

VIEW National Office

## MEMORANDUM

**To:** All VIEW Clubs  
**From:** VIEW National Office  
**Date:** January 2025  
**Re:** VIEW Club Cashbook request for Audit 2024



Dear Club Treasurer,

As you are 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 the enclosed Checklist) before **Friday, 28 February 2025**.

### What you need to do now...

#### Sending books to National Office

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*.

As these documents go directly to the Auditor, **do not include any other Club correspondence or payments etc. not related to the Audit 2024 in this package as they will not be received by VIEW National Office team.**

By following the above, you will help reduce the possibility of errors and facilitate the smooth running of this year's audit. While the audit is underway, please be sure to keep copies of any information you may need for Club reports in the first half of the year and to set up your VIEW Club Cashbook for 2025.

#### Late Notification Form

If you are unable to send your Club's financial books by the due date, please complete and return the attached "Late Notification Form" by **Friday, 7 March 2025**, 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.

### What you need to do later in the year...

**Please Note: we will require a copy of your Club's Bank Statement as at 30 June 2025.**

#### Club Bank Statement as at 30 June 2025

The Smith Family is subject to an annual audit, performed by external Auditors. VIEW Clubs of Australia, being part of The Smith Family, is therefore also subject to this audit.

As the Financial Year ends on 30 June 2025, the Auditors require that each VIEW Club provides a copy of their **June** bank statement in order to satisfy The Smith Family financial reporting obligations.

VIEW Clubs will therefore be requested to provide a copy of their bank statement **as at 30 June 2025** by **Friday 4 July 2025**. A reminder will be sent to all VIEW Clubs closer to the due date.

If you have any questions please email me on [view@thesmithfamily.com.au](mailto:view@thesmithfamily.com.au).

Operations Coordinator  
VIEW Clubs of Australia