

## VIEW National Office

### MEMORANDUM

**To:** All VIEW Clubs

**From:** VIEW National Office

**Date:** January 2024

**Re:** **Your Club's Statement for year-end 2023**



Dear Club Secretary and Treasurer,

The attached Statement includes all transactions recorded in VIEW's accounts system from 1<sup>st</sup> January 2023 through to 31<sup>st</sup> December 2023. **This statement details anything processed as a stock order**, including new member joining fees and purchases of any VIEW merchandise. This statement **does not** include donations, annual membership subscriptions or *Learning for Life* sponsorships.

**If there is no Statement attached, your Club's balance at 31<sup>st</sup> December 2023 was zero, and there is no further action required.**

**If your Club's Statement is attached, here is how you read your Club's Statement.**

If the "Amount Due" is:

- *an amount owing*, we would appreciate payment as soon as possible. Payment can be made by supplying a cheque with a copy of the statement for the total amount owing. If paying via EFT, please follow the process and include your Club's Reference Number - Club's Supporter ID plus the word "Statement".
- *a negative amount, then your account is in credit*. Credits most commonly arise where an order has been placed and paid for, but unable to be completely fulfilled. The difference between the original order and the final order will appear on your statement as a credit. Credits can also arise where a club has miscalculated the amount owing, and over-paid an invoice. **Please contact National Office prior to assuming that this credit is available for use on future orders.**

If you have any questions or concerns about your Club's Statement please contact National Office via email [view@thesmithfamily.com.au](mailto:view@thesmithfamily.com.au) or telephone on 1800 805 366.

**Olga Shkuropatova**

Business Analyst

VIEW Clubs of Australia

[view@thesmithfamily.com.au](mailto:view@thesmithfamily.com.au)