

**VIEW National Office**

## **MEMORANDUM**

**To:** All VIEW Clubs  
**From:** VIEW National Office  
**Date:** January 2023  
**Re:** **Club Cashbook 2023**



Dear Club Treasurer,

Each Club must maintain a VIEW Club Cashbook. National Office provides Clubs with either an electronic cashbook or printed pad format (hard copy version).

The VIEW Club Cashbook lists all of your Club's financial transactions and enables you to reconcile your Club's bank account. It records income and expenditure and must be maintained with appropriate supporting documentation such as invoices, receipts, petty cash forms, cheque book butts, etc.

### **VIEW Club Electronic Cashbook 2023**

**All Treasurers are encouraged to use the Electronic Cashbook** for easier record keeping, Treasurer's monthly reporting and automatic Cashbook reconciliation. Our Auditors also prefer this version.

VIEW Electronic Cashbook 2023 is available for downloading at <http://view.org.au/resources/organisational-information> together with step by step Electronic Cashbook Guide.

### **VIEW Club Cashbook (hardcopy)**

We understand that not all Treasurers will be familiar with the electronic cashbook and may prefer to use the hardcopy version. If you wish to use the hardcopy version of the VIEW Cashbook, complete the online request - [https://docs.google.com/forms/d/e/1FAIpQLSefubPT-9OfYTfVFdkDU-O7URs2wj1POoQjTtHMB-0aLef2w/viewform?usp=pp\\_url](https://docs.google.com/forms/d/e/1FAIpQLSefubPT-9OfYTfVFdkDU-O7URs2wj1POoQjTtHMB-0aLef2w/viewform?usp=pp_url) or complete the "Club Cashbook Request Form" available at <http://view.org.au/resources/organisational-information> and return it to National Office by 28th February 2023.

**Please note: The hardcopy VIEW Cashbook will be sent to your Club's address only upon receipt of your club's completed request.**

### **VIEW Club Cashbook and Audit guidelines**

An updated "VIEW Cashbook and Audit guidelines and recommendations" are available for downloading at <http://view.org.au/resources/organisational-information>. These guidelines provide detailed information about how to maintain the VIEW Club Cashbook and requirements for VIEW Annual Audit.

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