

# 2026 Treasurer January Mailout



Dear Club Treasurer for 2026,

Thank you for taking on this important role that is vital to the efficient functioning of your club and the organisation. Please read this letter carefully and ensure you receive all attached documents.

Your club should receive a physical mailout with printed copies of some of these documents.

Please contact VIEW National Office ([view@thesmithfamily.com.au](mailto:view@thesmithfamily.com.au)) if you have not received them by Friday 30 January 2026.

## Resources Available

VIEW has developed a number of resources to assist and support you in your role as club treasurer. These resources can be found on the resources page of the [VIEW Website](#).

Resources for treasurers include:

- [VIEW Club Handbook](#) – pages 46-56 of the VIEW Club Handbook provide a detailed breakdown of the Treasurer and Assistant Treasurer role, policies and procedures for managing your club's finances.
- [Treasurer's Guide](#) – An in-depth step by step on all things you need to know or do as a VIEW Club treasurer with helpful diagrams and tips.
- [EFT Information Booklet](#) – Step by step on making payments by EFT
- [Square Reader Information Booklet](#) – Instructions, Information and important rules to follow if your club chooses to purchase and use a square reader device.
- Helpful templates for recording petty cash transactions and funds received from members.

## EFT Payments to National Office

Electronic Funds Transfer (EFT) is the preferred method of payment where possible. EFT is instant, free and creates an immediate accurate record of the transaction for both parties.

**Every time you make an EFT payment you need to complete an EFT form and send to National Office. Without an EFT form we cannot allocate any payments.**

Your Club's personalised EFT form is **attached** to the January mailout email and has also been emailed to the club treasurer we have on file. If you have not received your Club's EFT form please contact VIEW National Office ([view@thesmithfamily.com.au](mailto:view@thesmithfamily.com.au)).

## 2026 Cashbook

You will need to maintain an accurate cashbook for your club finances in 2026. The Electronic cashbook and instructions for use are available for download on the VIEW Website.

Electronic Cashbook – [Click here to download](#)

Electronic Cashbook Guide – [Click here to view](#)

If you would prefer to keep a written cashbook, please complete the [online form](#).

## 2025 Audit Request

As you may be aware, the financial books for your Club are reviewed by an auditor at The Smith Family each year. Thank you if you have already submitted your books. If not, you will need to send your Club's financial documents ([see Checklist](#)) before **Friday, 28 February 2025**.

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.**

If you are unable to send your Club's financial books by the due date, please email National Office ([view@thesmithfamily.com.au](mailto: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.

## Cheque Payment Forms

Payments made to National Office by cheque should be accompanied by a completed form advising how the funds should be allocated. Please **staple** the cheque to the correct form to avoid it being lost in mail sorting.

The Annual Subscriptions form is to be used for your bulk payment of subscriptions for club members for 2026. All other payments should use the Cheque Payment form. Both forms are available in the forms section of the [VIEW Website](#) Resources page.

It can take up to 6 weeks for a cheque to be processed through The Smith Family's internal teams and presented to the bank. If your cheque hasn't been presented after 6 weeks, please contact VIEW National Office to follow up ([view@thesmithfamily.com.au](mailto:view@thesmithfamily.com.au))

## 2025 Club Statement

Attached is a statement for your Club's VIEW invoices from 1 January 2025 – 31 December 2025. This statement details anything processed as a stock order (new member packs, replacement badges, VIEW merchandise).

This statement does not include any payments made as donations, Annual Membership Subscriptions or *Learning for Life* sponsorships.

If the amount due shows an amount owing, please check this against your club records and make payment if required. If there are any inconsistencies in your statement, or if you have made payments that aren't reflected please contact VIEW National Office ([view@thesmithfamily.com.au](mailto:view@thesmithfamily.com.au))

If you have any queries or concerns about the content, please contact your National/Zone Councillor or email [view@thesmithfamily.com.au](mailto:view@thesmithfamily.com.au).

Yours faithfully,

Becca Crofts

Operations Coordinator VIEW