

Electronic Funds Transfer Information Booklet

updated April 2023



What is EFT?

Electronic funds transfer (EFT) is the electronic exchange, transfer of money from one account to another, either within a single financial institution or across multiple institutions, through computer-based systems.

Wikipedia



Why use EFT?

We encourage Treasurers to use Electronic Funds Transfer.

Benefits of using EFT:

- ✓ Faster process
- ✓ No lost cheques
- ✓ No fee for cheque/s cancellation
- ✓ Takes several minutes to finalise the transaction
- ✓ Club able to print a receipt immediately after transaction has been completed



What does a Club need to do?

5 steps to start using EFT in your Club

Step 1

Contact bank where your Club has your Club's account

Step 2

Discuss your options for your account with two signatories

If bank recommends you to change the bank account, please contact VIEW National Office for supporting documents

Step 3

Contact National Office to request an EFT Transaction Form for payments to The Smith Family*

EFT Transaction Form with Club's unique Reference Numbers will allow The Smith Family to recognise your Club's payment and allocate the funds appropriately.

Step 4

Send/email EFT Transaction Form to VIEW National Office

Step 5

Record the transaction in your Club's Cashbook

* This form is only required for EFT payments to The Smith Family.

6 digit Code to Process Transaction



A **security token** is a key ring sized device that is used by individuals approved to authorise transactions made via Internet Banking. Each time the Club Committee members transact via Internet Banking signatories will be asked to enter the security device code that is displayed on club's security device at that time.

Banks may operate under different systems, e.g. some banks send a **SMS message with 6 digit code** to authorised person to process the transaction.

Please contact your bank to discuss your options.



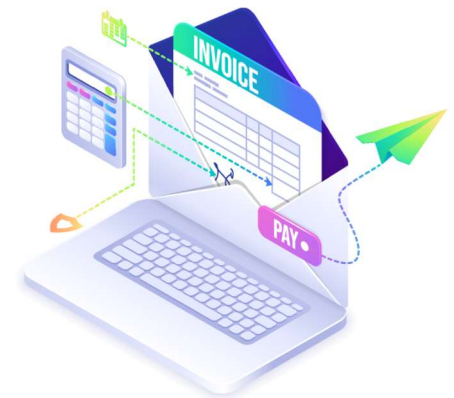
Note: All transactions must be authorised by two registered signatories.

Making Payments

We encourage Treasurers to use EFT to pay venue hire, meals, functions, any payments to The Smith Family, and any other transactions related to your Club.

Club can use EFT to process the following payments to The Smith Family:

- ☑ General Donation, *including Annual Subscriptions*
- ☑ Winter Appeal
- ☑ Christmas Appeal
- ☑ Toy & Book Appeal
- ☑ *LfL* Sponsorship
- ☑ Digital Learning Essentials (DGLE) Program
- ☑ Joyspreader Gifts
- ☑ Payments for invoices (stock/merchandise and Joining Fee)



Payments to The Smith Family Process

Club is required to **follow the correct process** to ensure the Club's transaction/s are identified and funds appropriately allocated.



1. Complete your Club's EFT Transaction Form. Upon request, National Office provides a Club with an **EFT Transaction Form** with that Club's unique Reference Number.



2. EFT via online banking. Use your Club's Reference Number as a descriptor of the transaction when online banking. **If this descriptor is missing we are unable to allocate funds appropriately.**

All EFT transactions must be authorised by two signatories. Check with your bank to confirm this has been set up correctly.



3. Email completed EFT Transaction Form. Email to National Office view@thesmithfamily.com.au your completed EFT Transaction Form after each transaction to The Smith Family.




4. Record transaction in VIEW Club Cashbook. Each EFT transaction must be recorded in your VIEW Club's Cashbook and a copy of your receipts should be kept for audit purposes.

Using EFT Transaction Form for Payments to The Smith Family

EFT Transaction Form 2023

The Smith Family Account details to transfer your club's funds:
BSB: 022002 - Account Number: 493220



CLUB DETAILS			
Supporter ID	1123345	Club Name	VIEW
Club Contact Position		Contact Name	
Transaction date		Contact email	

DONATION DETAILS			
General Donations & Appeals		Club's Reference Number	Amount
Donation	General Donation	1123345VIEWGEN	\$
	Annual Subs: _____ members	1123345VIEWGEN	\$
	TSF Winter Appeal	1123345VIEWWIN	\$
	TSF Christmas Appeal	1123345VIEWXMS	\$
	TSF Toy & Book Appeal	1123345VIEWTBCD	\$
Learning for Life Sponsorship		Club's Reference Number	Amount
Current cost:	Renewed	1123345VIEWFLR	\$
• School (Kindergarten-Yr10) - \$660	A New student (Please use this if Club would like to sponsor an additional student)	1123345VIEWFLN	\$
• Senior School (Year 11&12) - \$936	Payment in advance (full amount only)	1123345VIEWFLA	\$
• 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.			
Digital Learning Essentials (DGLE) Program - NEW			Amount
Select the amount <input type="checkbox"/> \$250 <input type="checkbox"/> \$500 <input type="checkbox"/> \$1,000 <input type="checkbox"/> \$1,285 (full)		1123345VIEW23DGLE01	\$
Supporter Gift Donation	Cost	Club's Reference Number	Amount
Literacy Support Pack	\$ 25.00	1123345VIEW23GGDN08	\$
Career Mentoring Program	\$ 35.00	1123345VIEW23GGDN09	\$
Numeracy Support Pack	\$ 40.00	1123345VIEW23GGDN07	\$
Student Reading Program	\$ 50.00	1123345VIEW23GGDN01	\$
Closing the Gap	\$ 55.00	1123345VIEW23GGDN18	\$
Reading Essentials Pack	\$ 70.00	1123345VIEW23GGDN11	\$
SmArts Program	\$ 70.00	1123345VIEW23GGDN02	\$
Support a Learning Club	\$ 75.00	1123345VIEW23GGDN21	\$
Primary School Pack	\$ 95.00	1123345VIEW23GGDN13	\$
Work Inspirations Program	\$ 95.00	1123345VIEW23GGDN19	\$
High School Pack	\$ 110.00	1123345VIEW23GGDN14	\$
Indigenous Mentorship	\$ 110.00	1123345VIEW23GGDN03	\$
Nurturing Aspirations	\$ 110.00	1123345VIEW23GGDN22	\$
Indigenous Learning Pack	\$ 220.00	1123345VIEW23GGDN20	\$
Internet Access Two Terms	\$ 360.00	1123345VIEW23GGDN16	\$
Catch Up Pack	\$ 420.00	1123345VIEW23GGDN15	\$
Stock and Joining Fee (upon invoice only)		Club's Reference Number	Amount
Payment for Invoice/s #:		1123345VIEW23VSTK01	\$
TOTAL EFT transaction amount:			\$

Please email this Form to National Office at view@thesmithfamily.com.au when you complete the Electronic Funds Transfer.

Updated April 2023

Each year National Office provides updated **EFT Transaction Form** with Club's details and unique reference number for each transaction.

Every time you process payment please complete this Form and email it to National Office view@thesmithfamily.com.au.



Note: This Form needs to be completed only for EFT payments to The Smith Family.

Club's Unique Reference Number

Each EFT transaction requires your Club's Reference Number for processing and will consist of your Club's Supporter ID and a code. This allows The Smith Family to recognise your Club's payment and allocate the funds appropriately.

*For example: if Club pays for LfL student renewal the Reference Number will be **"536910VIEWLFLR"***

536910

Club's Supporter ID

VIEW

Recognised as VIEW
Club

LFLR

LfL sponsorship renewal

Recording Transactions in VIEW Club Cashbook

Every time you process electronic transaction, please remember to record it in your VIEW Club's Cashbook on the **Expenditure page** and keep a copy of the receipt for Audit purposes.

Please record the following transactions in the following columns:

“Donations”

- General donations
- Annual subscriptions
- Winter Appeal
- Toy&Book Appeal
- Christmas Appeal
- Digital Learning Essentials (DGLE) Program
- Joyspreader Gift Donation

“Joining Fee”

- Invoice amount for Joining Fee

“Learning for Life”


- All transactions for *LfL* students

“Other”

- Invoice amount for any stock purchased

VIEW CLUB ELECTRONIC CASHBOOK 2023

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC STATEMENT



This is the electronic version of the VIEW Club Cashbook for use in recording the activity of VIEW Club accounts. The book is divided up into sheets (for instance, this sheet is called "INTRODUCTION").

Sample pages are provided for assistance.

Treasurers must complete **all sections on all pages of this Cashbook**.

Submit this Cashbook for VIEW annual audit (when requested) electronically by emailing it to National Office at info@thefamily.com.au. Monthly bank statements, receipts and bills must be posted to National Office.

Each month has three sheets for recording income, expenditure, and for reconciling these records with bank statements. Cumulative totals are automatically tracked and carried forward. In the bank reconciliation section, total income and expenditure for the month is automatically populated from the data you have entered.

Finally, the Income & Expenditure Statement for the year ended automatically populates data you entered and reconciles your Cashbook for a year.

Monthly and annual reports are automatically created based on the data you entered, which can be used by the Treasurer for reporting purposes.

Class notes: "Comment" section is available for Monthly Reports.

All formulas across all pages of this Cashbook are protected from being deleted.

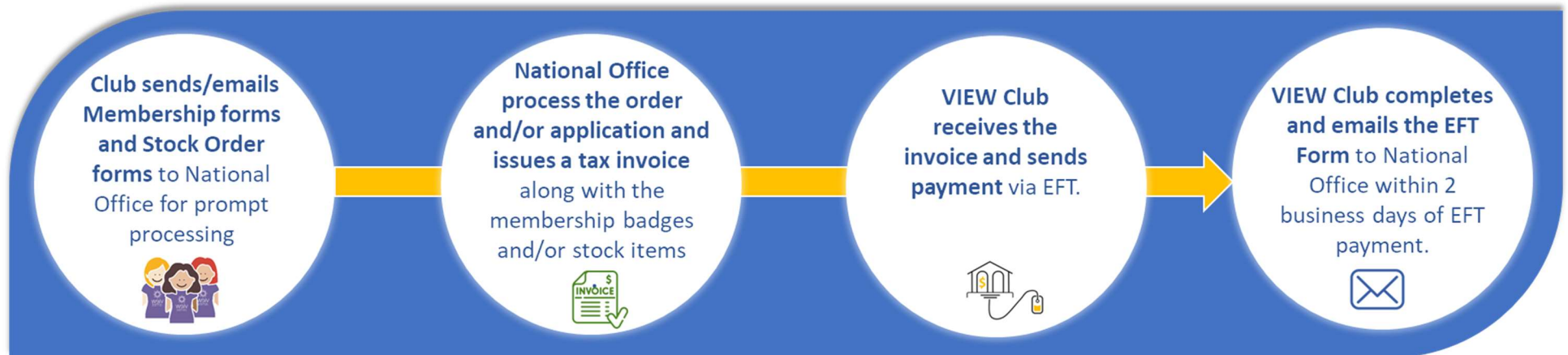
EXPENDITURE FOR MONTH: JUNE											Sample VIEW Club
DATE	PAYEE	CHEQUE NUMBER / RECEIPT NUMBER	CHEQUE TOTAL	MEALS	FUNCTIONS	RAFFLES	EDUCATIONAL MATERIALS	JOINING FEES	LEARNING FOR LIFE	OTHERS	COMMENTS
26/6	The Smith Family	509755	\$1,512.00						\$ 1,512.00		SAR BIBB, CALVIN 624
26/6	The Smith Family	509756	\$1,000.00				\$ 1,000.00				WINTER APPEAL
26/6	Sue Smith	509757	\$40.00						\$ 40.00		Students P Day voucher
26/6	VIEW Club	509758	\$180.00		\$ 180.00						4 members luncheon
26/6	The Smith Family	509759	\$95.00						\$ 95.00		press & sms
26/6	LEAGUES CLUB	509760	\$506.00	\$ 506.00							

Page 2

Using EFT for stock/merchandise and Joining Fee


Clubs can use EFT to pay for stock and Joining Fee/s. **On receipt of an invoice from National Office** please complete your Club's EFT Transaction Form.

Please note: in the section “*Stock and Joining Fee*” the **invoice/s number must be listed.**



For more information please read “***FAQ: EFT payments to The Smith Family***”.

Frequently Asked Questions



FAQ: EFT payments to The Smith Family

view
voice interests and
education of women

Did you know that 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.

What's new? Clubs can now pay for stock/merchandise and new member joining fees through their Club's EFT.

Some Clubs have been using EFT for many years and will know the process well. Other Clubs may like to consider this payment method in the future.

Q.1. What is EFT?

Electronic funds transfer (EFT) is the electronic exchange, or transfer of money from one account to another, either within a single financial institution or across multiple institutions, through computer-based systems.

Q.2. What can Club's use EFT for?

1. Clubs can use EFT to pay for any Club related transactions eg. venue hire, meals, functions, etc.
2. Clubs can make donations, sponsor *Learning for Life* students, pay member subscriptions and purchase Joyspreader Gifts through The Smith Family.
3. Clubs can now pay for stock and new member joining fee/s.

Before you start - Check with your current bank and confirm that your Club's account has been set up to use EFT correctly. Some banks have different requirements. At the same time you may like to check your Club's transaction limit which can affect multiple EFT payments, see Q.11. below for more details.

All EFT transactions must be authorised by two signatories. Once you have established that EFT has been set up correctly on your VIEW Club Account you need to follow the VIEW Club standard process.

Q.3. What is the EFT process?

1. Complete your Club's unique EFT Transaction Form (see Q4)
2. Send payments via EFT (online banking) including your Club's Unique Reference Number (see Q.5.) for the relevant items.
3. Email completed EFT Transaction Form to view@thesmithfamily.com.au

FAQ: EFT payments to The Smith Family is available at view.org.au/resources/organizational-information/

NOTES



view

voice, interests and
education of women