

2025 Audit Checklist

January Mailout



Please send all documents together with completed Checklist by either an **EXPRESS Post** or **REGISTERED envelope to** *The Accountant, The Smith Family, GPO Box 5348, SYDNEY NSW 2001.*

These documents go directly to the Auditor, do not include any other Club correspondence or payments etc. as they will not be received by VIEW National Office team.

<input type="checkbox"/>	VIEW Club Cashbook (bound copy) OR Electronic VIEW Club Cashbook (Excel file only)	For both Bound and Electronic Versions Complete all pages of VIEW Club Cashbook and reconcile Income & Expenditure Statement for the year ended 2024. Please email your electronic VIEW Cashbook 2025 in Excel format to view@thesmithfamily.com.au
<input type="checkbox"/>	Bank Statements from 01 January 2025 to 31 December 2025	Include all Bank Statements covering 1 January 2025 to 31 December 2025 . Please submit your books <u>only</u> after receiving the Bank Statement with Closing Balance as at 31 December 2025. If you don't have statements as at 31 December 2025, please attach a copy of the January 2025 statement.
<input type="checkbox"/>	All receipts and Tax Invoices	Attach all receipts and invoices related to Club payments in 2025.
<input type="checkbox"/>	Cheque books	Detach any used cheque butts from the cheque book, staple together. Keep the unused section of the cheque book, you can continue to use this while your club's books are being audited.
<input type="checkbox"/>	Deposit Books	Tear out the used deposit book butts for bank deposits made during the year, staple together. Keep the unused section of the deposit book, you can continue to use this while your club's books are being audited.
<input type="checkbox"/>	VIEW Club receipt books (yellow copies <u>only</u>)	Tear out the used receipt book butts for bank deposits made during the year, staple together. Keep the unused section of the receipt book, you can continue to use this while your club's books are being audited.
<input type="checkbox"/>	Petty Cash	Attach all petty cash receipts
<input type="checkbox"/>	Supporting documents	Attach any supporting documents related to Club finance in 2025.

If you are unable to send your Club's financial books by the due date, please email National Office (view@thesmithfamily.com.au), informing us of the reasons for the delay and when we can expect to receive your Club's financial books so we can notify the Auditor.