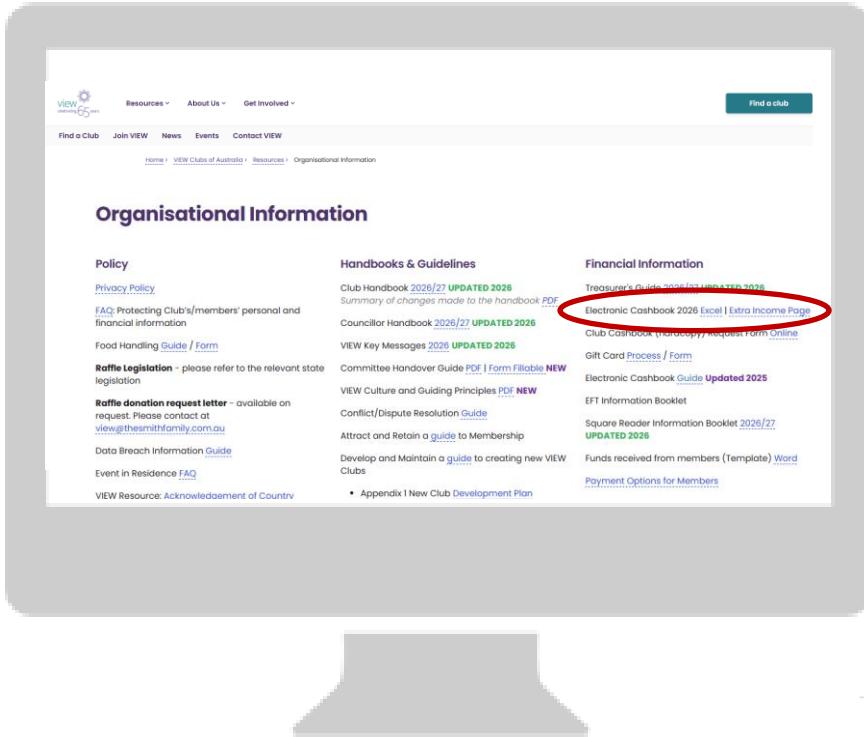


VIEW ELECTRONIC CASHBOOK GUIDE

Updated 2025



How to Download the Cashbook



The screenshot shows the 'Organisational Information' section of the website. It includes links for 'Policy', 'Handbooks & Guidelines', and 'Financial Information'. The 'Financial Information' section is circled in red, highlighting the 'Electronic Cashbook 2026 Excel | Extra Income Page' link.

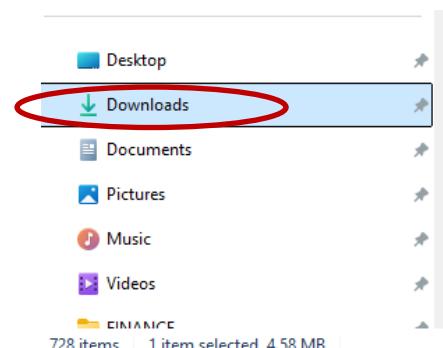
The electronic cashbook is available for download on the [VIEW Website Resources Page](#).

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

The file will be saved to your Downloads folder.

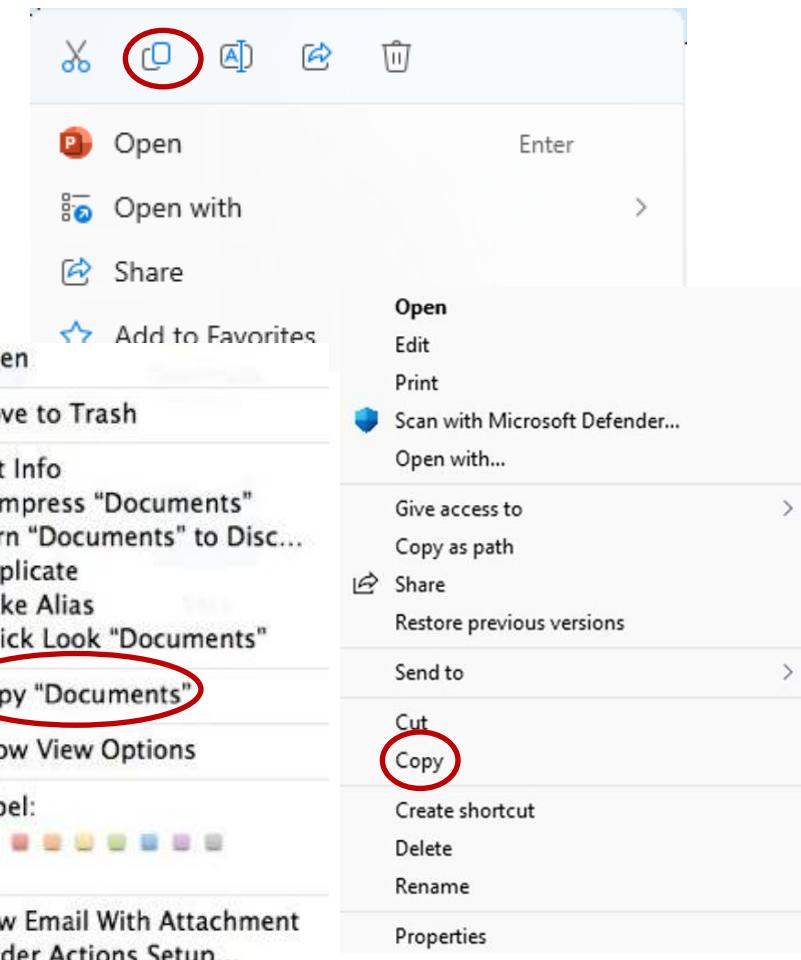


This icon will open the file explorer



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

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.

This is the electronic version of the VIEW Club Cashbook for use in recording the activity of VIEW Club accounts. The book is divided up into sheets that can be navigated using the tabs at the bottom of the page (for instance, this sheet is called "Introduction"). Sample pages are provided for assistance.

The Club Treasurer must complete all sections on all pages of this Cashbook.

Submit this Cashbook for VIEW annual audit (when requested) electronically by emailing it to National Office at view@thesmithfamily.com.au. Monthly Bank Statements, receipts and butts must be

Each month has three sections for recording income, expenditure, and for reconciling these records with bank statements. In the bank reconciliation section, total income and expenditure for the month is automatically populated from the data you have entered, the previous months closing balance is brought forward automatically as opening balance and formulas will check the reconciliation for you.

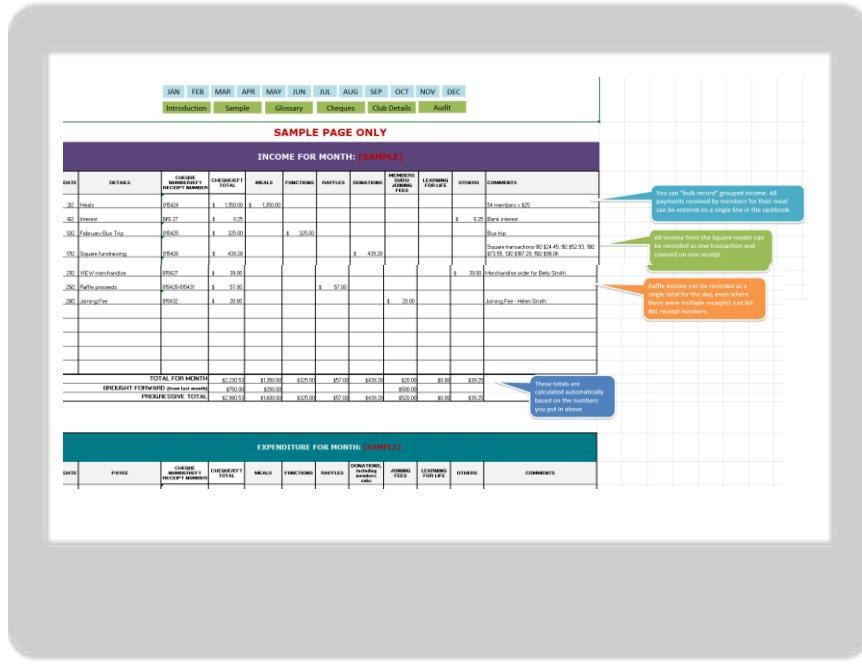
Monthly and annual reports are automatically created based on the data you entered, which can be used by the Treasurer for reporting purposes.

All formulas across all pages of this Cashbook are protected from being deleted - **don't worry, you can't break it!**



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

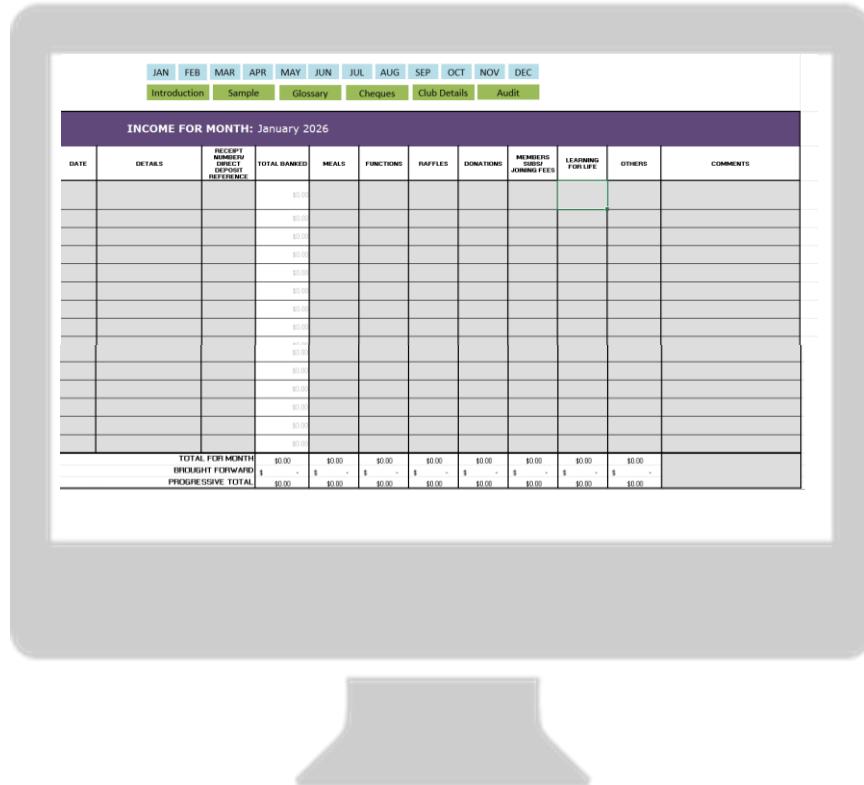
Sample



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.

Keep scrolling past income to reach the expenditure page

Reconciliation

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

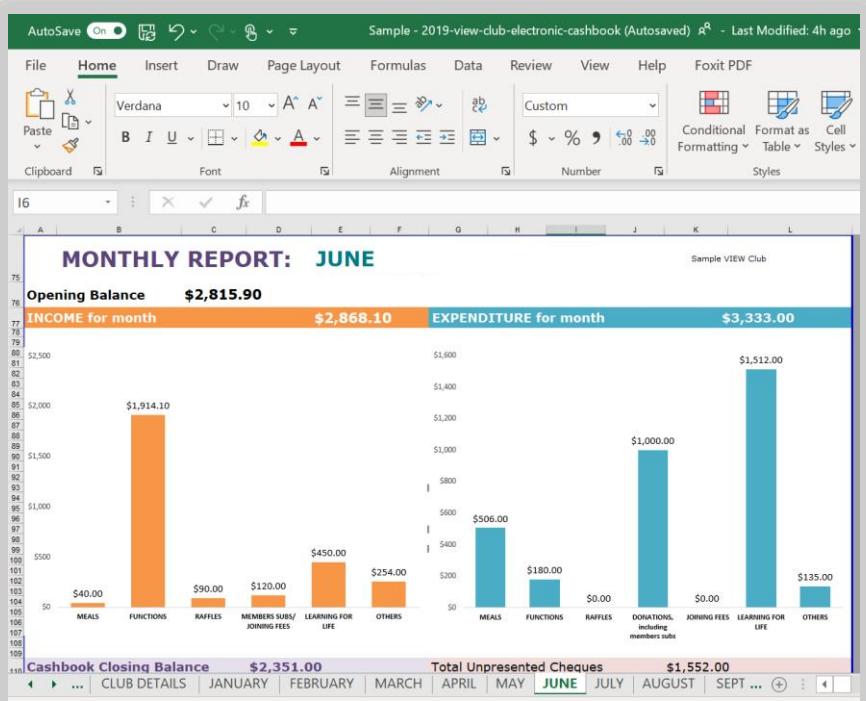
Fill in the **cashbook opening balance** for January 2026. This will be the same as your **cashbook closing balance** for December 2025.

The income and expenditure will automatically be calculated to produce your cashbook closing balance.

Then fill in your bank statement closing balance. This is the amount in your bank account on **31 January 2026**.

If you have correctly recorded all of your income and expenditure, your cashbook closing balance should exactly match your total bank balance

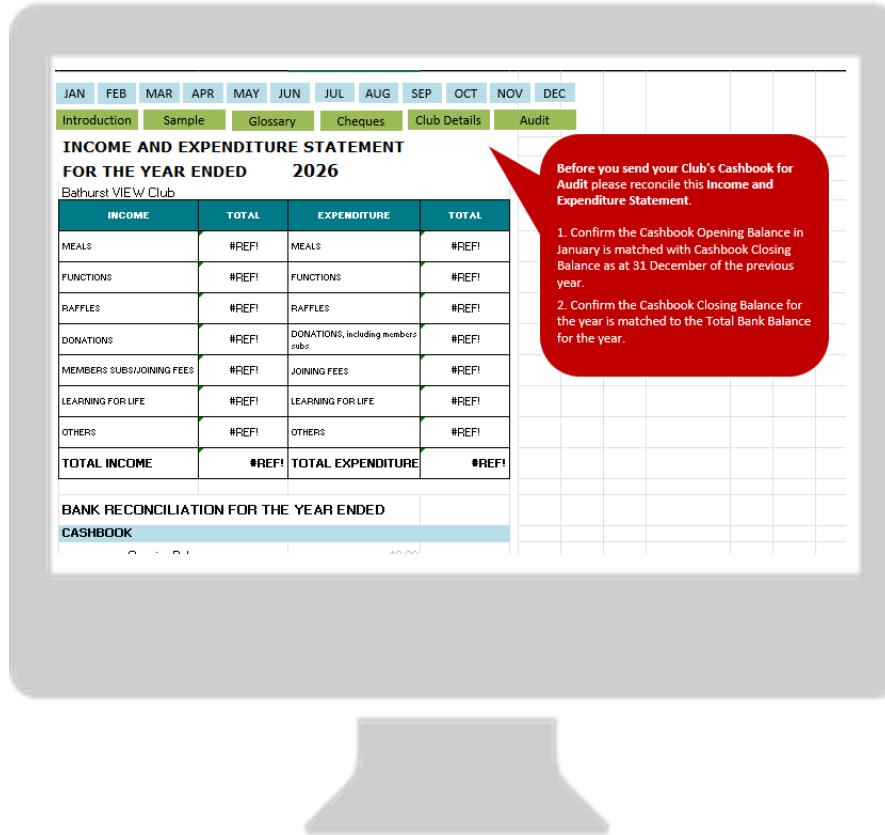
Monthly Report



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

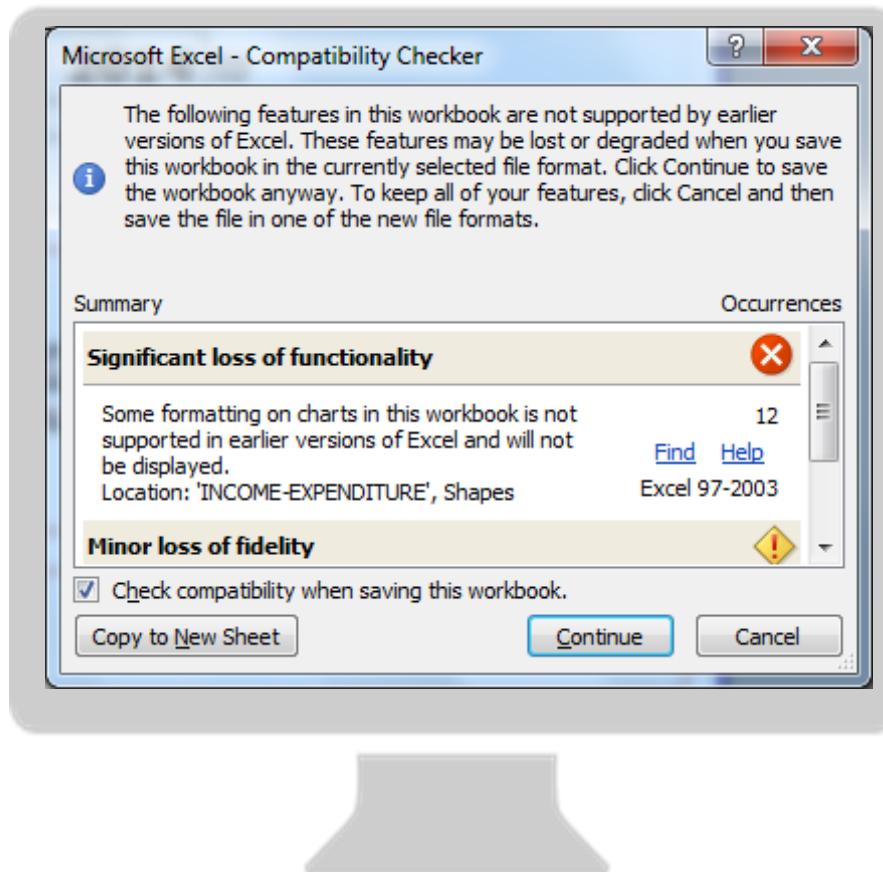


This annual statement is produced automatically based on the information provided on each month's page.

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

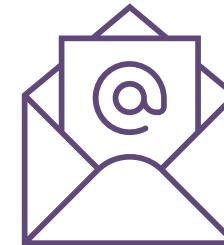


Depending on which version of excel you have, this window may appear when you save your file.

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

Please click "Continue".

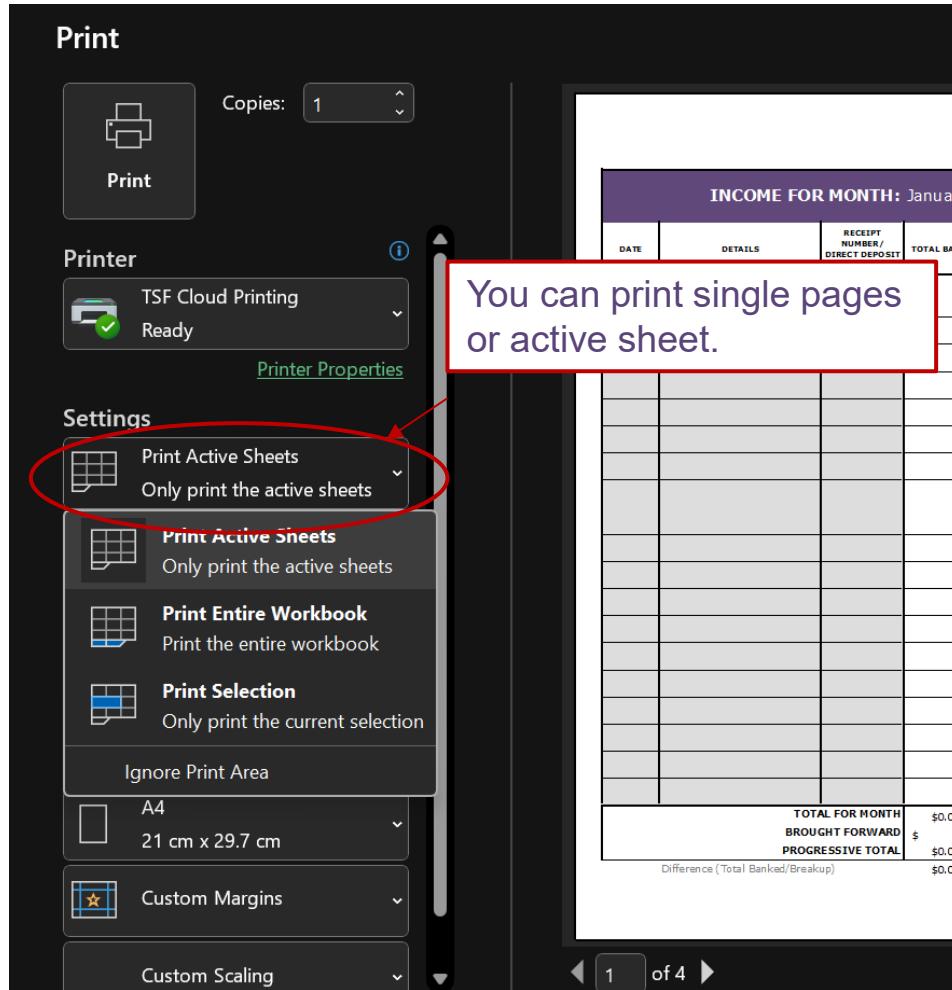
Sharing your cashbook



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?



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

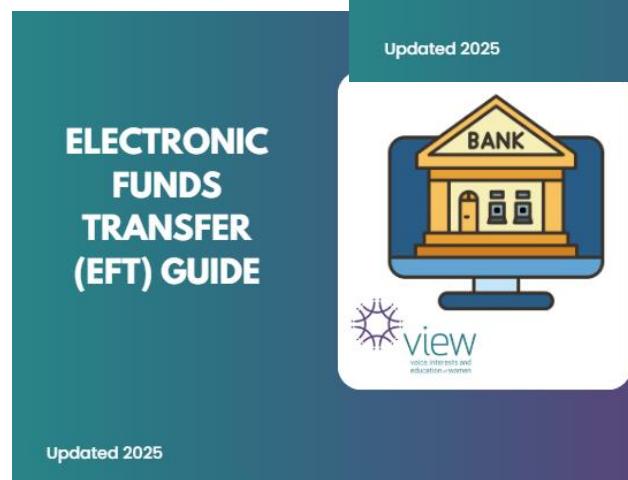
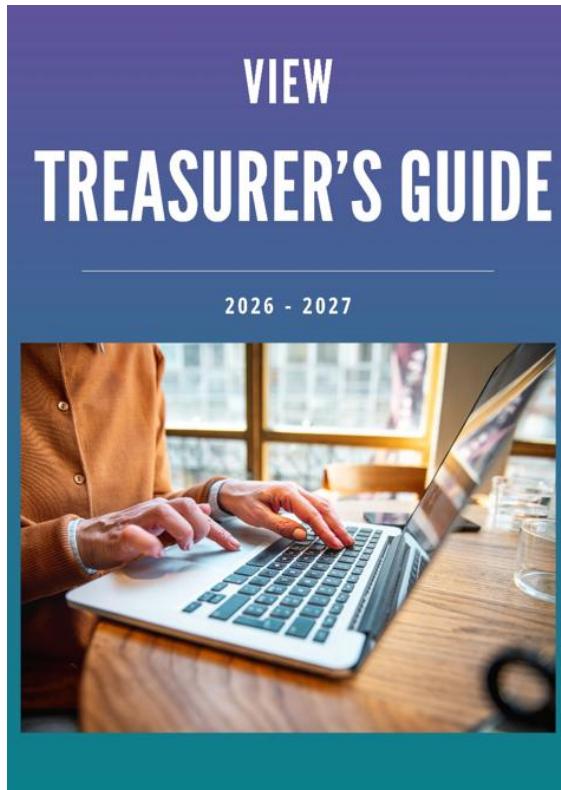
Each club receives the request for Audit once a year in January.

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