do not consent to your contact details being shared with other Club members or this consent is withdrawn at any time, please advise the Club Secretary.

Signed: _____ Date: _____

Privacy Statement: Information given is kept private and confidential and may only be used within VIEW Clubs of Australia to communicate about initiatives of VIEW Clubs or The Smith Family that may interest you and shall not be used for any other purpose, except as explained in the privacy policy. <https://www.smithfamily.com.au/media/files/2018/01/governance/consent-to-share-privacy-policy.pdf>

Please return your form to: Club Secretary or Development Team member
Club Secretary: form can be emailed to views@thesmithfamily.com.au or posted to VIEW Clubs of Australia, GPO Box 5348, Sydney, NSW 2001

Club – Membership Application Form Updated Nov 2017

Remember to put Club's name

Print clearly and use correct spelling.

Provide your member's email address

• EFT upon invoice only
• Cheques – Send **SEPARATE** cheques for **Joining Fee and Annual Membership Subscription**

Use this form to notify VIEW National Office of joining member.



Who is a “joining member”?

A joining member is someone who is **completely new to VIEW.**

For a transferring member or second Club membership please use the “Changes to Member” form.



The name badge for your new member will be processed based on this form.



Changes to Member Details Form



VIEW Clubs of Australia
Changes to Member Details
This information is used to update the VIEW Member Database.

Club: _____ Date: _____

Member Name

Please enter full name for member

CHANGES FOR MEMBER:
Please select one of the below

Member Details	Member History	<input type="checkbox"/> Re-joining (coming back to VIEW less than 12 months absence)**
<input type="checkbox"/> Name	<input type="checkbox"/> Transfer (changing clubs)**	<input type="checkbox"/> Re-joining (coming back to VIEW after 12 months)**/***
<input type="checkbox"/> Address	<input type="checkbox"/> Second Club (joining more than one club)**	<input type="checkbox"/> Deceased
<input type="checkbox"/> Phone	<input type="checkbox"/> Resignation (leaving VIEW)	
<input type="checkbox"/> Mobile		
<input type="checkbox"/> Email		

**Transferring/Second Club/Re-joining members requiring an updated name badge – please make separate request via Stack Order Form – cost \$15.
***Re-joining members returning after 12 months are required to pay the Joining Fee and the Annual Subscription

MEMBER DETAILS

New Name: _____ **Address:** _____

Phone: _____ **Mobile:** _____ **Email:** _____

Previous Club Name

Second Club Name

Leaving VIEW

Date Leaving: _____ **Reason:** _____

For more than one member with similar changes – attach a secondary sheet with details.

Privacy Statement: Information given is kept private and confidential and may only be used within VIEW Clubs of Australia and shall not be used for any other purpose.

Email form to view@thesmithfamily.com.au
Post to VIEW Clubs of Australia, GPO Box 10500, Sydney, NSW 2001

Updated 2023

Please use this to notify VIEW National Office of:

- ✓ changes to member's **personal information**
- ✓ members who are **transferring** to your Club from another
- ✓ members who are **joining** your VIEW Club **in addition to another**

It will help National Office to maintain accurate records in VIEW Database.

Changes to Club Details Form



 **VIEW Clubs of Australia**
Changes to Club Details
Please print clearly and use correct spelling.
Information used to update the VIEW Member Database.

This form does not replace the Club Committee List. Please complete Club Name & relevant sections with changes.

Club Name: Click here to enter text.

POSTAL ADDRESS

Address Click here to enter text.

Suburb Click here to enter text. State Choose an item. Postcode Click here to enter text.

CLUB EMAIL:

1st Contact Click here to enter text.

2nd Contact Click here to enter text.

MEETING VENUE

Time of Meeting: Click here to enter text. Day of Meeting: (eg 1st Wednesday) Choose an item.

Venue Name Click here to enter text.

Address Click here to enter text.

Suburb Click here to enter text. State Choose an item. Postcode Click here to enter text.

Please use the official address of your venue

CHANGES TO COMMITTEE POSITION

Position	Outgoing Member	Incoming Member
<input type="text"/> Choose an item.	<input type="text"/> Click here to enter text.	<input type="text"/> Click here to enter text.
<input type="text"/> Choose an item.	<input type="text"/> Click here to enter text.	<input type="text"/> Click here to enter text.
<input type="text"/> Choose an item.	<input type="text"/> Click here to enter text.	<input type="text"/> Click here to enter text.

OPT IN HARDCOPY MAILOUT
This Club would like to receive a hardcopy of documents (when posted).
The Committee understands that it is their responsibility to ensure they have received all monthly mailouts and that printing of any documents is the Committee's responsibility.

ALTERNATE ADDRESS/VIEW MATTERS

Address Click here to enter text.

Suburb Click here to enter text. State Choose an item. Postcode Click here to enter text.

Number of VIEW Matters required (round up to the nearest 10) Click here to enter text.

Return form to: VIEW Clubs of Australia, Email: view@thesmithfamily.com.au

Updated 2023 Office Use Only: Database Connect eParcel

Please use this form to notify VIEW National Office of:

- ✓ changes to your **Club's contact details**
- ✓ changes to your **Club's meeting venue**
- ✓ changes to your **Committee members**
- ✓ changes to your **number of VIEW Matters magazine.**

It will help National Office to maintain accurate records in VIEW Database.

Stock Order Form

VIEW Clubs of Australia		Stock Order Form	
		Club: _____ Club Contact: _____	
Remember to write your Club's			
ITEM	COUNT	PRICE	TOTAL
BADGEWEAR (will be completed with club name)			
Replacement Badge:		\$15 ea	
Replacement Badge:			
Replacement Badge:			
INDIVIDUAL CLUB POSITION PINS			
President		\$10 ea	
Secretary			
Treasurer			
Delegate			
Vice President			
Program Officer			
Assistant Secretary			
Assistant Treasurer			
Publicity Officer			
Hostess			
COMPLETE SET OF 10 COMMITTEE PINS			
Does not include Team Leader or Hostess			
		\$65 ea	
SERVICE PINS			
10Yr		\$5 ea	
20Yr			
30Yr			
40Yr			
50Yr			
PROMOTIONAL ITEMS			
BROCHURE Eight page promotional booklet			
ESSENCE CARD Wallet-sized promotional card			
		No charge	
POSTER			
	A4		
	A3		
MERCHANDISE ITEMS			
PEN Silver metal pen with purple printed VIEW Logo			
		\$ 8 ea	
VIEW NAIL FILE			
		\$ 5 ea	
VIEW LAPEL PIN			
		\$2.50 ea	
TRAVEL PACK - 3 luggage tags and document wallet			
		\$ 5 ea	
TRAVEL DOCUMENT WALLET			
		\$ 4 ea	
LUGGAGE TAG			
	Purple	\$ 3 ea	
	Teal		
	Grey		
UMBRELLA Sold out			
	Logo (Very limited numbers)	\$15 ea	
VIEW KEY RING			
		\$10 ea	
VIEW TRAVEL HAIRBRUSH			
		\$ 7 ea	
VIEW SHOE HORN			
		\$ 5 ea	
VIEW BACKPACK			
		\$ 5 ea	
VIEW APRON			
		\$22 ea	
VIEW PURPLE BEANIE			
		\$20 ea	
VIEW PURPLE PONCHO			
		\$10 ea	
50th ANNIVERSARY COMMEMORATIVE ITEMS - LIMITED QUANTITIES			
PIN Commemorative 50th Anniversary			
		\$ 8 ea	
FAN Commemorative 50th Anniversary			
		\$ 5 ea	
SHOPPING BAG Commemorative 50th Anniversary (strictly limited stock)			
		\$ 5 ea	
SEA-TOWEL Commemorative 50th Anniversary Sold out			
		\$ 4 ea	
SPECTACLE CLEANER Commemorative 50th Anniversary			
		\$ 5 ea	
STATIONERY ITEMS			
RECEIPT BOOK Book of 50 receipts			
RAFFLE BOOK Book of 50 raffle tickets (External Raffles only - strict limit 20 books)			
		No charge	
CERTIFICATES Certificate of Appreciation			
All cheques must be made out to The Smith Family			
Send Cheque with order to: VIEW National Office GPO Box 10500, Sydney NSW 2001			TOTAL COST OF STOCK ORDER
Note: All forms are now available on the VIEW website please download them as you require them. For Letterhead - request word version from National Office - view@thesmithfamily.com.au			

The Tax Invoice will be issued and sent with your Club's order.

Please check the item/s price prior to sending order form and a cheque.

All your Club's transactions related to stock orders will appear on your Club's Statement provided by National Office in July each year.

Gift Card Order Form

Gift Card Order Form

When to order the Gift Card

- Place your order 6-10 weeks before the student's birthday month or Christmas.
- This Gift Card Order form allows you to place an order for up to 3 LfL students (if their birthdays are in the same month). You can use additional forms if required.
- Please do not order Christmas gift cards with birthday gift cards on the same form (unless the student's birthday falls in December).



CLUB DETAILS			
Supporter ID		Club Name	
Contact Name		Contact email	

GIFT DETAILS			
Learning for Life student information			
Student Name		Student ID	
Occasion: <input type="checkbox"/> Birthday <input type="checkbox"/> Christmas		eGift Card Amount: <input type="checkbox"/> \$25 <input type="checkbox"/> \$50 <input type="checkbox"/> \$75 <input type="checkbox"/> \$100	
Student Greeting Card Message			

Student Name		Student ID	
Occasion: <input type="checkbox"/> Birthday <input type="checkbox"/> Christmas		eGift Card Amount: <input type="checkbox"/> \$25 <input type="checkbox"/> \$50 <input type="checkbox"/> \$75 <input type="checkbox"/> \$100	
Student Greeting Card Message			

Student Name		Student ID	
Occasion: <input type="checkbox"/> Birthday <input type="checkbox"/> Christmas		eGift Card Amount: <input type="checkbox"/> \$25 <input type="checkbox"/> \$50 <input type="checkbox"/> \$75 <input type="checkbox"/> \$100	
Student Greeting Card Message			

PAYMENT DETAILS	
Payment method	<input type="checkbox"/> EFT: Always Include your Club's Reference Number which consists of your Club's Supporter ID plus the words "Gift Card" (eg. XXXXXX Gift Card). Your Club's Reference Number must be used for EFT eGift Card payments to be processed correctly. The Smith Family Account details to transfer your club's funds: BSB: 032002 Account Number: 493220 Account Name: The Smith Family
	<input type="checkbox"/> Cheque: Please attach the cheque to this form. If you prefer to send your own Greeting Card, please include it with this form.
Total order amount: \$	

If paying by EFT, please email this completed Form to VIEW National Office at view@thesmithfamily.com.au.

If paying by cheque, please post to GPO Box 10500 SYDNEY NSW 2001.

Office codes: VIEW**BDAY01; VIEW**XMCC01 Updated June 2023

VIEW clubs are asked to use the streamlined approach of ordering Gift Cards for their students directly through The Smith Family. The process complies with privacy requirements.

Order process for Prezzy Smart eGift Cards from The Smith Family for *Learning for Life* students' birthdays or Christmas.

Gift Card Order Form is available at www.view.org.au/resources/forms.

For more information please read "Gift Card Process" available at view.org.au/resources/organisational-information.

Club's Statement



SAMPLE ONLY

SALES ENTERED
This line indicates that a sale has been made.
Date: this is the date the sale is entered into the system.
Ref.No: this is the invoice number for sale.
Description: this states that a sale was made to your Club.
Charges: this shows the full amount of the sale charged to your account.
Balance: this is the cumulative balance as at that date for your Club's account.

BALANCE FORWARD
This is the total amount outstanding for invoices issued prior to January 2023.
If this amount is negative (e.g. -\$5.00) then this indicates that prior to January 2023 your account was in credit.

STATEMENT DATE
11/01/2024

VIEW Clubs of Australia
GPO Box 10500
Sydney NSW 2001
A.B.N. 28 000 630 179
Sample VIEW Club

Page Page 1 of 1 Activity From: 01/01/2023 To: 31/12/2023 Balance Forward: \$20.00

DATE	REF. NO.	DESCRIPTION	CHARGES	PAYMENTS	BALANCE
3/04/2023	00043462	Sale: Sample VIEW Club	\$5.00		\$25.00
3/04/2023	00043464	Sale: Sample VIEW Club	\$60.00		\$85.00
13/06/2023	00043645	Sale: Sample VIEW Club	\$20.00		\$105.00
24/07/2023	00044063	Sale: Sample VIEW Club	\$10.00		\$115.00
23/10/2023	CR038330	Payment: Sample VIEW Club		\$30.00	\$85.00

PAYMENTS MADE
These lines indicate club payments.
Date: this is the date the payment is entered into the system.
Ref.No: this is the reference number for the payment in the system.
Description: this indicates the customer name and the invoice number on which the payment is being made.
Payments: this shows the amount being paid in this transaction.
Balance: this is the cumulative balance as at that date for your Club's account.

AMOUNT DUE
*If positive amount, your Club owes this to VIEW Clubs of Australia.
Please pay at your earliest convenience.* ▶ **\$10.00**
If negative amount, your Club account is in credit ▶ **-\$5.00**

VIEW Statement detailing all transactions recorded in our system from **1st January through to 31st December**.

The Statement details anything processed as a stock order, including new member joining fees and purchases of any VIEW merchandise.

The Statement **does not include** donations, Annual Membership Subscriptions or *Learning for Life* sponsorships.

VIEW Club Donation Form



VIEW CLUB DONATION FORM

Choose where your club funds go

While there is no requirement to contribute to all of the options, if your Club has chosen to contribute to more than one option, you may enclose a single cheque for the full amount and note the breakdown below.



CLUB DETAILS			
Supporter ID		Club Name	
Club Contact Position		Contact Name	
Transaction date		Contact email	

DONATION DETAILS			
General Donations & Appeals			Amount
Donation	VIEW**VGEN01	General Donation	\$
	VIEW**VGEN01	Annual Subscription - \$20 per member	\$
	VIEW**VWIN01	TSF Winter Appeal (from May)	\$
	VIEW**VXMS01	TSF Christmas Appeal (from Nov)	\$
	VIEW**TBCD01	TSF Toy&Book Appeal (from Nov)	\$
		Other:	\$
Learning for Life Sponsorship			Amount
Current cost:		Renewed	\$
• School (Kindergarten-Y10) - \$560	VIEW**VSPN01	A New student (Please use this if Club would like to sponsor an additional student)	\$
• Senior School (Year 11&12) - \$936		Payment in advance (full amount only)	\$
• Tertiary (Shared*) - \$1,320			
Relevant student IDs			
* If a VIEW Club wishes to continue supporting their student to Tertiary education, a shared sponsorship is available at \$1,320. Please note that a Tertiary sponsorship is \$3,732, & the remaining \$2,412 will be picked up by a corporate sponsor.			
A Learning for Life pledge requires an annual commitment of a nominated amount.			
Please call 1800 633 622 or email to sponsorship@thesmithfamily.com.au with any enquiries about Learning for Life.			
Digital Learning Essentials (DLE) Program			Amount
Select the amount <input type="checkbox"/> \$250 <input type="checkbox"/> \$500 <input type="checkbox"/> \$1,000 <input type="checkbox"/> \$1,285 (full)			VIEW24DGLE01
			\$
Joysreader Gift Donation			Cost
			Amount
Literacy Support Pack	VIEW24GGDN08	Number:	\$ 25.00 \$
Career Mentoring Program	VIEW24GGDN09	Number:	\$ 35.00 \$
Numeracy Support Pack	VIEW24GGDN07	Number:	\$ 40.00 \$
Student Reading Program	VIEW24GGDN01	Number:	\$ 50.00 \$
Closing the Gap	VIEW24GGDN18	Number:	\$ 55.00 \$
Reading Essentials Pack	VIEW24GGDN11	Number:	\$ 70.00 \$
SmArts Program	VIEW24GGDN02	Number:	\$ 70.00 \$
Support a Learning Club	VIEW24GGDN21	Number:	\$ 75.00 \$
Primary School Pack	VIEW24GGDN13	Number:	\$ 95.00 \$
Work Inspirations Program	VIEW24GGDN19	Number:	\$ 95.00 \$
High School Pack	VIEW24GGDN14	Number:	\$ 110.00 \$
Indigenous Mentorship	VIEW24GGDN03	Number:	\$ 110.00 \$
Nurturing Aspirations	VIEW24GGDN22	Number:	\$ 110.00 \$
Indigenous Learning Pack	VIEW24GGDN20	Number:	\$ 220.00 \$
Catch Up Pack	VIEW24GGDN15	Number:	\$ 420.00 \$
Help with Homework ^{NEW}	VIEW24GGDN23	Number:	\$ 650.00 \$
CHEQUE TOTAL AMOUNT			\$

Updated January 2024

“VIEW Club Donation Form” is used to make the following payments to The Smith Family:

General Donations & Appeals

- ✓ General Donation,
- ✓ Annual Subscription
- ✓ TSF Winter Appeal
- ✓ TSF Christmas Appeal
- ✓ TSF Toy&Book Appeal
- ✓ Digital Learning Essentials
- ✓ Other

Learning For Life Sponsorship

- ✓ Renewed
- ✓ First time
- ✓ A new student
- ✓ Payment in advance

Joysreader Gift Donations

Funds Received from Members Form



Funds received from members



Club.....

Month..... Year

Member Name	Receipt number	Amount received	Cash	Direct Deposit	Cheque	Square Reader	Comments (details of the payment)
<i>For example: Margaret Smith</i>	3345006	\$20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>subs</i>
		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Updated February 2024

We encourage Club Treasurers to use **“Funds received from members”** for easier reconciliation and/or audit purposes.

This form is available at [view.org.au/resources/organisational-information/Financial Information](http://view.org.au/resources/organisational-information/Financial%20Information).

Payment Form – General Donation



  **PAYMENT FORM
– General Donation**

When your members have paid their Annual Membership Subscriptions at the AGM this form should be completed and sent to National Office with cheque* and updated Membership List provided to you by National Office **by 31 March 2024**.

Date: _____
Club Name: _____ VIEW Club
Club Address: _____
Club Contact Position: _____ Club Contact Name: _____

Description	No of Members		TOTAL
Annual Membership Subscriptions 2024 for current club members	_____	\$20 per member	\$ _____
		Cheque Number	

*Annual Subscriptions can be paid via EFT – if your Club would prefer this payment method, please complete and email your Club's EFT Donation Form to view@thesmithfamily.com.au after payment has been made.

VIEW National Office
GPO Box 5348
Sydney NSW 2001
Tel: 1800 805 366
view@thesmithfamily.com.au

Updated 2024

This form is provided to each Club by National Office together with the Membership List. The form is used for payment of your **current members' Annual Membership Subscriptions** and needs to be forwarded to National Office together with the payment and the Membership List.



Members pay their Annual Membership Subscription at the first meeting of each year, **but no later than 31 March.**

Key Contacts



The Smith Family

www.thesmithfamily.com.au

 Level 17, 2 Market Street SYDNEY NSW 2000

VIEW National Office

www.view.org.au

 GPO Box 5348, SYDNEY NSW 2001

 1800 805 366 or (02) 9085 7178 (inside Sydney Metro)

 view@thesmithfamily.com.au

LfL Supporter Care Team

 1800 633 622

 sponsorship@thesmithfamily.com.au



view

voice, interests and
education of women