

**Guidelines and Recommendations**



# VIEW Club Cashbook and Annual Audit



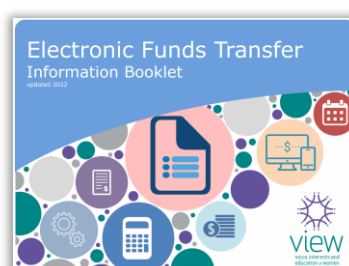
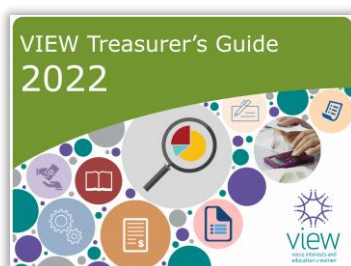
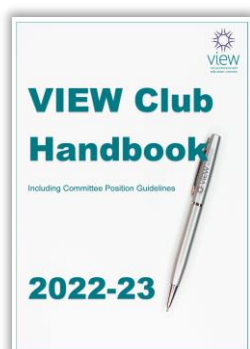
Updated: January 2022

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### Useful VIEW resources for Treasurers available on VIEW website

<http://view.org.au/resources/organisational-information/>

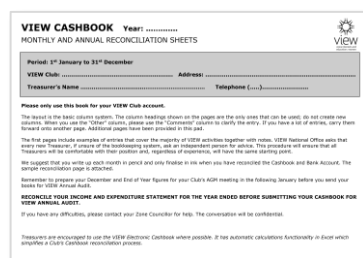


**“VIEW Electronic Cashbook is in Excel format and requires basic computer skills to maintain it.”**

## VIEW Club Cashbook

Your **VIEW Club Cashbook** is provided for you to record all of your Club’s financial transactions, and should accurately reflect your Club’s bank account reconciliation. It records income and expenditure and must be maintained with appropriate supporting documentation such as invoices, receipts, petty cash forms and cheque book butts.

Each Club must maintain a VIEW Club Cashbook. National Office provides Clubs with either an electronic cashbook or a printed cashbook (in pad form) together with the VIEW Club Cashbook Guidelines.



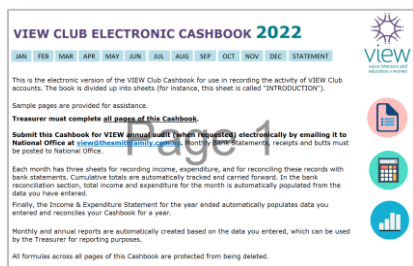
Sample pages are provided at the beginning of the Cashbook.

Keep the VIEW Club Cashbook as your official record of income and expenditure for your club – do not create your own. The Auditor uses the details recorded in the columns from the cashbook.

**Treasurers are encouraged to use the VIEW Electronic Cashbook.**

## VIEW Electronic Cashbook

Due to its automatic calculation functionality in Excel, the Electronic Cashbook is the **preferred** format for our annual audit because it simplifies your Club’s Cashbook reconciliation process. To maintain the electronic version you will require basic knowledge of Excel.





**To download  
VIEW  
Electronic  
Cashbook  
Guide please  
go to our  
website**

**[http://view.org.a  
u/resources/orga  
nisational-  
information/](http://view.org.au/resources/orga_nisational-information/)**

## **Benefits of using the electronic version:**



### **Calculation**

Automatic Total calculations across all pages of the Cashbook. Formulas are protected from deletion.



### **Monthly reconciliation**

Automatic. Manual reconciliation required for Bank Statement section only.



### **End of the year reconciliation**

Automatic completion of Income and Expenditure Statement for the year.



### **Reports**

Monthly and annual reports are generated automatically. Charts are built in.



### **Electronic submission for annual audit**

Excel file must be emailed to National Office. Monthly Bank Statements, receipts and butts must be posted to National Office.

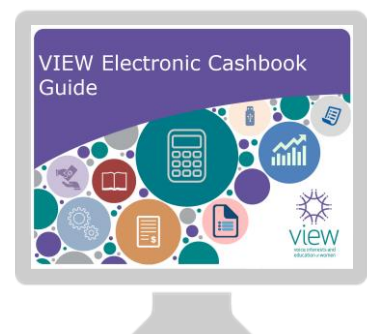
## **Electronic Cashbook Guide**

A step by step guide is available. This guide will help Club Treasurers understand how to use the VIEW Electronic Cashbook and feel confident when using it.

### **The Guide covers all questions you may have such as:**

- How to download/open/save the cashbook on your computer
- Cashbook content
- Data entry and samples
- How to print your cashbook
- How to backup the file

and more...





## Recording Transactions in VIEW Club Cashbook

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All pages of the VIEW Club Cashbook are designed to record transactions related to VIEW Clubs.

### Income Page

This page contains the details of all money coming into the Club bank account from meals, functions, raffles, annual subscriptions, joining fees, donations and merchandise.

**All income must be receipted** and a receipt issued for all monies received by cash, cheque, direct deposit or Square Reader.

One receipt can be written for grouped transactions, *for example:*

- One receipt issued to cover direct deposits received for annual subscriptions
- One receipt issued to cover all meal monies
- Raffle monies to be receipted as a total for the day

In the **Club Cashbook the receipts can be recorded 'in bulk'**, using one line, e.g. receipts numbered 603551-603556.

The entries in the **Total Banked** column must balance with the total of the entries in all columns.

When the **Other** column is used, a brief explanation should be included in the Comments column.

**Total for the month** must be completed and matched with your Club's Bank Statement.

**Brought Forward** is a **Progressive Total** from the previous month. However, in January (which is the start of the year) you will not have any amount to record.

**Progressive Total** is a total of the "year to date" Income. Progressive Total must be completed each month and accurately recorded.



## Expenditure Page

This page contains the details of all payments made from the Club bank account for meals, functions, raffles, donations, joining fees, *LfL* sponsorship, merchandise, and other goods and services. When the **Other** column is used, a brief explanation should be included in the Comments column.

Where bank charges are applied, the page number of the bank statement on which they appear must be noted in the "Payee" column.

Cheque numbers should be entered sequentially and the date in the Cashbook is the day the cheque was written. If you paid via EFT, please record the transaction receipt number.

The entries in the **Cheque Total** column must balance with the total of the entries in all columns.

**Total for the month** must be completed and matched with your Club's Bank Statement.

**Brought Forward** is a **Progressive Total** from the previous month. However, in January (which is the start of the year) you will not have any amount to record.

**Progressive Total** is a "year to date" total of Expenditure. Progressive Total must be completed each month and accurately recorded.

**Total for month** + **Brought Forward Total** = **Progressive Total**

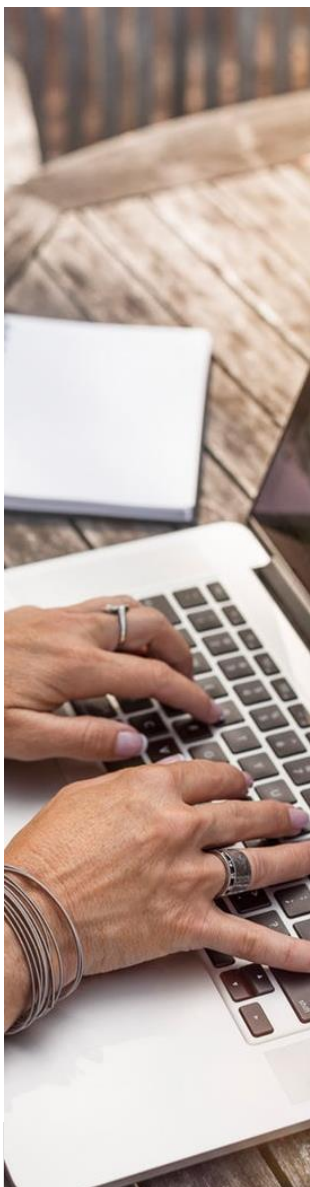
## Bank Reconciliation Page

This page reconciles all of the Club's Income and Expenditure for the month against the Club's bank statement.

### CASHBOOK SECTION

The Cashbook **Opening Balance** for the month is the Cashbook Closing Balance from the previous month.

When you start the Club's Cashbook in January, please ensure that this balance is the same as



**We recommend reconciling Club's Cashbook on a monthly basis – do not leave it until the end of the year.**

the **Club's Cashbook Closing Balance** as at December from the previous year. This balance is not the same as last year's **Bank Statement Closing Balance**.

Ensure all **unpresented cheque/s** from last year are carried forward if they are not presented by the end of January.

**Income Received** is the Total Income for the month.

**Sub-total** is the sum of Opening Balance and Income Received.

**Expenses Incurred** is the Total Expenditure for the month.

**Cashbook Closing Balance** equals Sub-total minus Expenses Incurred.

#### **BANK STATEMENT SECTION**

**Bank Statement Closing Balance** is the closing balance as per your Club's Bank Statement.

**Total Bank Balance** is the balance from the Bank Statement Closing Balance plus Outstanding Deposits minus Total Unpresented Cheques.

### **Income & Expenditure Statement for the year**


This statement must be completed and reconciled.

**If your Club's Income & Expenditure Statement is not reconciled the annual audit cannot be finalised.**

# Unpresented Cheque/s and Outstanding Deposits

## Unpresented Cheque/s

**Unpresented Cheques** are the cheques recorded in your Club's Cashbook but not yet showing on your Club's Bank Statement. Cheque/s must be recorded in Cashbook on Expenditure page **only once in the month/s** when written.



BANK RECONCILIATION FOR MONTH: APRIL 2019		Sample VIEW Club
<b>CASHBOOK</b>		
Opening Balance	\$2,033.00	Automatically added last month's Cashbook Closing Balance.
Plus Income Received	\$560.00	
Less Expenses Incurred	\$845.00	
<b>Cashbook Closing Balance *</b>	<b>\$1,748.00</b>	Automatically carried forward to next month.
<b>BANK STATEMENT</b>		
Bank Statement Closing Balance	\$1,848.00	Please enter the closing bank balance.
Plus Outstanding Deposits	\$100.00	Recorded in the Cashbook but not showing on the statement.
<b>Less Total Unpresented Cheques:</b>		
cheque number #		
096332	\$100.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	List cheque numbers and amounts of those recorded in the Cashbook but not yet showing on the bank statement.
<b>Total Bank Balance *</b>	<b>\$1,748.00</b>	This figure should be the same as the Cashbook Closing Balance for the reconciliation above.
* These totals must be the same		

**For example:** in April you have sent a cheque for \$100 to The Smith Family and recorded it in your Cashbook on the Expenditure page however the cheque has not been presented in April. When reconciling VIEW Cashbook with Bank Statement for April you would need to record "Bank Statement Closing Balance" and list the unpresented cheque/s in the Bank Statement section.

**Ensure this unpresented cheque is carried forward until the cheque is presented.** Please note: There is no need to further record this cheque on presentation.

## How to record cancelled cheque/s in Cashbook?

If you cancel a cheque, please **record the cheque number and a negative amount (-\$100.00) in Expenditure** in the month you cancelled it.

Any cheque unpresented for over 12 months should be recorded as a Stale Cheque.

**Ensure all unpresented cheques from last year are carried forward if they were not presented as at end of January.**







**If your Club's Income and Expenditure Statement is not reconciled the annual audit cannot be finalised.**

## Reconciling VIEW Club Cashbook at the end of the year

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All Total **Income and Expenditure for the year** must be reconciled with your Club's Bank Statement at the end of each year.

### Income & Expenditure statement for the year

**Total Income** is the sum of all Club income for the year.

**Total Expenditure** is the sum of all Club expenditure for the year.

You can use the Progressive Totals at the end of December to obtain the figures to be entered in the "Total" columns.

### BANK RECONCILIATION FOR THE YEAR

The **Cashbook Opening Balance as at January** is the Cashbook Closing Balance from December of the previous year.

**Total Income Received** is the Total Income for the year.

**Total Expenses Incurred** is the Total Expenditure for the year.

**Income and Expenditure Total** = **December Progressive Total**

**Cashbook Closing Balance** equals Cashbook Opening Balance plus Total Income minus Total Expenses Incurred.

**Bank Statement Closing Balance** is the closing balance as per your Club's Bank Statement as at 31 December.

**Total Bank Balance** is the balance from the Bank Statement Closing Balance plus Outstanding Deposits minus Total Unpresented Cheques.

### How do I know if my Club's Cashbook is reconciled?

The Cashbook is reconciled when the **Cashbook Closing Balance** is the same as the **Total Bank Balance**. Your cashbook is now ready for VIEW Annual Audit.



# VIEW Annual Audit

## Purpose

To provide an objective independent examination of VIEW Clubs of Australia’s financial records for inclusion in the Annual Financial Statements of The Smith Family.

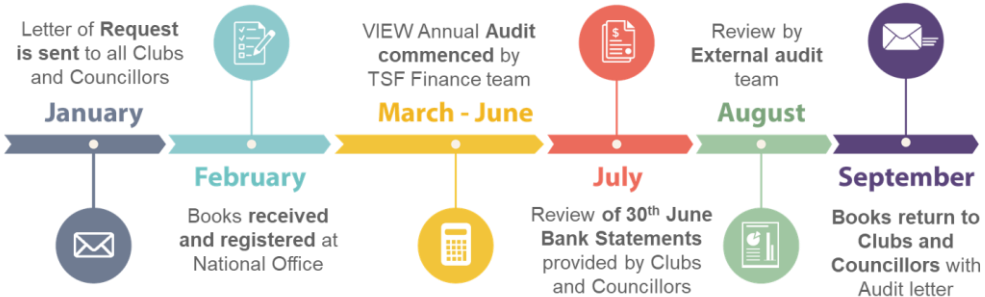
## Audit Process

The financial books of each Club (VIEW Cashbook - electronic or hard copy), together with the monthly bank statements and all supporting documentation such as invoices and receipts, etc. are audited by The Smith Family finance team shortly after the end of each year and subsequently audited by their external auditor.

The same procedure applies to the financial books of all National and Zone Councillors.

## Audit Timeframe

It may take **up to 8 months** to finalise VIEW Clubs’ annual audit. Submitted financial documents will be returned back to Clubs and Councillors together with an audit outcome letter. If recommendations are made to your Club in the audit outcome letter, please ensure the Treasurer for following year is made aware of these recommendations.

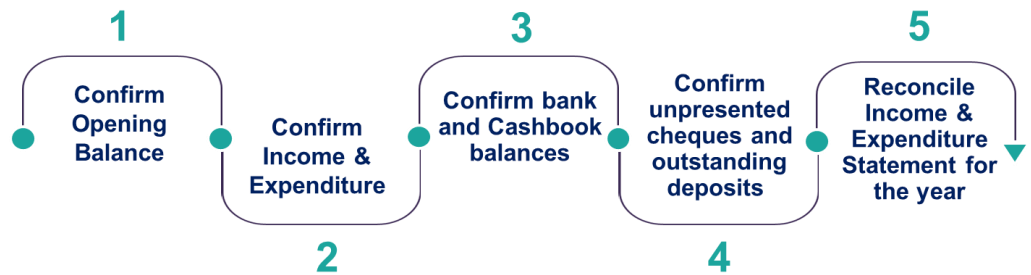




# Reconciliation Process of Annual Audit

**Reconciliation** is an accounting process that uses two sets of records to ensure figures are correct and in agreement. It confirms whether money coming into a bank account matches deposit book butts, and money leaving a bank account matches the expenditure receipts. This process makes sure the two are balanced at the end of the recording period.

**VIEW Audit reconciliation process includes five steps:**



**1: Confirm Opening Balance** - Confirm the Opening Balance in January for the year is matched with the Cashbook Closing Balance from December of the previous year.

**2: Confirm Income & Expenditure** - Confirm Income & Expenditure for each month is matched to the Bank Statement.

**3: Confirm bank and Cashbook balances** - Confirm the Closing Balance for the month in the Cashbook is matched to the Closing Balance in the Bank Statement for the month.

**4: Confirm unrepresented cheques and outstanding deposits** - Confirm the list of unrepresented cheques against cheque book butts. Confirm the list of outstanding deposit against deposit book butts.

**5: Reconcile Income & Expenditure Statement for the year** - Confirm the Cashbook Closing Balance for the year is matched to the Total Bank Balance for the year. Confirm the Bank Statement Closing Balance as at 30 June.



# Recommendations

## VIEW Club Cashbook

- All pages of the Cashbook must be completed.
- Use the Electronic Cashbook where possible, as it has built-in checking mechanisms.
- If you use a paper VIEW Cashbook, **Total for the month**, **Brought forward** and **Progressive Total** columns must be accurately recorded and completed.
- The January Cashbook Opening Balance must match with the December Cashbook Closing Balance from the previous year.
- Monthly Income and Expenditure records should match with the Bank Statements.

## Bank Statements

- Arrange with the bank to have your Bank Statements issued monthly on the last day of the month as this will simplify your bank reconciliations.
- Provide all Bank Statements from 1 January to 31 December.



**It is important that Bank Statements for each month** are submitted for audit as it allows auditors to confirm:

- ✓ Opening Balance for each month
- ✓ Monthly Income and Expenditure
- ✓ Closing Balance for each month

- **The final December statement must be provided.**
- The Bank Statement Closing Balance must be recorded in the Cashbook.

## Receipts, Butts & Petty Cash Form

- Provide all cheque and deposit butts, receipts/tax invoices.
- Provide the Petty Cash Recording Form.



## Cashbook Request for Audit

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National Office sends every Club a "Cashbook request for audit" letter in January each year to remind clubs to prepare financial documents for the annual audit.

After receiving the final bank statement **as at 31 December**, the Treasurer completes the Income and Expenditure statement for the year.

**If you don't have the statement as at 31 December, please provide a copy of the January statement for the following year.**

Before submitting your Cashbook for VIEW Annual Audit please ensure that:

- All pages, including "Club Details" are completed
- The January Cashbook Opening Balance is matched with December (previous year) Cashbook Closing Balance
- All transactions are recorded and monthly Income & Expenditure reconciled with monthly Bank Statements
- All unpresented cheque/s as at 31 December are listed
- Income & Expenditure Statement for the year is reconciled

Once completed, the VIEW Cashbook, together with the monthly Bank Statements, invoices, receipts, cheque butts and other supporting documents are to be sent to National Office.



## Sending Financial Documents to National Office

Please ensure all documents are included in your package according to the **VIEW Audit Checklist**.

**If you use a hard copy Cashbook** - Cashbook must be posted together with Bank Statements, invoices, receipts, cheque butts and other supporting documents to National Office.

**If you use an electronic Cashbook** - Excel file must be emailed to [view@thesmithfamily.com.au](mailto:view@thesmithfamily.com.au). Monthly Bank Statements, invoices, receipts, cheque butts and other supporting documents must be posted to National Office.



All documents must be sent by either an **EXPRESS** Post or **REGISTERED** Post envelope to the following address:

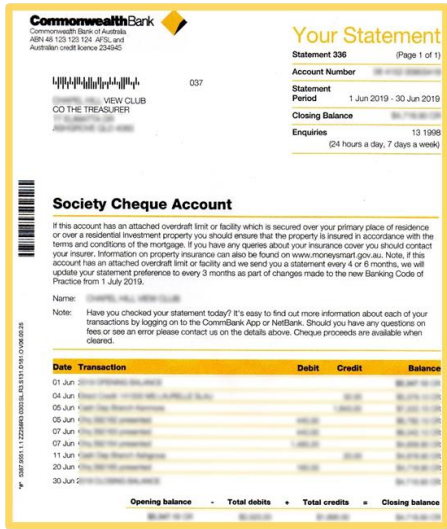
**The Accountant  
The Smith Family  
GPO Box 10500  
SYDNEY NSW 2001**



Remember to write the name of your Club and a return street address on the reverse side of the Express Post envelope.

If you are unable to send your financial books by the deadline, the Treasurer/Councillor needs to submit a "Late Notification Form" informing National Office of the reasons for the delay and when your financial documents can be expected to be received, so that the auditors can be notified.

**NOTE:** Do not include any other Club correspondence or cheques, etc. not related to the audit in this audit package as it goes directly to the Auditor and will not be received by VIEW National Office team.



## Club's Statement as at 30 June

As the Financial Year **ends on 30 June**, the Auditors require each VIEW Club to provide a copy of their June bank statement (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 30 June to VIEW National Office by the first Friday of July each year.**

### How can I send this Statement?

- PDF or readable image file via email to [view@thesmithfamily.com.au](mailto:view@thesmithfamily.com.au) (preferred method)
- Hard copy post to **GPO Box 10500 SYDNEY NSW 2001**





Thank you for taking responsibility for your Club's financial records. The role of Treasurer is an important and sometimes challenging one which is vital to the efficient functioning of the organisation and which impacts ultimately on the contribution that VIEW can make to disadvantaged children and families in our community.