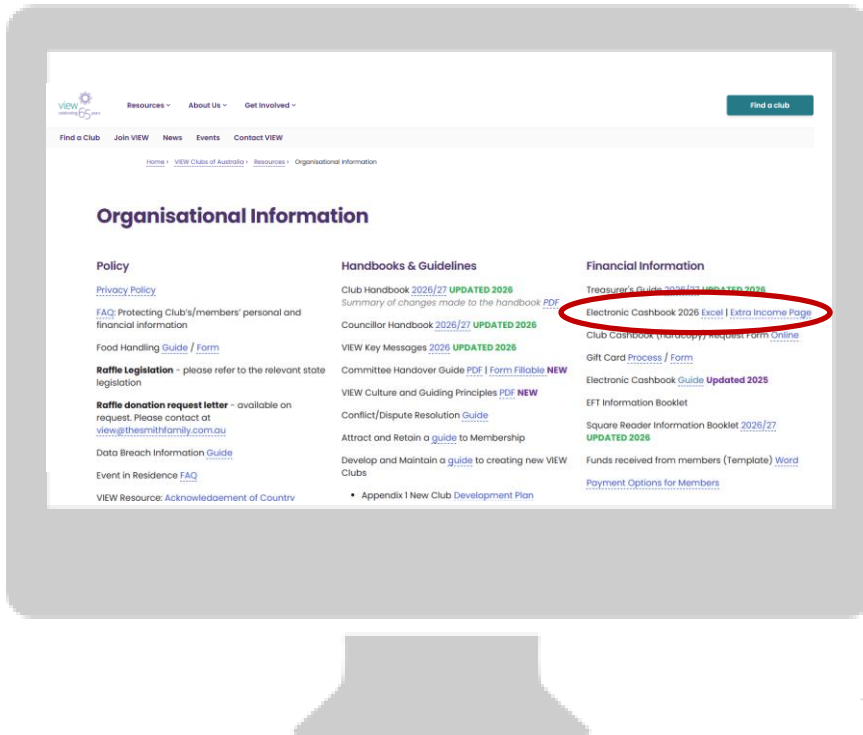


VIEW ELECTRONIC CASHBOOK GUIDE



Updated 2025

How to Download the Cashbook



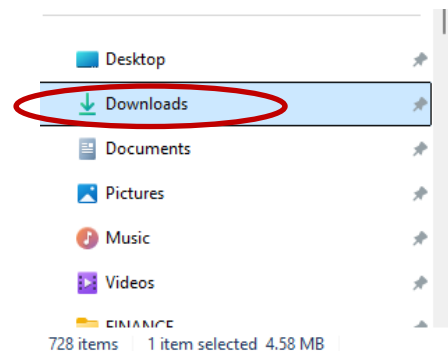
The electronic cashbook is available for download on the [VIEW Website Resources Page](#).

When you click the link, the download will start automatically.

The file will be saved to your Downloads folder.

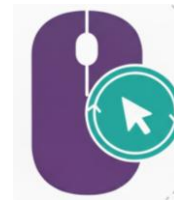
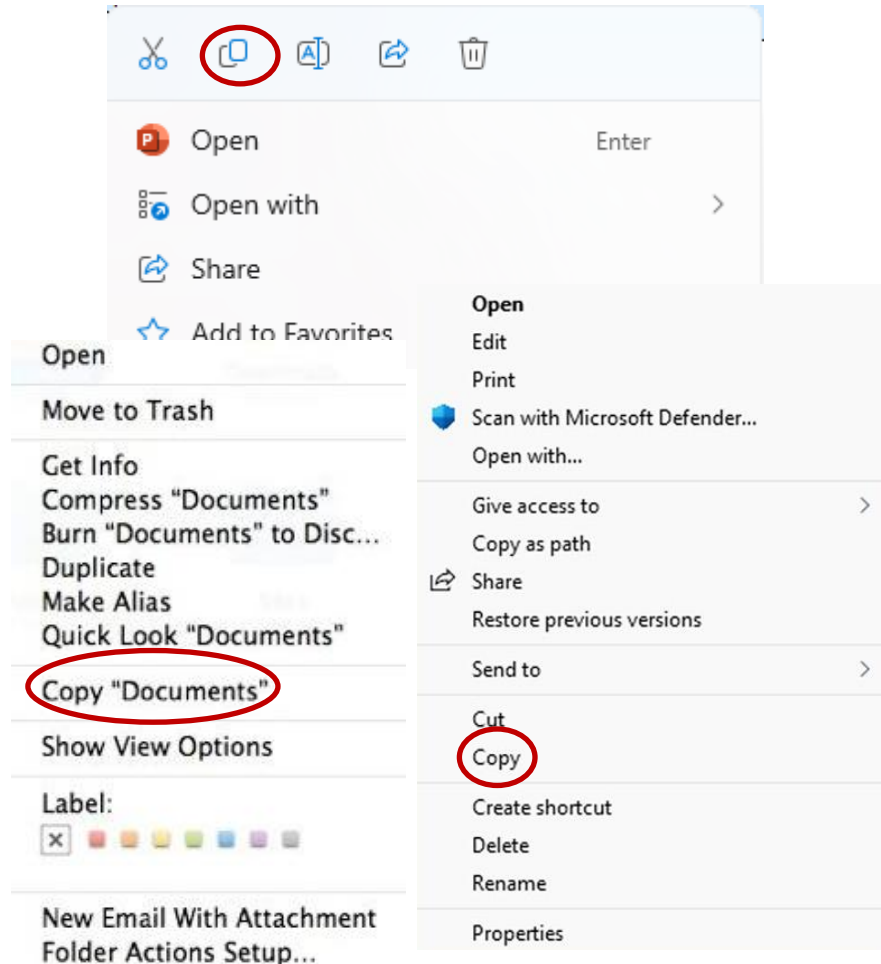


This icon will open the file explorer



From there you can select the downloads folder

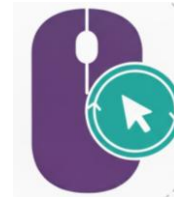
How to copy or move the Cashbook on your computer



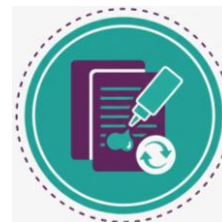
Right click on the file



Select Copy – this can look different on different computers



Right click in the place you want the cashbook to be



Select Paste

What's in the Cashbook?

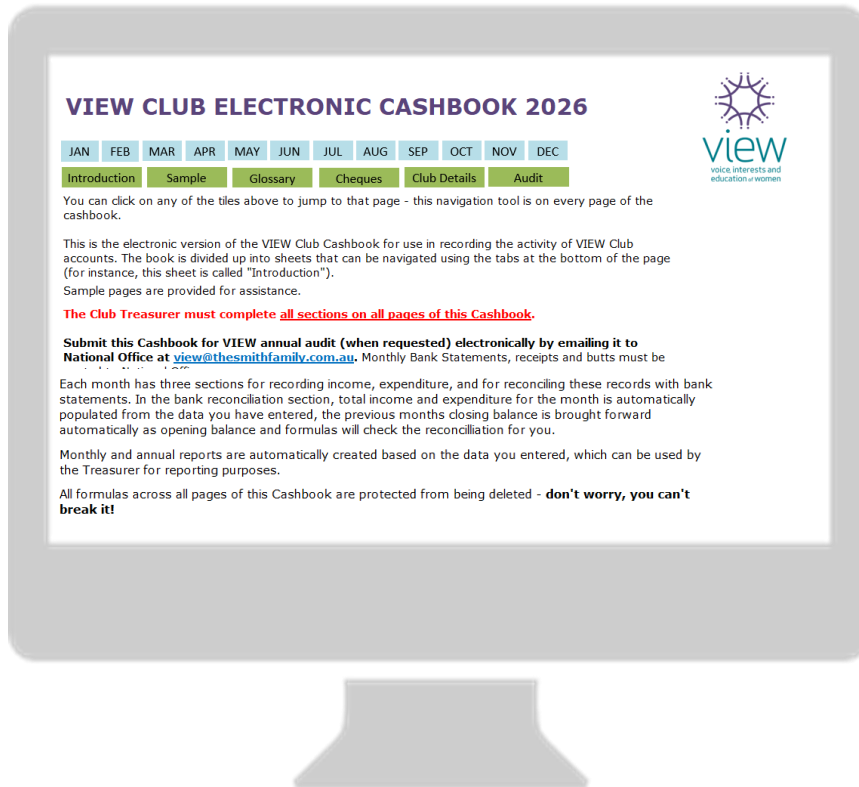
Each page of the cashbook has a “navigation bar” at the top. This is a list of all the pages in the cashbook. You can click on the title in this bar to jump to any of the pages.

VIEW CLUB ELECTRONIC CASHBOOK 2026

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Introduction	Sample	Glossary	Cheques	Club Details	Audit						

You can click on any of the tiles above to jump to that page - this navigation tool is on every page of the cashbook.

Introduction



The first page of the cashbook includes basic instructions and an explanation of the cashbook.

Sample

SAMPLE PAGE ONLY

INCOME FOR MONTH: (SAMPLE)

DATE	DETAILS	CHECK NO. MEMBERSHIP NUMBER	CHEQUE/DEBIT TOTAL	MEALS	FUNCTIONS	RAFFLES	MEMBERSHIP DUES/ADMISSION FEE	STANDING TABLES	OTHERS	COMMENTS
31	Hotel	05/04	\$ 1,500.00	\$ 1,500.00						50 members x \$30
02	Interest	05/17	\$ 0.25						\$ 0.25	Bank interest
03	Refers/Bus Top	05/05	\$ 35.00		\$ 35.00					Bus top
03	Square lunch/dinner	05/06	\$ 450.00			\$ 450.00				Square lunch/dinner \$15.00 x 30 = \$450.00
23	ATV membership	05/07	\$ 30.00					\$ 30.00		Membership fee for Bob Smith
26	Raffle proceeds	05/08-05/09	\$ 57.00			\$ 57.00				
28	Advertising fee	05/01	\$ 30.00				\$ 30.00			Advertising - Helen Green
TOTAL FOR MONTH			\$1,722.25	\$1,722.25	\$35.00	\$927.00	\$480.00	\$30.00	\$30.25	
BROUGHT FORWARD from last month			\$50.00	\$50.00			\$50.00			
PREVIOUS QUARTER TOTAL			\$1,772.25	\$1,772.25	\$35.00	\$977.00	\$530.00	\$60.25		

EXPENDITURE FOR MONTH: (SAMPLE)

DATE	DETAILS	CHECK NO. MEMBERSHIP NUMBER	CHEQUE/DEBIT TOTAL	MEALS	FUNCTIONS	RAFFLES	MEMBERSHIP DUES/ADMISSION FEE	STANDING TABLES	OTHERS	COMMENTS
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Tips in colored bubbles:

- Blue bubble:** You can "bulk record" grossed income, all payments received by members for their meal, can be entered as a single line in the cashbook.
- Green bubble:** All income from the Square reader can be recorded as one transaction and entered as one receipt.
- Orange bubble:** Raffle income can be recorded as a single total for the day, even where there were multiple receipts, just list all receipt numbers.
- Blue bubble:** These totals are calculated automatically based on the numbers you put in above.

We have included a sample page filled in with examples of common transactions and some tips in the colored bubbles.

We recommend that you read through this page before starting to complete your own records to understand the different kinds of transactions and how they should be recorded.

Income & Expenditure

Enter the date, description and receipt number for each item of income and expenditure and then fill in the amount for each category.

Just click on the box you want to complete and start typing!

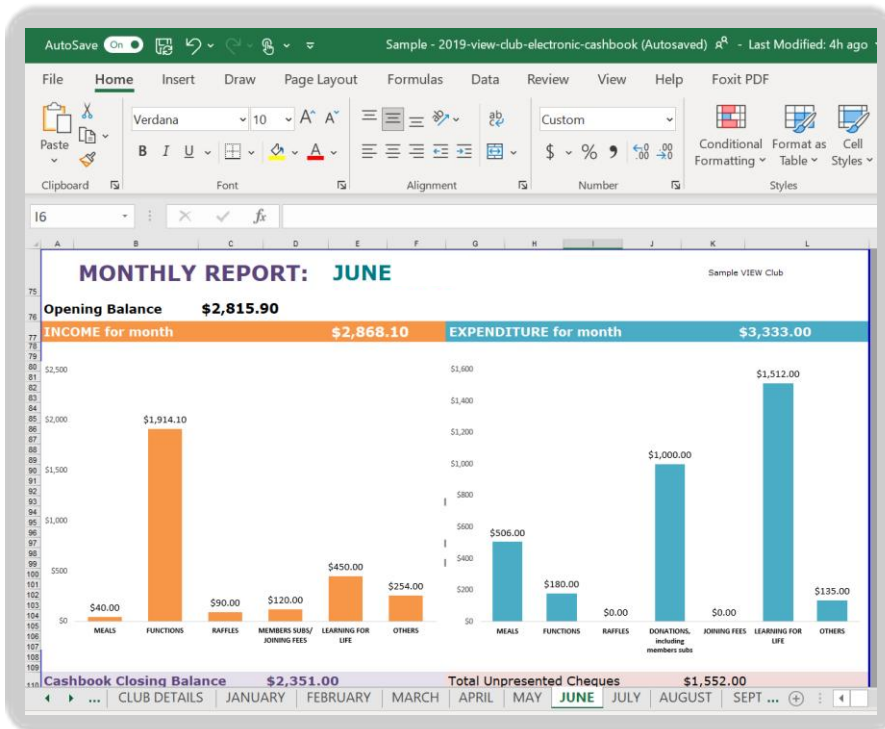
You do not need to fill in the “total banked” column.

Enter data in the grey cells
the white cells will calculate
automatically based.

[illegible]

Keep scrolling past income to reach the expenditure page

Monthly Report



Monthly Report with charts are built in to this sheet and based on your data for a month.

Add your comments in “grey” field for your monthly Treasurer’s report.

Income-Expenditure

**INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 2026**
Bathurst VIEW Club

INCOME	TOTAL	EXPENDITURE	TOTAL
MEALS	#REF!	MEALS	#REF!
FUNCTIONS	#REF!	FUNCTIONS	#REF!
RAFFLES	#REF!	RAFFLES	#REF!
DONATIONS	#REF!	DONATIONS, including members subs	#REF!
MEMBERS SUBS/JJOINING FEES	#REF!	JOINING FEES	#REF!
LEARNING FOR LIFE	#REF!	LEARNING FOR LIFE	#REF!
OTHERS	#REF!	OTHERS	#REF!
TOTAL INCOME	#REF!	TOTAL EXPENDITURE	#REF!

BANK RECONCILIATION FOR THE YEAR ENDED
CASHBOOK

Before you send your Club's Cashbook for Audit please reconcile this Income and Expenditure Statement.

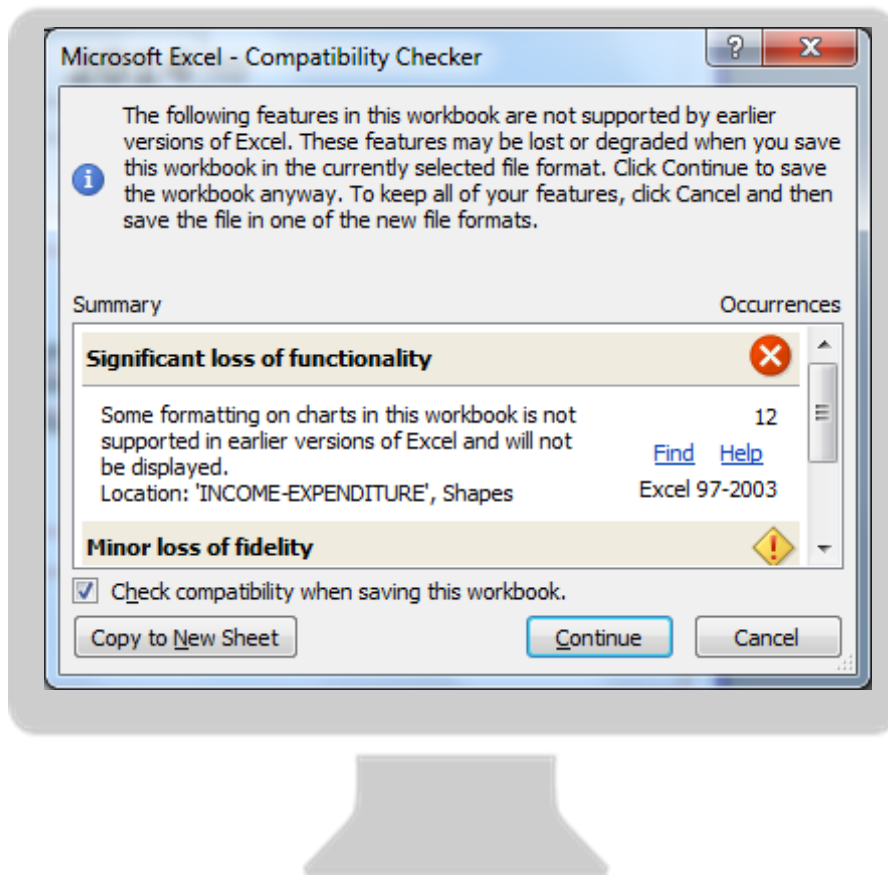
1. Confirm the Cashbook Opening Balance in January is matched with Cashbook Closing Balance as at 31 December of the previous year.
2. Confirm the Cashbook Closing Balance for the year is matched to the Total Bank Balance for the year.

This annual statement is produced automatically based on the information provided on each month's page.

You do not need to enter any data or make any changes.

You should check this page to make sure that the "variance cashbook closing balance to bank balance" is \$0 before sending your cashbook for audit.

Save your Cashbook



Depending on which version of excel you have, this window may appear when you save your file.

Don't worry – you won't lose any function or data!

Please click “Continue”.

Sharing your cashbook



We recommend that you email your electronic cashbook to another member of your committee (your assistant treasurer if you have one!) each month after you have completed the reconciliation for the month.

This way your committee can easily access the most recent financial data even if you are unwell or away and you will always have a back up in case the file is lost or damaged.

How to print your Cashbook?

[illegible]

1. Press **Ctrl + P** or click on **"File", "Print"**
 2. Choose pages
 3. Click on **Print** button
- We recommend to print only "Bank Reconciliation" page for you Treasurer's monthly club report.

Send your final Cashbook to National Office

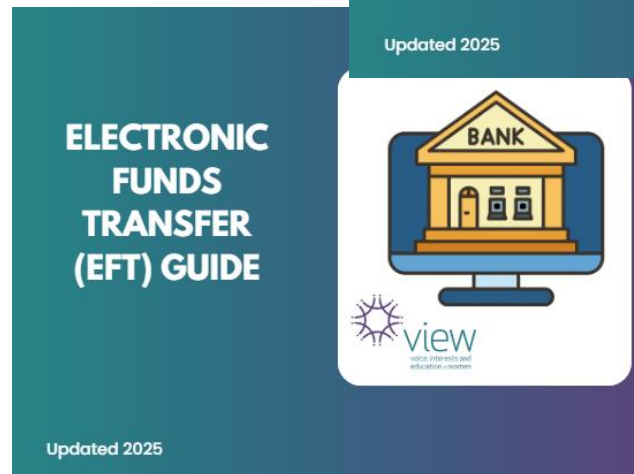
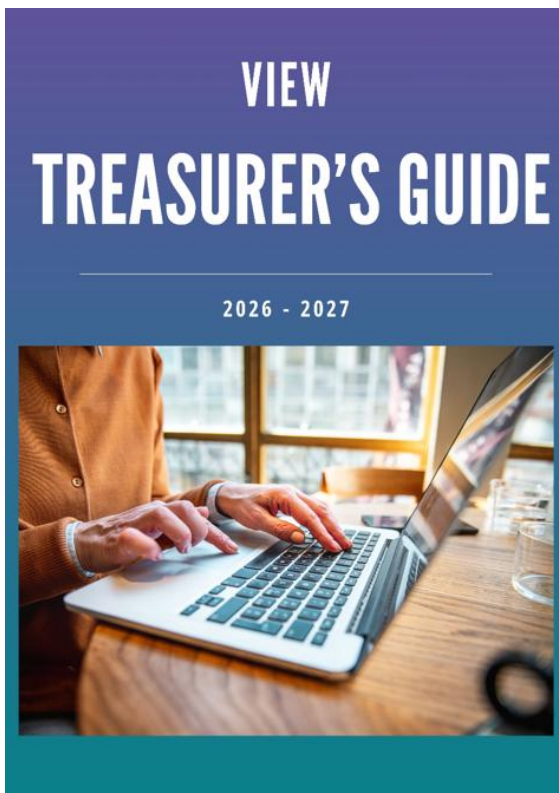
Each club receives the request for Audit once a year in January.

When you receive the request please email your electronic cashbook to National Office in excel. Do not send a PDF.

Other Treasurer's Resources

The most current and up to date documents and forms will always be available on the VIEW Website

<https://www.thesmithfamily.com.au/view-clubs/resources>





view

voice, interests and
education of women