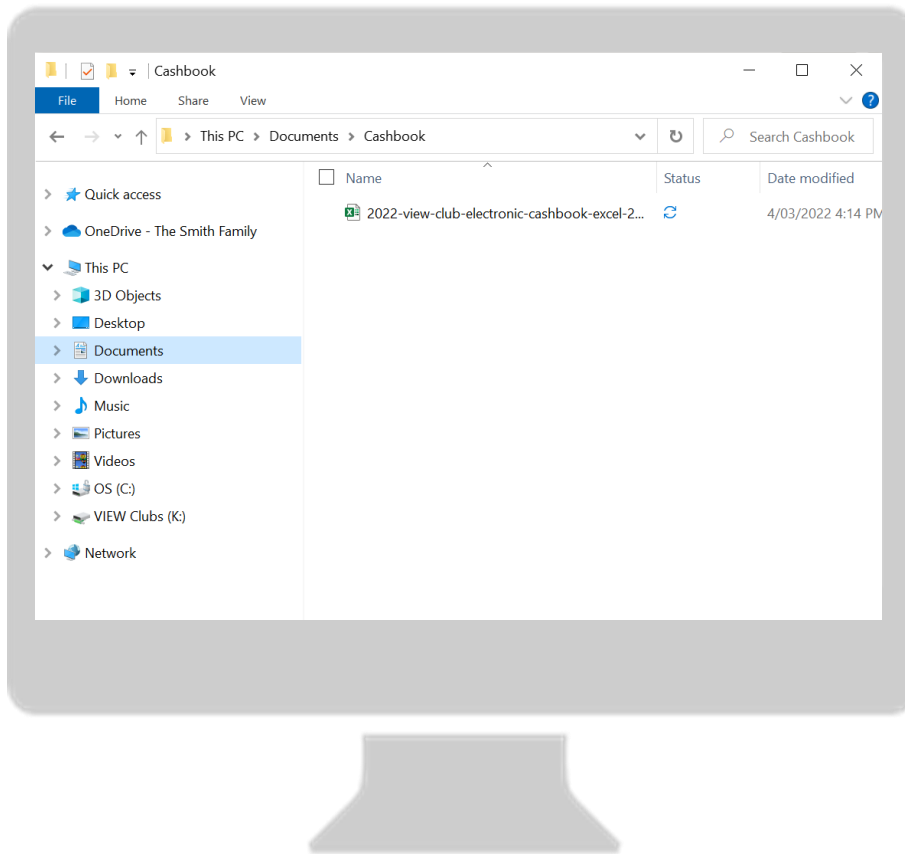


VIEW Electronic Cashbook Guide



How to copy or download the Cashbook on your computer?



Select the file that you want to copy



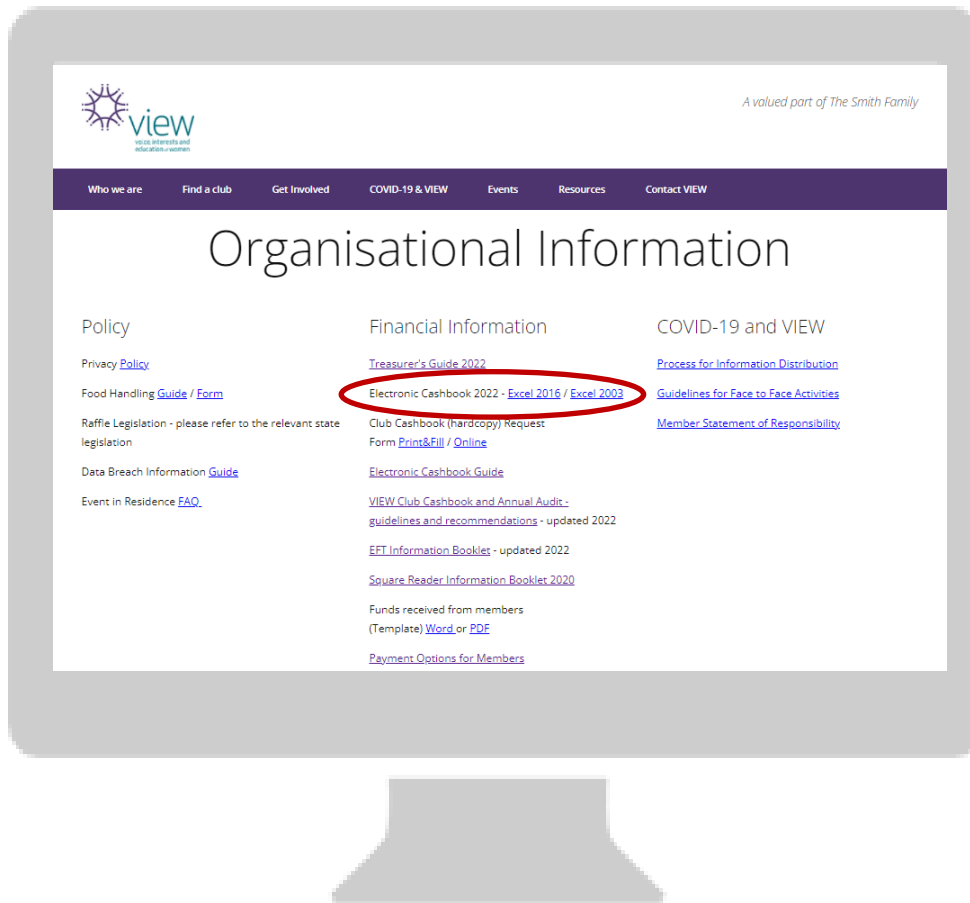
Copy the file and save it on your computer in “Documents” folder.

or



Download the file from <http://view.org.au/resources/organisational-information/>

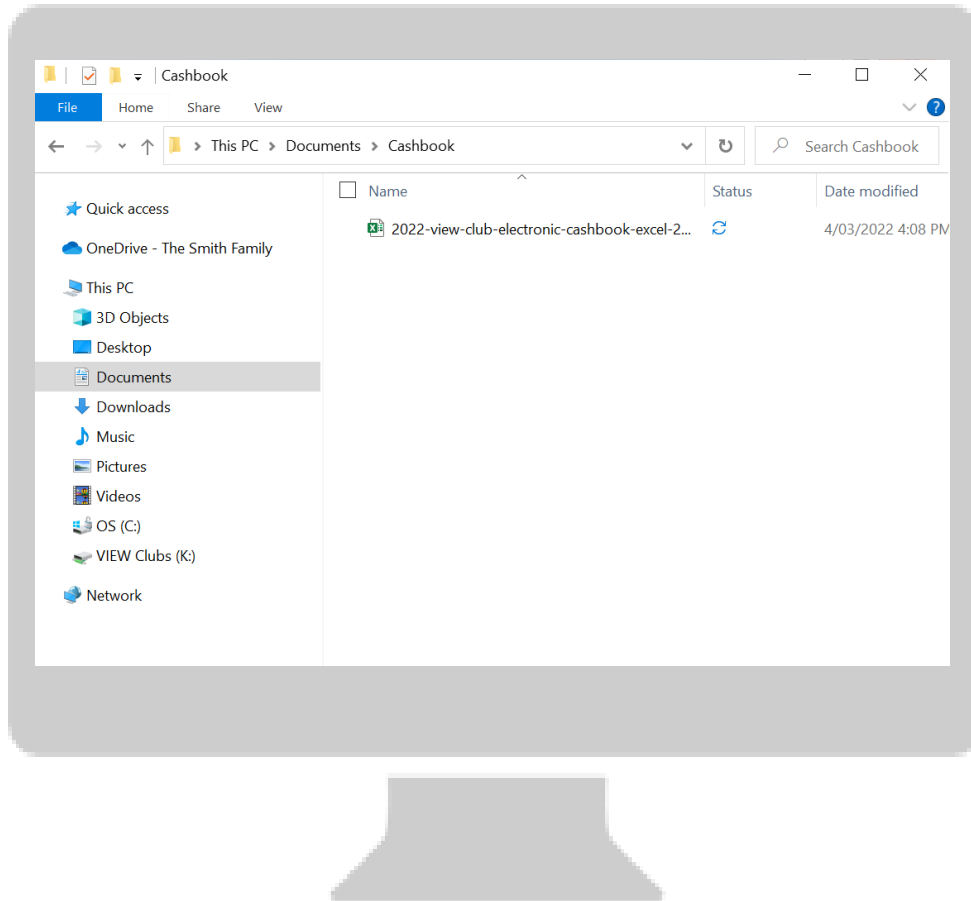
Download the Cashbook file from www.view.org.au



- Go to <http://view.org.au/resources/organisational-information/>
- Click on the version you require.

Please Note: Your downloaded file from Internet will be saved in your “Downloads” folder.

How to open the Cashbook?



To open the file please **double click** on the file you saved in your folder.



Cashbook Content

Introduction

Sample

- Income, Expenditure and Bank Reconciliation Samples

Terminology

Recording cheques

Club Details

- Club Name and Treasurer's contact details

Income, Expenditure, Bank Reconciliation and Monthly Report Pages for the month

- January
- February
- March
- April
- May
- June
- July
- August
- September
- October
- November
- December

Income and Expenditure Statement

- Statement for the end of the year and pie charts

Submit for Annual Audit

VIEW CLUB ELECTRONIC CASHBOOK 2022

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.

Treasurer must complete all pages of this Cashbook.





Submit this Cashbook for VIEW annual audit (when requested) electronically by emailing it to National Office at view@thesmithfamily.com.au. Monthly Bank Statements, receipts and butts 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.

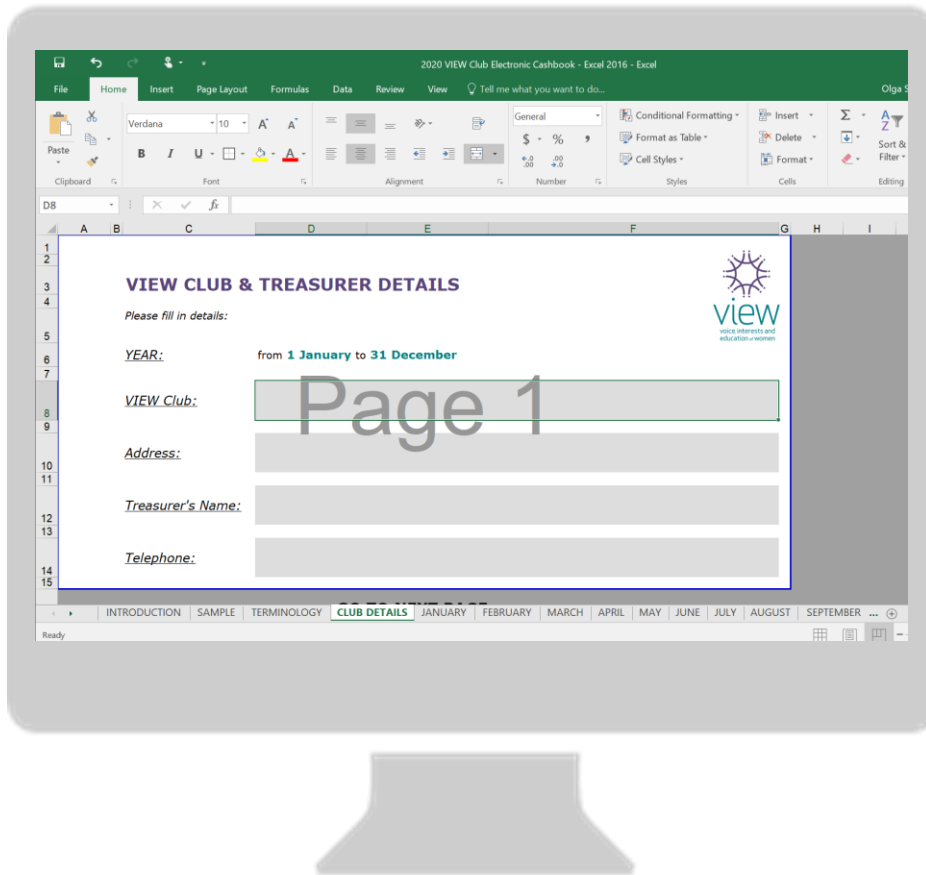
Finally, the Income & Expenditure Statement for the year ended automatically populates data you entered and reconciles your Cashbook for a year.

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

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

VIEW Club Details Page



On the page “Club & Treasurer Details” please **complete the following field**

- ✓ Club Name
- ✓ Club Address
- ✓ Treasurer’s Name
- ✓ Phone Number

Club INCOME

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.

Club EXPENDITURE

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 Joysreader 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 sponsorship of *Learning for Life* students.

OTHERS

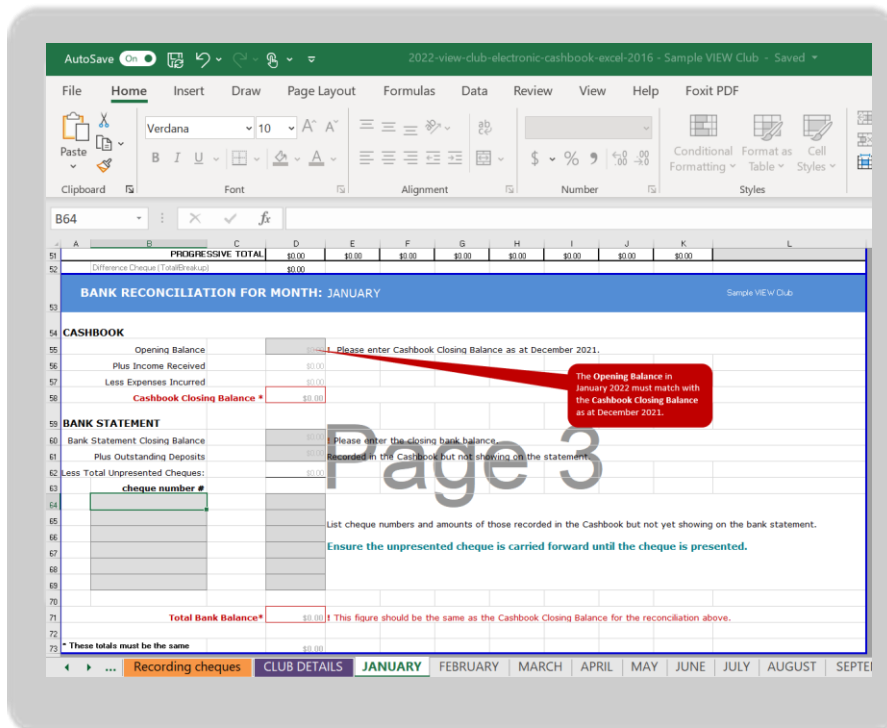
This column may be used to record all other expenditure that is not covered elsewhere. For example, expenditure relating to stock/merchandise items purchased from National Office is recorded here. Always ensure that a description is entered against the line in the "comments" column.



COMMENTS

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

January BANK RECONCILIATION, page 3

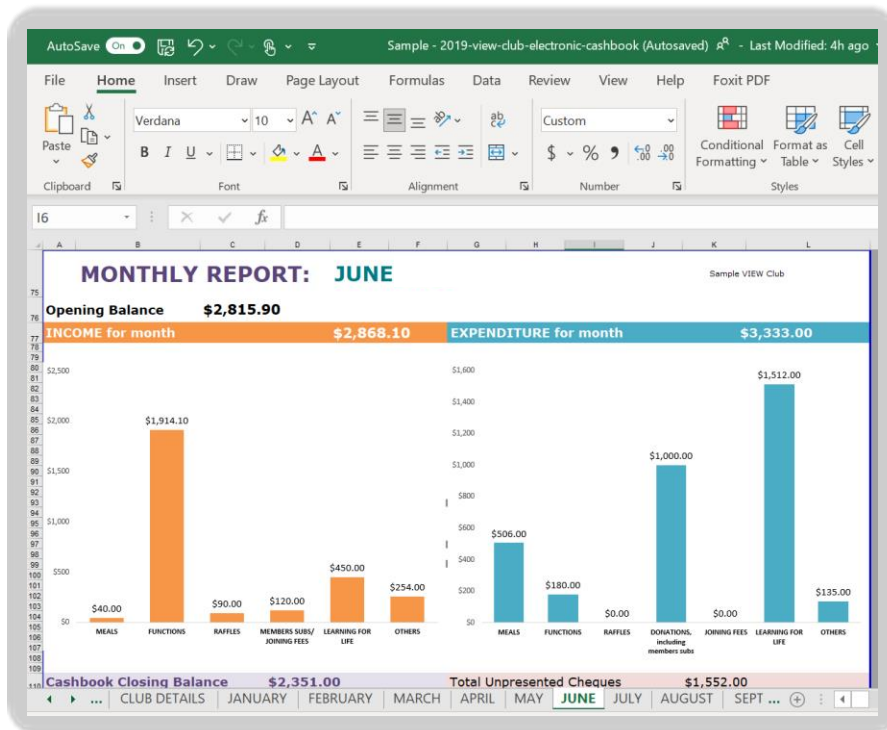


Enter your data for this page into
grey cells



Please remember for January you need to enter an “Opening Balance” as at December last year.

Monthly Report, page 4



Monthly Report with charts are built in to this sheet and based on your data for a month.

Add your comments in “grey” field for your monthly Treasurer’s report.

February to December



Complete Cashbook for each month from **February to December** by following recommendations provided in earlier slides.

INCOME and EXPENDITURE STATEMENT, last page

**INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 2022**
Sample VIEW Club

INCOME	TOTAL	EXPENDITURE	TOTAL
MEALS	\$0.00	MEALS	\$0.00
FUNCTIONS	\$0.00	FUNCTIONS	\$0.00
RAFFLES	\$0.00	RAFFLES	\$0.00
DONATIONS	\$0.00	DONATIONS, including members subs	\$0.00
MEMBERS SUBS/JOINING FEES	\$0.00	JOINING FEES	\$0.00
LEARNING FOR LIFE	\$0.00	LEARNING FOR LIFE	\$0.00

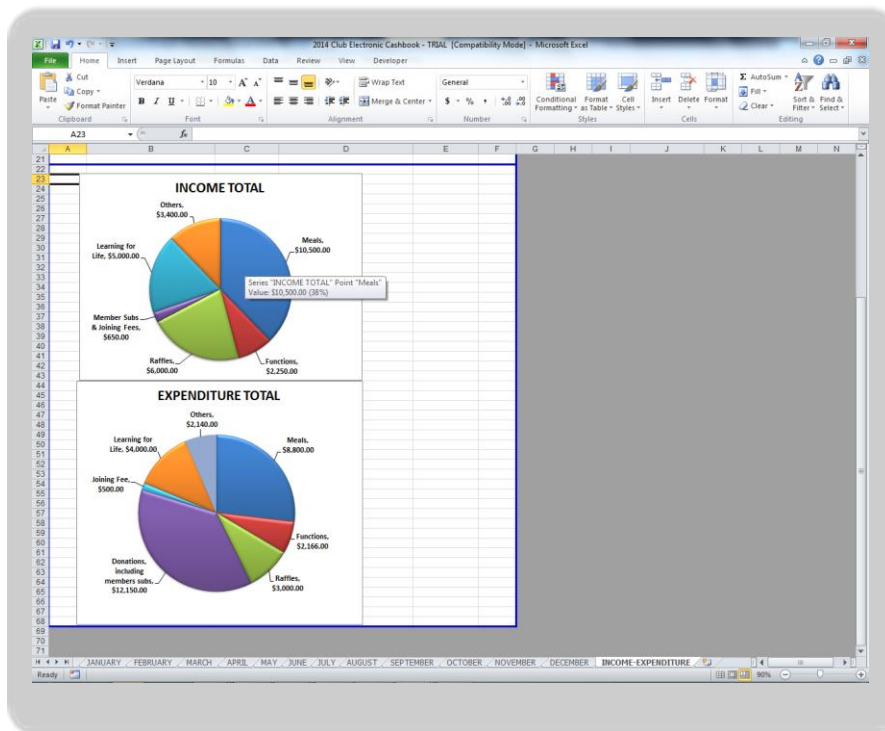
Before you send your Club's Cashbook for Audit please reconcile this Income and Expenditure Statement.

How to reconcile your Club's Statement:

1. Confirm the Cashbook Opening Balance January is matched with Cashbook Closing Balance as at December of the previous year.
2. Confirm the Cashbook Closing Balance the year is matched to the Total Bank Balance for the year.

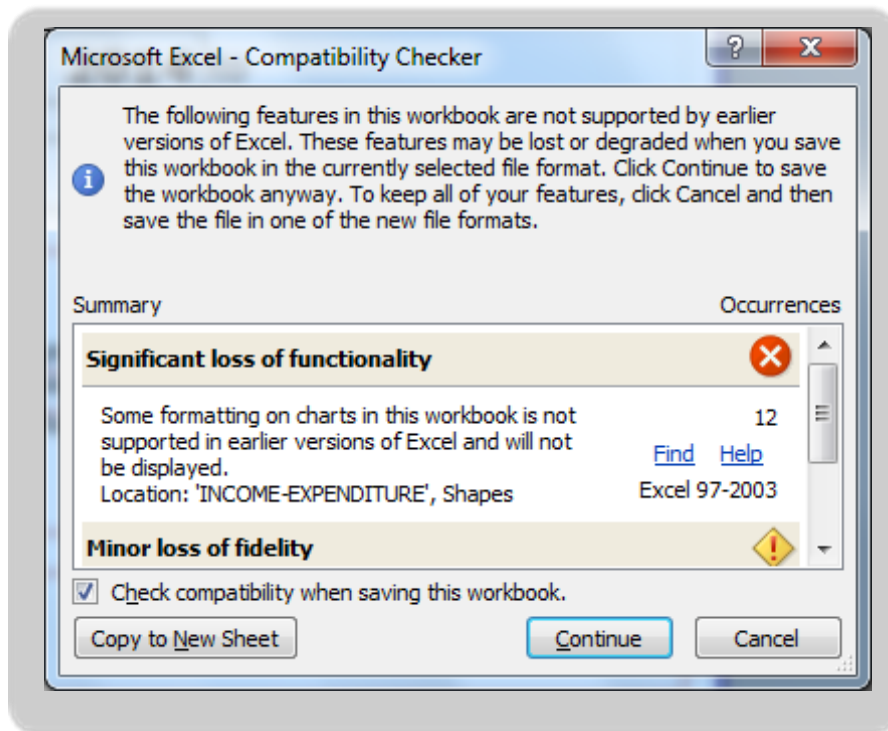
This “Income and Expenditure Statement for a year” will be automatically completed.
This page is protected.

INCOME and EXPENDITURE charts



Annual Report with charts are built in to this sheet and based on your data. They are also protected.

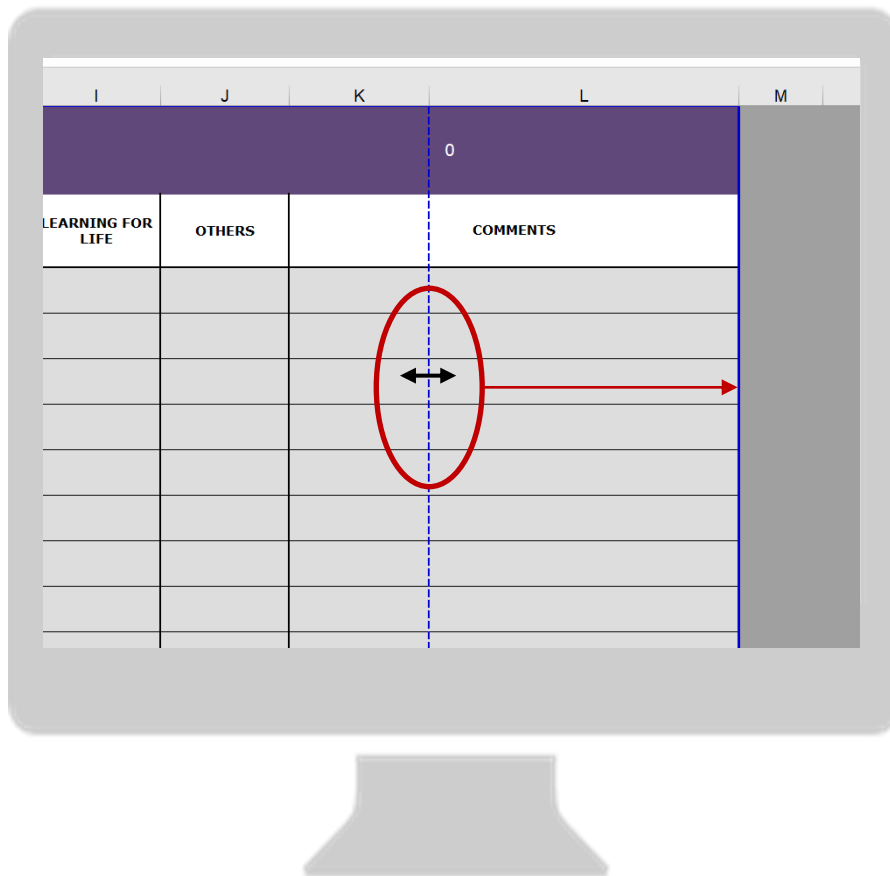
Save your Cashbook



Depending on which software version you downloaded you may have this window may appear when you save your file.

Please click “Continue”.

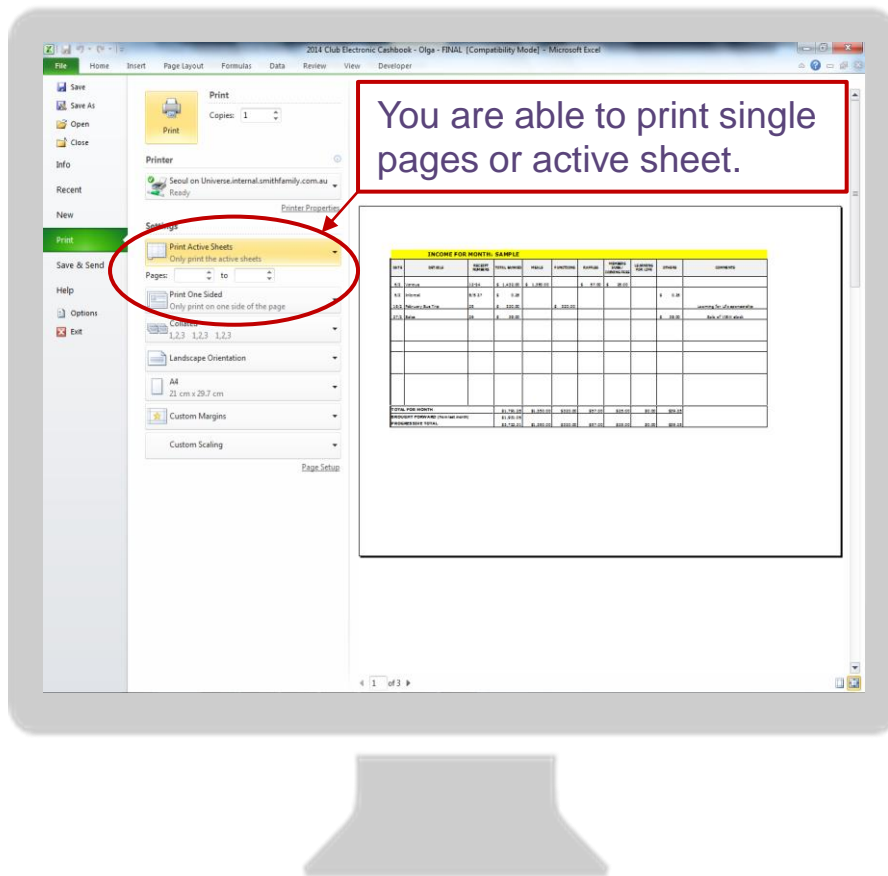
Adjusting Printing Area



If you have more than 3 pages to print from one month you need to adjust your printing area.

Simply navigate your mouse to the **blue dotted** line. Your cursor will change to \leftrightarrow . Select it by clicking on the left button of your mouse and keep selected while moving it to the right side and merge it with **blue solid** line.

How to print your Cashbook?



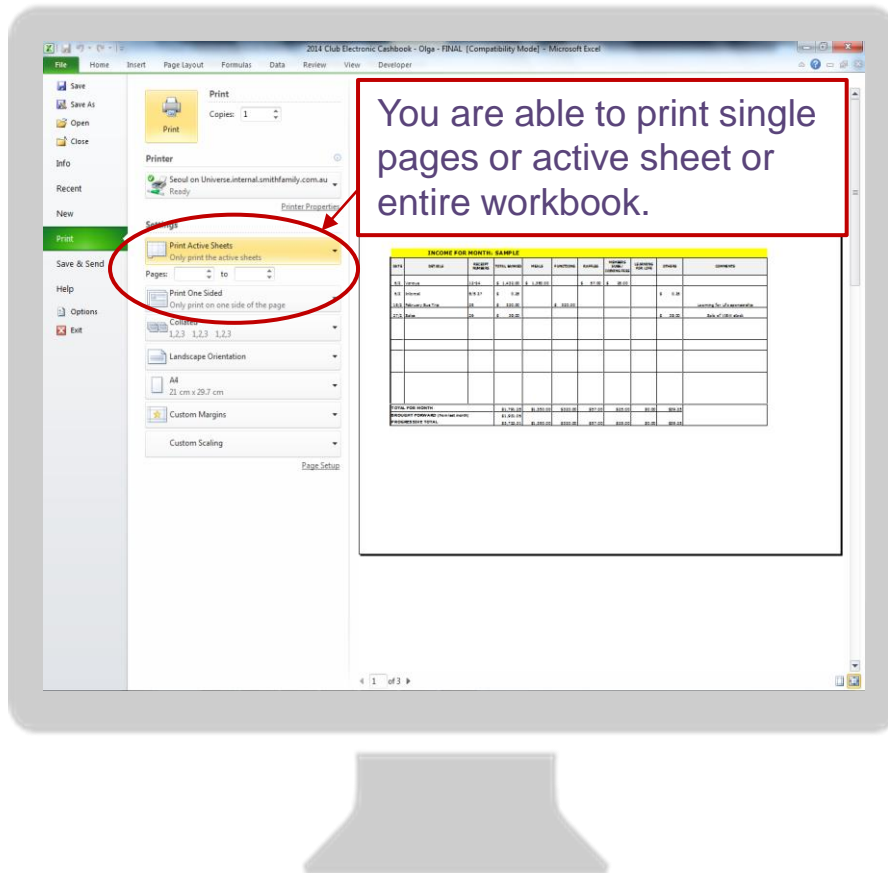
1. Press **Ctrl + P** or click on “**File**”, **Print**”

2. Choose pages

3. Click on **Print** button

We recommend to print only “Bank Reconciliation” page for you Treasurer’s monthly club report.

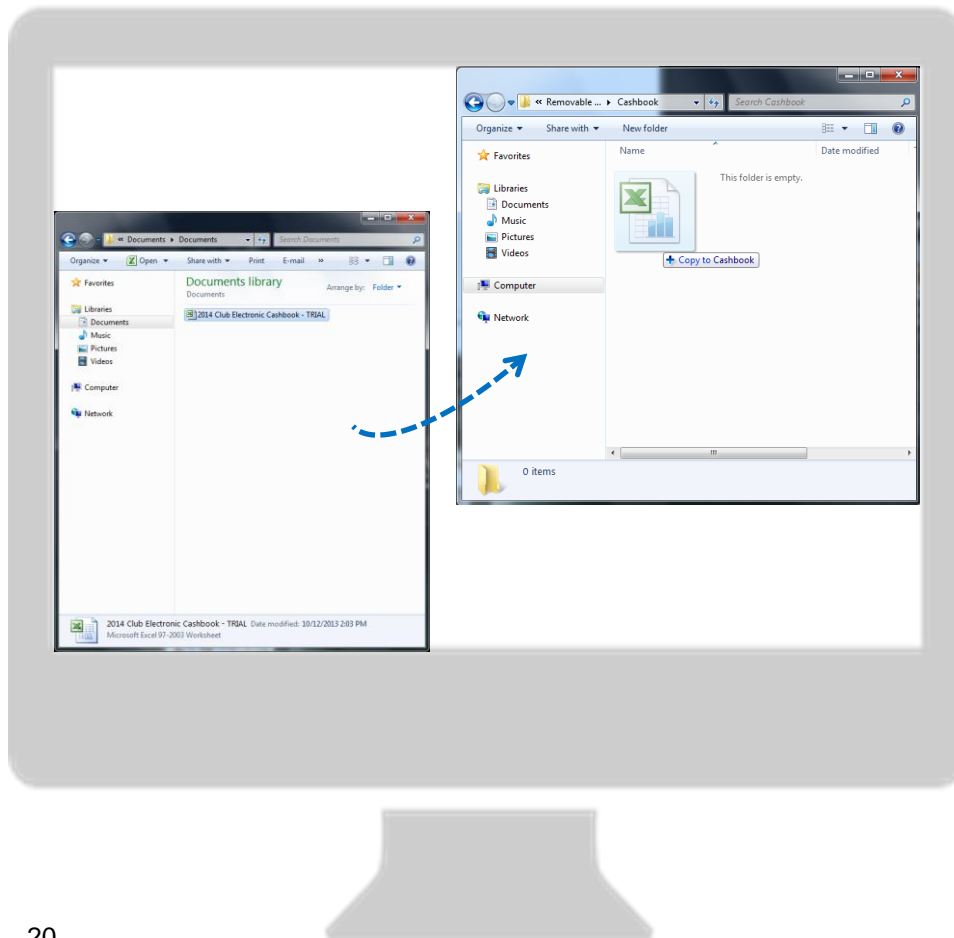
How to save your Cashbook in PDF?



1. Press **Ctrl + P** or click on “**File**”, **Print**”
2. In Printer section - select “**Microsoft Print to PDF**” from dropdown menu
3. Choose pages
4. Click on **Print** button
5. Save file

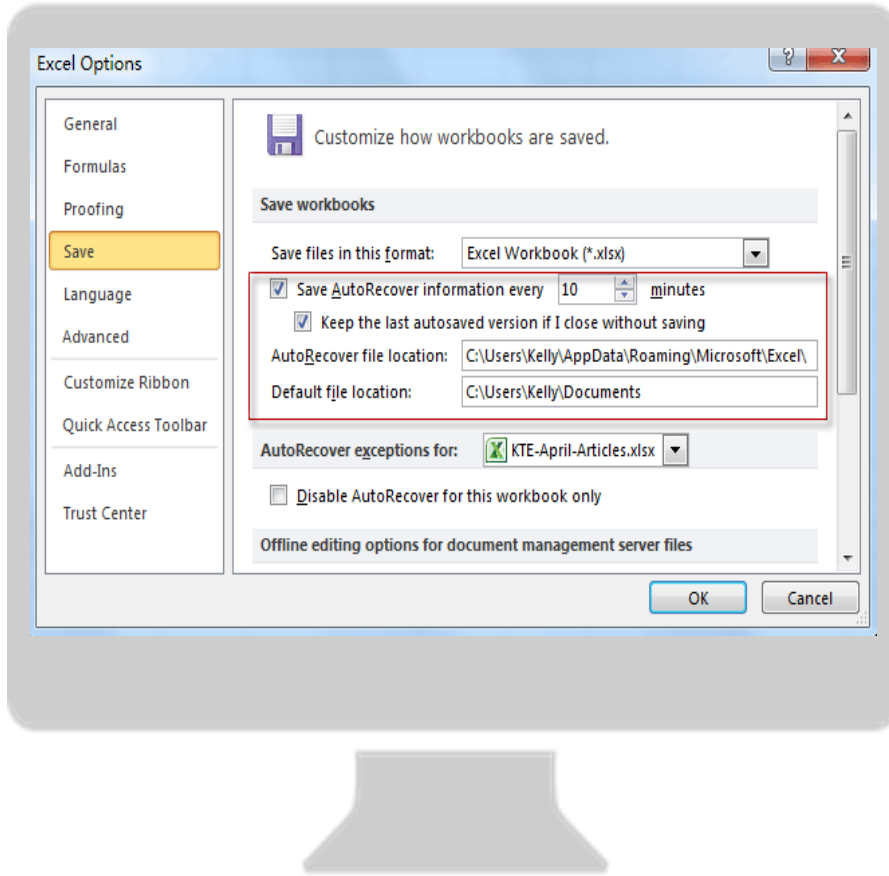
We recommend to print only “**Monthly Report**” page for you Treasurer’s monthly club report.

How to copy your Cashbook to USB?



Select the file and simply drag your spreadsheet file from your Documents window to the USB window.

How to backup your file?



Click "**File**" in Excel 2010/2013 or Office button in Excel 2007, and Option button.

In "**Excel Option**" dialog box, scroll down to Save workbooks section in "**Save**" category.

Modify the **AutoRecover** settings according to your need.



The more frequently the files are saved, the more information can be recovered if a problem (such as a power failure) occurs while a file is open.

Send your final Cashbook to National Office

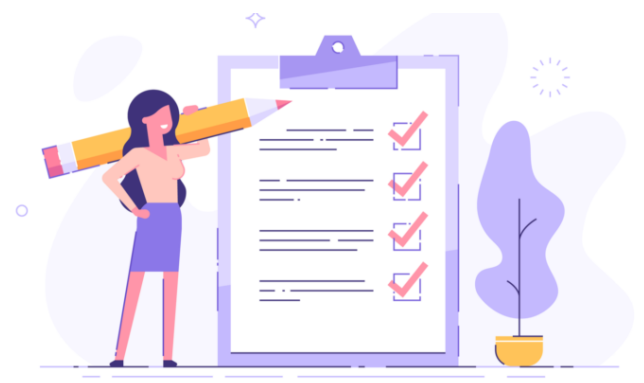


The club's Electronic Cashbook should **be emailed** to National Office **ONLY** for Audit.

Each club receives the request for Audit once a year (usually in January each year).

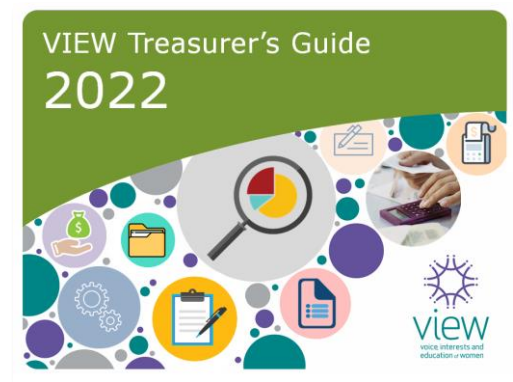
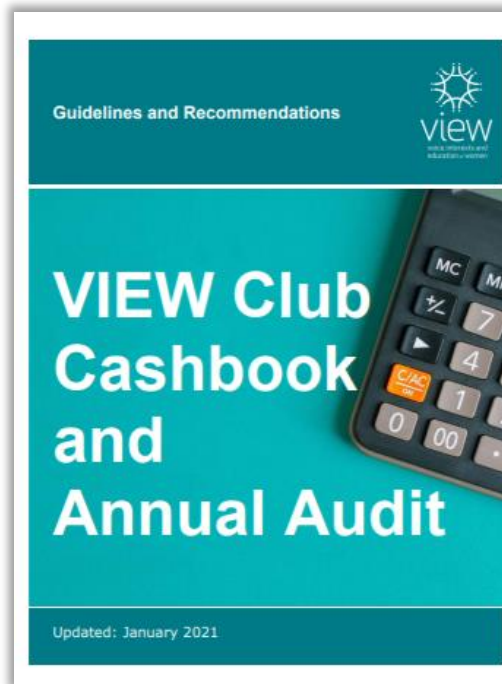
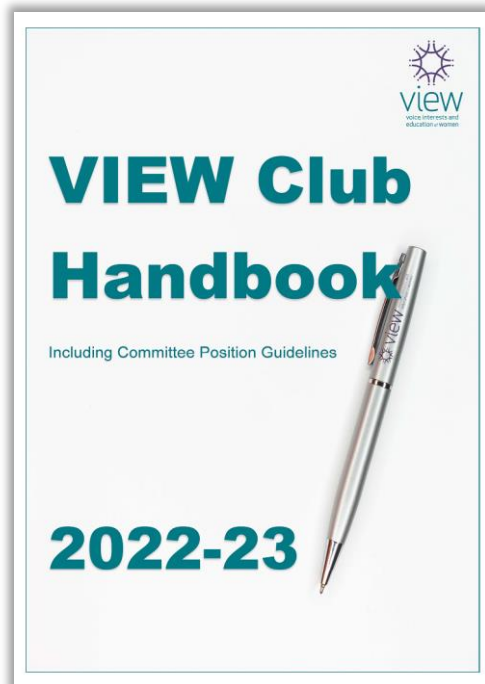
What to Submit for Annual Audit

- 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 donation receipts from The Smith Family
- All Tax Invoices
- Deposit books (butts only)
- Cheque Books (butts only)
- VIEW Club receipt books
- Petty Cash Recording Form together with receipts/invoices
- Any supporting documents



Available Resources

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





view

voice, interests and
education of women