

VIEW Treasurer's Guide 2022



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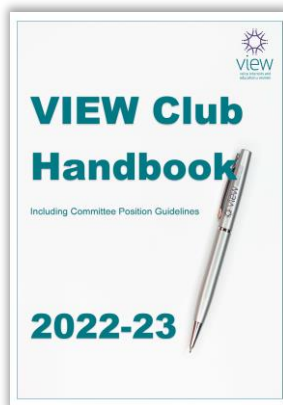
INTRODUCTION

Dear Treasurer,

We are very appreciative of members like you, who take on this most responsible position. We hope you find this guide of assistance to you in the role, especially when transitioning from one Treasurer to another.

This guide contains the most current information and should be read in conjunction with the Treasurer's Position Guidelines and the Club Handbook.

VIEW National Office



To download the “VIEW Club Handbook 2022-23” please go to www.view.org.au/resources/organisational-information

Treasurer & Assistant Treasurer Role

Processing Club payments

Collection and depositing of all funds into Club bank account

Managing Club funds and bank account



Keeping accurate financial records

Preparing and presenting Treasurer's report/s

Club Finances



Club Bank Account and Payments

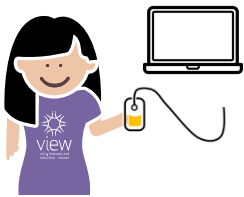
- ✔ Each Club must have only **one bank account** (preferably Westpac account).
- ✔ Club arranges with the bank to have **bank statements issued monthly on the last day of the month.**
- ✔ All funds collected **MUST be banked in the Club bank account.**
- ✔ **All payments must be authorised by two signatories** (Club members) with one being the Club Treasurer.
- ✔ Accounts **should not be paid in cash – all approved expenses should be paid by EFT, BPay or cheque.**



When opening a new account or changing signatories, a letter can be provided by National Office outlining the VIEW Club's affiliation with The Smith Family and exemption from providing a Tax File Number.

Members' Payment Options

These options may be used for any payment to the Club including meal payments, raffle tickets, annual subscriptions, purchase of merchandise, function/trip payments, and joining fees.



Direct Deposit – preferred method. It is recommended that all clubs provide members with the Direct Deposit option.



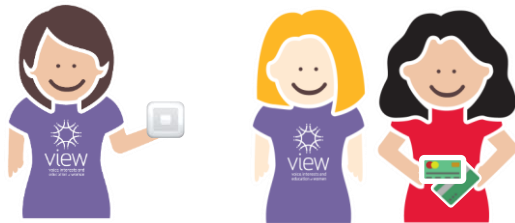
Cash - Monies raised by Clubs should be handled with care and must be banked into the Club bank account within three working days.



Cheque - Cheque payments to Clubs are made payable to the ...XXX VIEW Club.

Square Reader - Clubs may use “Square Reader” facility to accept payments utilising tap and go cards, chip cards, Apple Pay or Google Pay.

Square Reader



Clubs may use “Square Reader” facility to accept donations and any payment for their VIEW activities, including meal payments, raffle tickets, annual subscriptions, purchase of merchandise, function/trip payments, and joining fees utilising tap and go cards, chip cards, Apple Pay or Google Pay.

There is a single flat fee of **1.9% per transaction.**

Please Note: this fee will be automatically deducted before Square deposit funds to your account.



For more information please read “Square Reader Information Booklet” available at www.view.org.au/resources/organisational-information



Club Income

Income for VIEW Clubs comes from many sources, e.g., raffles, Annual Membership Subscriptions, Joining Fees, donations and monthly meals.

Cash should be handled with care and the following steps taken:

- ✓ **All monies are to be counted and recorded by two people** immediately after an event or as soon as practicable
- ✓ **All income must be banked** into the Club bank account **within three working days**
- ✓ All monies should be stored in a secure location, in a closed preferably locked drawer and not left on a desk/table



Receipting Income

A receipt is to be issued for all monies received by cash, cheque, direct deposit or Square Reader.

One receipt can be written for grouped transactions, for example:

- One receipt issued to cover direct deposits received for annual subscriptions
- One receipt issued to cover all meal monies
- Raffle monies to be receipted as a total for the day

Receipts can be recorded 'in bulk' in the Club Cashbook, using one line. i.e. those receipts that apply to the total sum deposited on that day. Please provide detailed information in “Comments” column for audit purposes.

Funds received from members						
Optional						
Club: _____ Year: _____						
Month: _____ Year: _____						
Member Name	Amount Received	Cash	Direct Deposit	Cheque	Square Reader	Comments
Sir Gordon Margaret Smith	200	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	sale
\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

We encourage Club Treasurers to use “Funds received from members” template for easier reconciliation.



To download the “Funds received from members” template please go to www.view.org.au/resources/organisational-information

Types of Income

Cash Donations by Individuals

VIEW Club receipts are not valid for tax deductible donations. Cash donations made by an individual through VIEW Club must be banked and recorded in the VIEW Club Cashbook.

Annual Membership Subscription and Joining Fee

Annual Membership Subscription is to be collected from each member at the Annual General Meeting or the first Club meeting of the year. Membership fees should be banked into Club's bank account and remitted to The Smith Family **by 31 March**. When new members join, Club must send membership fees as a separate cheque.

[Use "Application for Membership Form"](#)

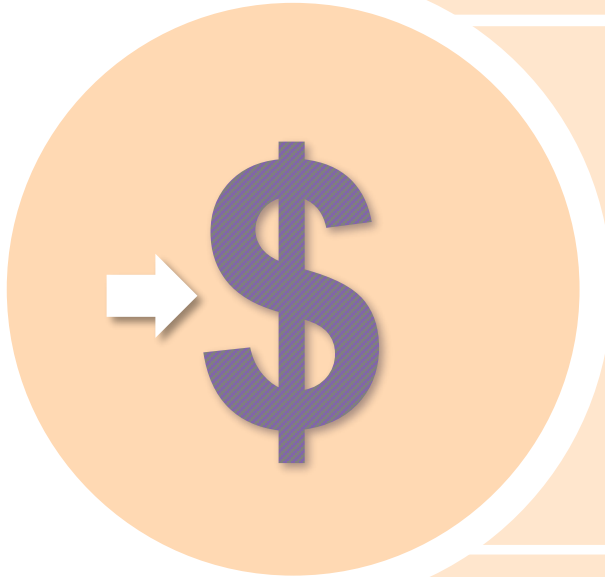
Ticket Monies

All ticket monies must be receipted so that there is clear accountability and each transaction can be traced. The income should be banked into the Club's account and payment made via EFT or Club cheque.

Member Purchases

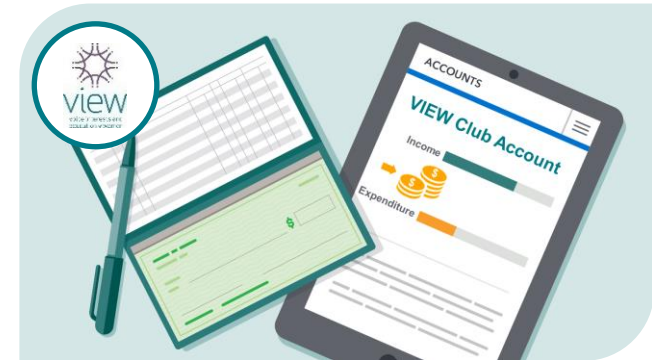
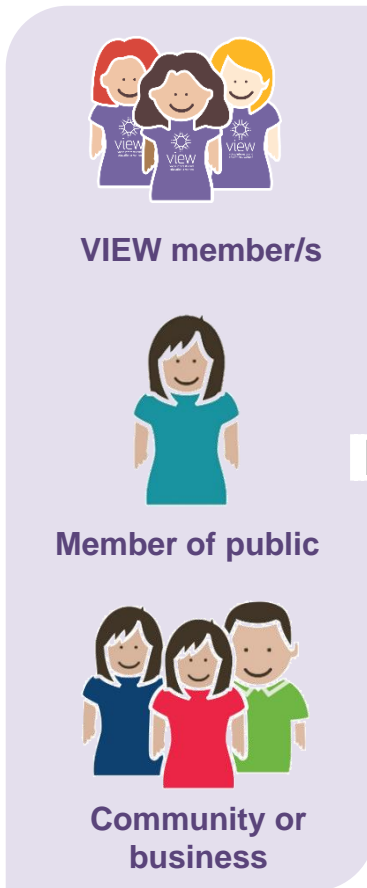
Members wishing to purchase items from National Office are required to remit money in advance to the Club, after which the Club will make a purchase on their behalf.

[Use "Stock Order Form"](#)



Cash Donations by Individuals

Any cash donations received by a VIEW Club **must be banked and recorded in the VIEW Club Cashbook** in the “Donations” column.

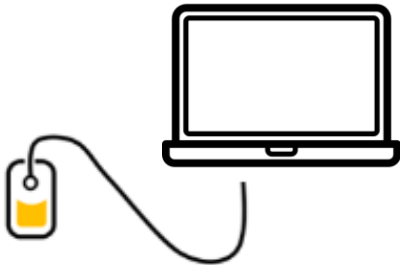


Processing Club Payments

The Treasurer must ensure all payments and accounts are authorised by the Club committee and paid in a timely manner.

Accounts should not be paid in cash – all approved expenses should be paid by the following options:

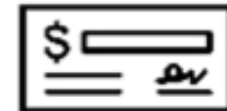
EFT



BPay



Cheque



Use Electronic Funds Transfer



VIEW Clubs can use EFT for any transactions related to your Club, e.g. venue hire, meals, etc. as well as some payments to The Smith Family.

If you would like to know more, please read “EFT Information Booklet” available at www.view.org.au/resources/organisational-information.

EFT transactions have a few advantages over payment by cheque:

- ✓ **It's safer than cheques** – EFT payments are processed by the bank, so they cannot be lost or misplaced.
- ✓ **Takes several minutes to finalise the transaction.** All transactions are recorded by the financial institution.
- ✓ When you make an online payment to an account **it only takes up to three days for your recipient to get a payment.**
- ✓ **You can print a receipt immediately** after transaction has been completed.



EFT Payments to The Smith Family: process

When Clubs process payments to The Smith Family via EFT, Clubs are required to complete **VIEW EFT Transaction Form** provided by National Office each year and **follow the correct process** to ensure the Club's transaction/s are identified and funds appropriately allocated.



1. Complete your Club's EFT Transaction Form. Upon request, National Office provides a Club with an **EFT Transaction Form** with that Club's unique Reference Number.



2. EFT via online banking. Use your Club's Reference Number as a descriptor of the transaction when online banking.



3. Email completed EFT Transaction Form to National Office.



4. Record transaction in VIEW Club Cashbook.

Cheque Book

The Treasurer holds the Club's cheque book and is responsible for payment of all outstanding monies as authorised by the Club committee.

Payments should only be made after the committee has approved the expenditure.



If you need to cancel a cheque for any reason (e.g., no longer needed or you have made an error), draw a line across the face of the cheque, write 'cancelled', and fold the cheque into the cheque book, ahead of the next cheque.

Club Expenditure

Every item of expenditure (i.e. cheque written, EFT reference number) **must be supported by an account and/or receipt marked** with the item/s purchased, by whom and the date of purchase.

The cheque butt **must be completed** at the same time as cheque is written.

Keep the copy of the receipt or EFT Form (for The Smith Family payments) for all transactions paid via EFT, for Audit purposes.



Types of Expenditure

Venue/Meal Costs

Payments for venue hire/meal cost for for the Club's monthly meetings, etc.

Club Donations to The Smith Family

Clubs are encouraged to send any surplus funds to The Smith Family National Office at least twice yearly.

[Use "VIEW Club Donation Form"](#)

Learning for Life Sponsorships

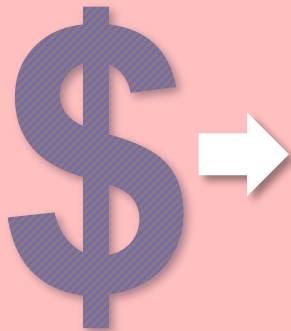
Learning for Life student sponsorships provide financial support to individual participants who are eligible for the program, from Primary school to Tertiary level.

[Use "VIEW Club Donation Form"](#)

Petty Cash/Refunds

Petty cash is used to reimburse members for small expenses. Members should present receipts for all petty cash purchases, which clearly show purchase and date. All supporting documents must be attached to the completed Petty Cash Recording Form.

[Use "Petty Cash Recording Form"](#)



Club Donations to The Smith Family



As VIEW is part of The Smith Family, all VIEW Clubs funds belong to The Smith Family.

All monies received through Club activities must be banked. Clubs are encouraged to send any surplus funds to The Smith Family National Office at least twice yearly.



- **Mid-Year Winter Appeal in June/July**
- **November/December for the Christmas Appeal**

Clubs are not restricted to only sending in donations at these times and should send excess funds as often as possible to purchase Joysreader Gifts or support any of The Smith Family Appeals, including Toy & Book Appeal or give a General Donation to the Smith Family.

Clubs are requested to retain minimum funds in Club accounts to cover current expenses.

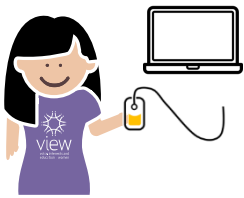
Donations



VIEW Clubs must not use Club funds to purchase items (e.g. toys) for The Smith Family.

This does not preclude individuals using their own money to purchase small items to donate to The Smith Family (e.g. stationery items for packs for *Learning for Life* students).

Sending Payments to National Office



via EFT

Donations (including General Donations, annual membership subscriptions, The Smith Family Appeals and Joyspreader Gifts) and *Learning for Life* sponsorships can be paid via EFT.



by Cheque

Please ensure that **SEPARATE CHEQUES** are forwarded for each payment to VIEW National Office **GPO Box 10500 SYDNEY 2001**.

All cheques must be made out to “The Smith Family”.



Donations
including Annual Subscriptions, TSF Appeals and Joyspreader Gifts



LfL Sponsorship



Joining Fee
for new members



Stock Items

Appropriate Use of Club Funds



It is the practice of VIEW Clubs to **donate at least twice a year to The Smith Family** during The Smith Family appeals.



Annual school award of a book or book voucher to the **value of no more than \$50** to one local school.



Money raised on behalf of VIEW **MUST** be forwarded to The Smith Family through National Office.



We encourage each VIEW Club **to sponsor (at least) one LfL student**. Special fundraising is optional.



Clubs are asked **not to buy** goods such as books or toys with funds raised because The Smith Family has in place purchasing arrangements which allow them to acquire goods and services at significantly reduced prices.



VIEW Club funds are **NOT** to be donated directly to schools and/or students in local areas other than a donation of a book award/voucher (no more than \$50) to one local school.



Members **cannot** use Club funds (may use their own money) to purchase small items (stationery, etc.) to donate to their local Smith Family offices for distribution in their area.

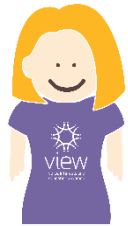


Club funds may not be used to purchase flowers to celebrate a members special event or in memory of a deceased member. A donation to The Smith Family in memory of a deceased member is suggested.



Petty Cash & Refunds

Petty cash is used to reimburse members for small expenses such as stamps, envelopes, etc. Members should present receipts for all petty cash purchases, which clearly show purchase and date. These receipts need to be retained for record purposes.



up to **\$100**



The Petty Cash Recording form is to be used to record and track petty cash expenses. See “VIEW Forms” section.

The Treasurer is responsible for the petty cash fund and maintains copies of all receipts.

The Secretary is provided with a petty cash float up to the value of **\$100** which may be replenished during the year.



The Delegate may claim back the actual expenses to attend Delegates' meetings from her Club - petrol on a per kilometre basis at the rate of 30 cents* per kilometre or travel by public transport.

* Petrol claim on kilometre basis doesn't require a receipt.

Payments for Stock Orders

Currently payments for Joining fee, VIEW badges, pins and any other merchandise **MUST** be paid by Club's cheque.



1

Write a receipt for the total monies received from your member/s for VIEW Merchandise



2

Record details in your Club's Cashbook in the "INCOME" section



3

Monies collected from members must be banked to Club's account



4

Cheque drawn for purchases to be sent to National Office



5

Record details in your Club's Cashbook in the "EXPENDITURE" section in "Others" column

Treasurer's Reports

Club and Committee Meeting



- Treasurer's report on Club finances includes monthly income and expenditure statement and any other financial matters

Abridged Meeting



- Treasurer's reports only debit and credit balances and accounts for payment are presented

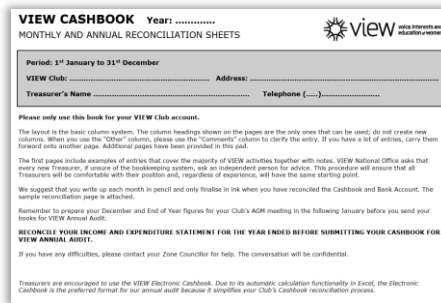
Annual General Meeting (AGM)



- Outgoing Treasurer's report includes financial report of the Club for the calendar year 1st January to 31st December

VIEW Club Cashbook

Each Club must maintain a VIEW Cashbook.



VIEW CASHBOOK Year:
MONTHLY AND ANNUAL RECONCILIATION SHEETS

view view interests and education of women

Period: 1st January to 31st December

VIEW Club: Address:
Treasurer's Name Telephone (.....)

Please only use this book for your VIEW Club account.

The layout is the basic column system. The column headings shown on the pages are the only ones that can be used; do not create new columns. When you use the "Other" column, please use the "Comments" column to clarify the entry. If you have a lot of entries, carry them forward onto another page. Additional pages have been provided in this pad.

The first pages include examples of entries that cover the majority of VIEW activities together with notes. VIEW National Office asks that every new Treasurer, if unsure of the bookkeeping system, ask an experienced person for advice. This procedure will ensure that all Treasurers will be comfortable with their position and, regardless of experience, will have the same starting point.

We suggest that you write up each month in pencil and only finalise in ink when you have reconciled the Cashbook and Bank Account. The sample reconciliation page is attached.

Remember to prepare your December and End of Year figures for your Club's AGM meeting in the following January before you send your books for VIEW Annual Audit.

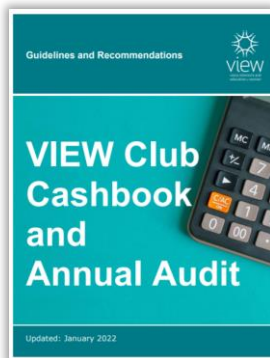
RECONCILE YOUR INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED BEFORE SUBMITTING YOUR CASHBOOK FOR VIEW ANNUAL AUDIT.

If you have any difficulties, please contact your Zone Councillor for help. The conversation will be confidential.

Treasurers are encouraged to use the VIEW Electronic Cashbook. Due to its automatic calculation functionality in Excel, the Electronic Cashbook is the preferred format for our annual audit because it simplifies your Club's Cashbook reconciliation process.

The VIEW Cashbook is provided to record all of the Club's financial transactions and should accurately reflect the Club's bank account reconciliation. It records income and expenditure and must be maintained with appropriate supporting documentation such as invoices, receipts, petty cash form, cheque book butts, etc.

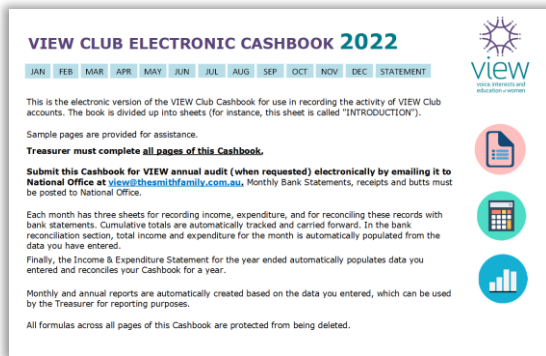
National Office provides Clubs with one printed in pad form (upon request). **All Treasurers are encouraged to use VIEW Electronic Cashbook where possible.**



VIEW Club Cashbook and Annual Audit Guidelines are available at www.view.org.au/resources/organisational-information.

VIEW Electronic Cashbook

It is easy to use and requires basic computer skills.



Easy data entry in Excel



Automatic Total calculations across all pages of the Cashbook. Formulas are protected from deletion.



Automatic completion of Income and Expenditure Statement for the year.

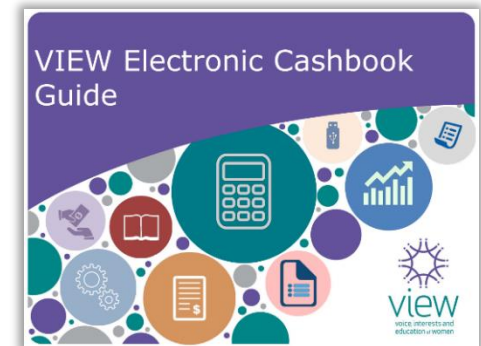


Monthly and annual reports are generated automatically. Charts are built in.

VIEW Electronic Cashbook Guide will help Club Treasurers to understand how to maintain VIEW Electronic Cashbook in Excel.

To download please go to

www.view.org.au/resources/organisational-information.



Cashbook Terminology

Income is all money coming to the Club bank account from monthly meals, functions, raffles, annual subscriptions, joining fee, *LfL*, donations, merchandise and others.

Expenditure is all payments made from the Club bank account for meals, functions, raffles, donations, joining fee, *LfL*, merchandise, other goods and services.

Brought Forward is a Progressive Total from the previous month.

Progressive Total is a YTD (year to date) total of Income/Expenditure.

Outstanding Deposits – deposits recorded in the Cashbook but not yet showing on the Bank Statement.

Unpresented Cheques – cheques recorded in the Cashbook but not yet showing on the Bank Statement.

Stale Cheque – an unpresented cheque becomes a “stale cheque” when it is over 12 months old.



What goes in each column of the cashbook Income page?

MEALS

Record meal income for the Club's monthly meetings. Record the total income received from members for their meal in the "Meals" column on the income page.



FUNCTIONS

This column is for special functions outside the monthly meeting, such as morning tea or outings. Record the total income received from members on the income page.

RAFFLES

Write a receipt for the total of raffle monies banked in any one bank deposit and record this sum in the 'Raffles' column on the income page.



DONATIONS

Any donations made to the Club by VIEW members, members of the public, community or businesses should be recorded in this column.

MEMBERS SUBS/JOINING FEE

This column records the Club's income from members for the Annual Membership Subscription or for payment of the one-off Joining Fee.



LEARNING FOR LIFE

All funds raised for *LfL* should be recorded in this column.

OTHERS

This column may be used to record all other income that is not covered elsewhere. For example, income relating to stock/merchandise items purchased from National Office and bank interest is recorded here. Always ensure that a description is entered against the line in the "Comments" column.



COMMENTS

Any message relating to a line in the Cashbook can be written in the "Comments" column.

What goes in each column of the cashbook Expenditure page?

MEALS

Record meal expenditure for the Club's monthly meetings.



FUNCTIONS

This column is for special functions outside the monthly meeting, such as morning tea or outings. Function accounts should not be paid without an invoice, and if a deposit is paid, ensure that a receipt is issued. Payments should be recorded on the expenditure page..

RAFFLES

Whilst donations for raffle prizes are preferred, if any item is purchased for a raffle, an invoice should be presented to the Club committee for approval and then payment or reimbursement. The payment is to be written in the "Raffle" column on the expenditure page.



DONATIONS to TSF,

including Annual Membership Subs
Record all donations (general donation, annual subscriptions, Appeals and Joysreader gifts) to The Smith Family in the "donations" column on the expenditure page.

JOINING FEE

Record your payments to The Smith Family for Joining Fee.



LEARNING FOR LIFE

Record the Club's sponsorship of *Learning for Life* students.

OTHERS

This column may be used to record all other expenditure that is not covered elsewhere. For example, expenditure relating to stock/merchandise items purchased from National Office is recorded here. Always ensure that a description is entered against the line in the "comments" column.



COMMENTS

Any message relating to a line in the Cashbook can be written in the "Comments" column.

Record Information Correctly in VIEW Cashbook



- ✓ Only the columns already printed in the cashbook should be used. Please do not insert any additional columns.
- ✓ All income and expenditure for each month must be recorded in the cashbook and clearly show the sums banked.

For example:

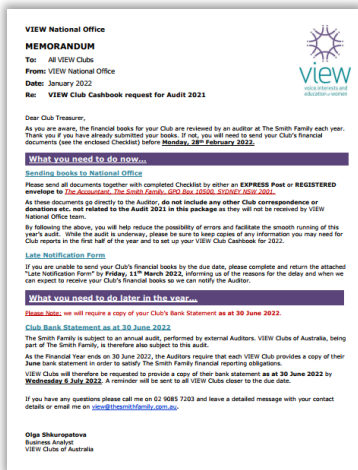
If the bank statement shows that \$852.45 was deposited on 12 June, the Cashbook should read \$852.45 deposited on 12 June. The Cashbook should show the breakdown of this deposit (subscriptions, raffle, meal money, etc.) written against the various categories in one line across the page.

- ✓ Receipts can be grouped e.g. receipts number 603551-603556.

Cashbook Request for Annual Audit



National Office sends every Club a “**Cashbook request for audit**” letter each year in **January** to remind clubs to prepare financial documents for audit.



After receiving the final bank statement **as at 31 December**, the Treasurer completes the Income and Expenditure statement for the year. Once completed, the VIEW Cashbook, together with the monthly bank statements, invoices, receipts, cheque butts other supporting documents are forwarded by Express or Registered Post to VIEW National Office, **GPO Box 10500, SYDNEY NSW 2001**.



Do not include any other Club correspondence, cheques or stock orders etc. not related to the audit in this audit package.

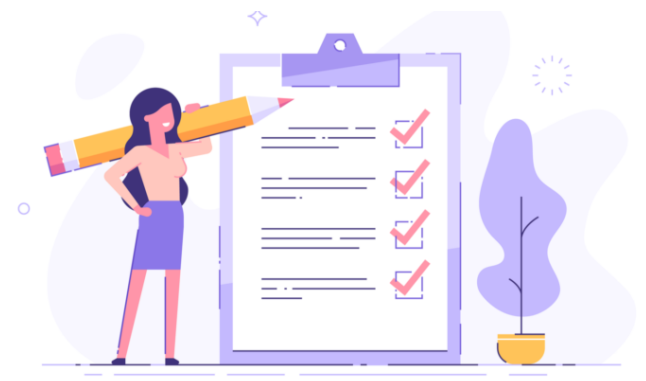


or



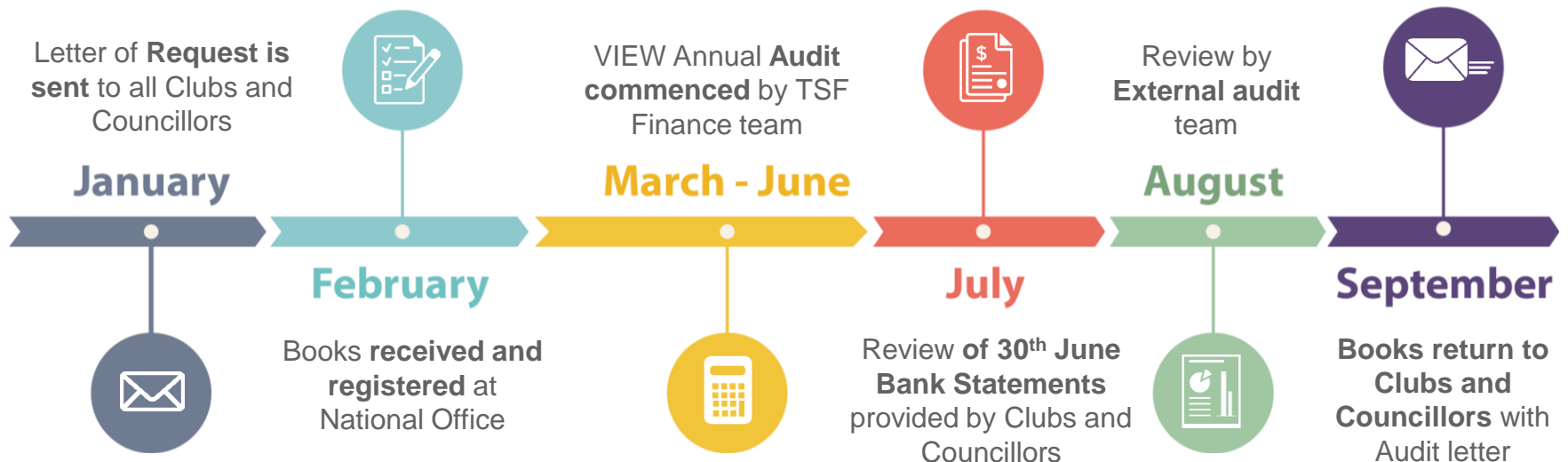
Audit Checklist for Submission to National Office

- VIEW Cashbook (hard copy)
- VIEW Electronic Cashbook - email the electronic version for Audit to view@thesmithfamily.com.au
- Completed and reconciled Income and Expenditure Statement
- Bank Statements from 01 January to 31 December
- All donation receipts from The Smith Family
- All Tax Invoices
- Deposit books (butts only)
- Cheque Books (butts only)
- VIEW Club receipt books
- Petty Cash Recording Form together with receipts/invoices
- Any supporting documents



Audit Process Timeline

It may take **up to 9 months** for the audited books to be returned to the Club Treasurer.



Club Bank Statement as at 30th June



As part of the audit for the period ending 30th June, auditors request that each VIEW Club provides a copy of their **bank statement for 30th June each year** in order to satisfy The Smith Family financial reporting obligations.

VIEW Clubs will be requested to provide a copy of their bank statement as at 30th June by the **first Friday of July each year**.

Commonwealth Bank
Commonwealth Bank of Australia
ABN 48 123 124 AFSL and
Australian credit licence 234245

Your Statement
Statement 301 (Page 1 of 2)
Account Number [REDACTED]
Statement Period 1 Jun 2021 - 30 Jun 2021
Closing Balance [REDACTED]
Enquiries 13 1998
(24 hours a day, 7 days a week)

Business Transaction Account

If this account has an attached overdraft limit or facility which is secured over your primary place of residence or over a residential investment property you should ensure that the property is insured in accordance with the terms and conditions of the mortgage. If you have any queries about your insurance cover you should contact your insurer. Information on property insurance can also be found on www.moneysmart.gov.au. Note, if this account has an attached overdraft limit or facility and we send you a statement every 4 or 6 months, we will update your statement preference to every 3 months as part of changes made to the new Banking Code of Practice from 1 July 2019.

Name: [REDACTED]

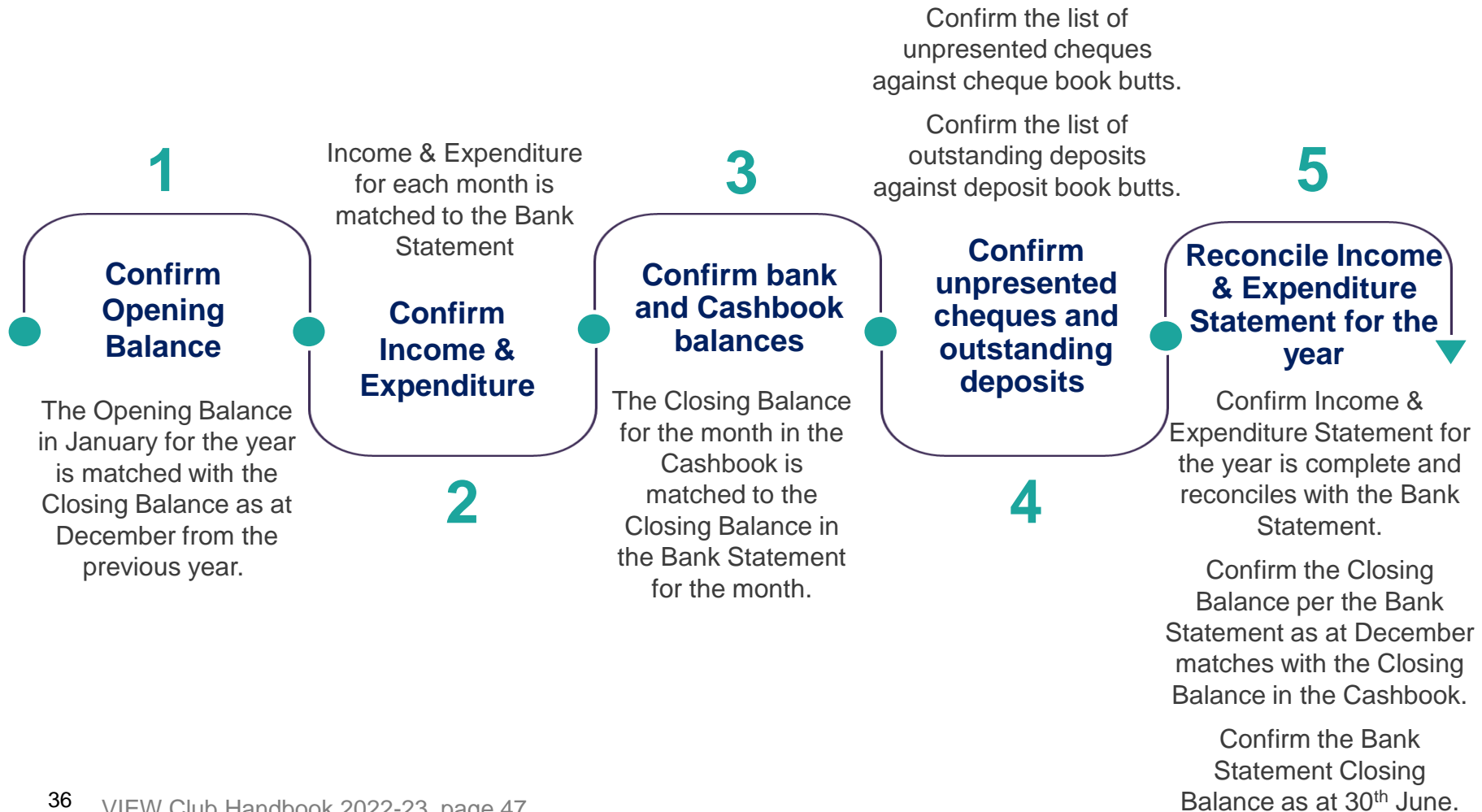
Note: Have you checked your statement today? It's easy to find out more information about each of your transactions by logging on to the CommBank App or NetBank. Should you have any questions on fees or see an error please contact us on the details above. Cheque proceeds are available when cleared.

The date of transactions shown here may be different on your other transaction lists (for example, the transaction list that appears on the CommBank app).

Date	Transaction	Debit	Credit	Balance
01 Jun				
18 Jun				
22 Jun				
22 Jun				
22 Jun				
24 Jun				
24 Jun				
24 Jun				
30 Jun				

Opening balance - Total debits + Total credits = Closing balance

VIEW Club Cashbook Reconciliation Process



General Information



Members and Membership



From January 2018 the Annual Membership Subscription is **\$20.00** per member.



Members pay their Annual Membership Subscription at the beginning of each year, **but no later than 31 March**.

Members who belong to more than one Club need to pay an Annual Membership Subscription to each Club they belong to.

Membership List provided by National Office must be updated and returned to National Office together with payment and “Payment Form - General Donation” (see VIEW Forms section).



All payments to be sent to National Office by 31 March.

Types of VIEW Membership



New Member

A new member is a woman who has never been a member of VIEW or a woman who is re-joining VIEW after a lapse of more than twelve months in her membership.

Joining Fee - \$20.00

Annual Membership Subscription - \$20.00

[Use “Application for Membership” Form](#)



Unfinancial Member

An unfinancial member is a person who has allowed her VIEW membership to lapse (i.e. has not paid her Annual Membership Subscription for more than 12 months).

Once a member becomes unfinancial, if she wishes to re-join VIEW she is regarded as a 'New Member' and pays the Joining Fee again, together with the Annual Membership Subscription. This includes members who are re-joining their own Club after an absence of more than 12 months.



Second Club Member

When a fully paid up member of one VIEW Club chooses to join another VIEW Club, she is known as a “second Club member”.

A Joining Fee is not required when a member joins an additional Club. A member must pay the Annual Membership Subscription to each Club she belongs to at the beginning of each year.

[Use “Changes to Member Details” Form](#)



Transferring Member

Financial members in their current Club can transfer their membership to another Club without charge. When a member transfers, previous membership history is transferred. A member who is transferring from one Club to another should be provided with information that confirms her membership status to her new Club.

[Use “Changes to Member Details” Form](#)

Resigning and Rejoining Members



Who is a “resigning member”?

A VIEW member who would like to resign due to ill health, financial situation, relocation, etc.



Who is a “rejoined member”?

A former member who is re-joining any VIEW Club after an absence of more than 12 months.



Please use “Changes to Member Details” Form.

Maintaining Club Records

To comply with statutory requirements, it is important that **Club information is kept for the following period:**



Ordering from National Office

- ☑ Orders can be forwarded to National Office by email or mail.
- ☑ Clubs are asked to consolidate their requests and send **one email or request/order** to National Office **per month**.
- ☑ Badge orders received by the end of the month, where possible, will be included in next mailout.
- ☑ All forms, including “Application for Membership Form”, “Changes to Member Details”, “Changes to Club Details” and “Stock Order Form” are updated each year and available at www.view.org.au/resources/forms.

My Smith Family Portal

My Smith Family Portal allows you to:

- ✓ download The Smith Family sponsorship/donation receipt/s
- ✓ review and download your *LfL* student/s profiles
- ✓ communicate by writing to your *LfL* student/s
- ✓ change your club details

For more information please read “*Helpful Tips for My Smith Family*”, “*My Smith Family Portal guide*” and “*My Smith Family FAQ*” available at view.org.au/resources/organisational-information.



Helpful tips for

The Smith Family
everyone's family

My Smith Family

view
voice, interests and
education of women

WELCOME TO MY SMITH FAMILY

Sign up today at
www.thesmithfamily.com.au/login

VIEW FORMS

Mail to:

GPO Box 10500
Sydney NSW 2001

Email to:

view@thesmithfamily.com.au



Updated VIEW Forms are available at
www.view.org.au/resources/forms

**“REMEMBER
TO INCLUDE YOUR
CLUB NAME ON ALL
CORRESPONDENCE”**

Linda, Office Coordinator – VIEW

Application for Membership Form



VIEW Clubs of Australia
Application for Membership

Please print clearly and use correct spelling. Your name badge will be based on this information.

NEW MEMBERS ONLY - Please use Changes to Member Details for other members.

1. I Apply to be a member of _____ and VIEW Clubs of Australia.

First Name(s): _____ Surname: _____
Preferred name: _____ Year of Birth: _____
For name badge (if different from above)

Address
City/Town: _____ State: _____ Postcode: _____

Tel: Home (inc Area Code) _____ Mobile _____

Email: _____

How did you hear about VIEW Clubs of Australia?
 Friend VIEW website Social Media VIEW Event
 Radio Print Media Local Community Other _____

In case of emergency please contact:
Name: _____
Contact Number _____ Relationship (eg son) _____

1. I agree to participate in the activities of this Club, operating within the VIEW Code of Conduct. I understand and agree that all funds raised by VIEW Clubs go to The Smith Family to help disadvantaged families.

2. I agree to pay the Joining Fee and Annual Membership Subscription.

Joining Fee	\$20.00
Annual Membership Subscription (from 2022)	\$20.00
Total:	\$40.00

Further, I understand that the Annual Membership Subscription is payable by the 31st March of each year for the continuity of membership.

Signed: _____ Date: _____

Privacy Statement: Information given is kept private and confidential and may only be used within VIEW Clubs of Australia and shall not be used for any other purpose. <https://www.viewclubs.org.au/privacy-policy>

Please return your form to: Club Secretary or Development Team member

Club Secretary return to: VIEW Clubs of Australia

Payments to National Office (for Club use only)			
Joining Fee	Cheque _____	Annual Membership Subscription	Cheque _____

Club - Membership Application Form Updated 2022

Remember to put Club's name

Print clearly and use correct spelling.

Provide your member's email address

Send **SEPARATE** cheques for *Joining Fee and Annual Membership Subscription*

Use this form to notify VIEW National Office of joining member.



Who is a "joining member"?

A joining member is someone who is **completely new to VIEW.**

For a transferring member or second Club membership please use the "Changes to Member" form.



The name badge for your new member will be processed based on this form.



Changes to Member Details Form



VIEW Clubs of Australia
Changes to Member Details
This information is used to update the VIEW Member Database.

Club: _____ Date: _____

Member Name
Please enter full name for member

CHANGES FOR MEMBER:
Please select one of the below

Member Details	Member History	<input type="checkbox"/> Re-joining (coming back to VIEW less than 12 months absence)
<input type="checkbox"/> Name	<input type="checkbox"/> Transfer (changing clubs)**	<input type="checkbox"/> Re-joining (coming back to VIEW after 12 months)
<input type="checkbox"/> Address	<input type="checkbox"/> Second Club (joining more than one club)**	<input type="checkbox"/> Deceased
<input type="checkbox"/> Phone	<input type="checkbox"/> Resignation (leaving VIEW)	
<input type="checkbox"/> Mobile		
<input type="checkbox"/> Email		

**Transferring/Second Club/Rejoining members requiring an updated name badge – please make separate request via Stock Order Form – cost \$15.

MEMBER DETAILS

New Name: _____ **Address:** _____

Phone _____ **Mobile** _____ **Email** _____

Previous Club Name

Second Club Name

Leaving VIEW
Date Leaving: _____ **Reason:** _____

For more than one member with similar changes – attach a secondary sheet with details.

Privacy Statement: Information given is kept private and confidential and may only be used within VIEW Clubs of Australia and shall not be used for any other purpose.

Email form to view@thesmjfamily.com.au
Post to VIEW Clubs of Australia, GPO Box 10500, Sydney, NSW 2001

Updated 2022

Please use this to notify VIEW National Office of:

- ✓ changes to member's **personal information**
- ✓ members who are **transferring** to your Club from another
- ✓ members who are **joining** your VIEW Club **in addition to another**

It will help National Office to maintain accurate records in VIEW Database.

Changes to Club Details Form



VIEW Clubs of Australia
Changes to Club Details

Please print clearly and use correct spelling.
Information used to update the VIEW Member Database.

This form does not replace the Club Committee List. Please complete Club Name & relevant sections with changes.

Club Name: _____

POSTAL ADDRESS

Address _____

Suburb _____ State _____ Postcode _____

CLUB EMAIL:

1st Contact _____

2nd Contact _____

MEETING VENUE

Time of Meeting: _____ Day of Meeting: _____
(eg 10am) (eg 1st Wednesday)

Venue Name _____

Address _____

Suburb _____ State _____ Postcode _____

Please use the official address of your venue

CHANGES TO COMMITTEE POSITION

Position	Outgoing Member	Incoming Member
Choose an item.	_____	_____
Choose an item.	_____	_____
Choose an item.	_____	_____

OPT IN HARDCOPY MAILOUT

This Club would like to receive hard copy documents.

The Committee understands that they will receive it is their responsibility to ensure they have received all monthly mailouts and that printing of any documents is the Committee's responsibility.

ALTERNATE ADDRESS/VIEW MATTERS

Address _____

Suburb _____ State _____ Postcode _____

Number of VIEW Matters required (round up to the nearest 10) _____

Return form to: VIEW Clubs of Australia. Email: view@thesmithfamily.com.au

Updated 2022 Office Use Only: Database Connect eParcel

Please use this form to notify VIEW National Office of:

- ✓ changes to your **Club's contact details**
- ✓ changes to your **Club's meeting venue**
- ✓ changes to your **Committee members**
- ✓ changes to your **number of VIEW Matters magazine.**

It will help National Office to maintain accurate records in VIEW Database.

Stock Order Form



VIEW Clubs of Australia Stock Order Form

Club: _____ Date: _____
 Club Contact: _____

ITEM	COUNT	PRICE	COST
BADGEWEAR (will be completed with club name)			
Replacement Badge			\$15 ea
Replacement Badge			
Replacement Badge			
INDIVIDUAL CLUB POSITION PINS			
President		Vice President	
Secretary		Assistant Secretary	
Treasurer		Assistant Treasurer	
Delegate		Publicity Officer	
		Program Officer	
		Team Leader	
		Hostess	
			\$10 ea
COMPLETE SET OF 10 COMMITTEE PINS			
			\$65 ea
SERVICE PINS			
Does not include Team Leader or Hostess			
			\$5 ea
PROMOTIONAL ITEMS			
BROCHURE Eight page promotional booklet			
ESSENCE CARD Wallet-sized promotional card			
			No charge
POSTER			
	A4	A3	
MERCHANDISE ITEMS			
PEN Silver metal pen with purple printed VIEW Logo			\$ 8 ea
VIEW NAIL FILE			\$ 5 ea
VIEW LAPEL PIN			\$2.50 ea
TRAVEL PACK - 3 luggage tags and document wallet			\$ 5 ea
TRAVEL DOCUMENT WALLET			\$ 4 ea
LUGGAGE TAG			\$ 3 ea
UMBRELLA	Logo	Purple	Spots
			\$15 ea
VIEW KEY RING			\$10 ea
VIEW NOTE CARDS - 10 cards (1 x 10 designs, incl envelopes)			\$10 pk
VIEW Travel Hairbrush			\$ 7 ea
VIEW Shoehorn			\$ 5 ea
VIEW Backpack			\$ 5 ea
VIEW Aeron			\$22 ea
VIEW Purple Pencho			\$10 ea
60th ANNIVERSARY COMMEMORATIVE ITEMS - LIMITED QUANTITIES			
PIN Commemorative 60 th Anniversary			\$ 8 ea
FAN Commemorative 60 th Anniversary			\$ 5 ea
Shopping Bag Commemorative 60 th Anniversary (strictly limited stock)			\$ 5 ea
TEA TOWEL Commemorative 60 th Anniversary			\$12 ea
SPECTACLE CLEANER Commemorative 60 th Anniversary			\$ 5 ea
STATIONERY ITEMS			
RECEIPT BOOK Book of 50 receipts			
RAFFLE BOOK Book of 50 raffle tickets (External Raffles only - strict limit 20 books)			No charge
CERTIFICATES Certificate of Appreciation			
All cheques must be made out to The Smith Family <small>Sent Cheque with order to VIEW National Office GPO Box 10500, Sydney NSW 2001</small>			TOTAL COST OF STOCK ORDER

Note: All forms are now available on the VIEW website please download them as you require them.
 For Letterhead - request word version from National Office - view@thesmithfamily.com.au

Remember to write your Club's name

The Tax Invoice will be issued and sent with your Club's order.

Please check the item/s price prior to sending order form and a cheque.

All your Club's transactions related to stock orders will appear on your Club's Statement provided by National Office in July each year.

Club's Statement: Sample



view
voice, interests and
education of women

VIEW Clubs of Australia
GPO Box 10500
Sydney NSW 2001

A.B.N. 28 000 030 179

SAMPLE VIEW Club

STATEMENT DATE
12/01/2022

Page 1 Activity From: 1/01/2021 To: 31/12/2021 Balance Forward: \$20.00

DATE	REF. NO.	DESCRIPTION	CHARGES	PAYMENTS	BALANCE
8/02/2021	00030093	Sale: SAMPLE VIEW Club	\$5.00		\$25.00
8/02/2021	00030120	Sale: SAMPLE VIEW Club	\$10.00		\$35.00
8/02/2021	CR025782	Payment: SAMPLE VIEW Club		\$15.00	\$20.00
17/03/2021	CR026096	Payment: SAMPLE VIEW Club		\$10.00	\$10.00
26/03/2021	00031451	Sale: SAMPLE VIEW Club	\$40.00		\$50.00
26/03/2021	CR025918	Payment: SAMPLE VIEW Club for 00031451		\$40.00	\$10.00
18/06/2021	00031509	Sale: SAMPLE VIEW Club	\$135.00		\$145.00
18/06/2021	CR026980	SAMPLE VIEW Club for 00031509		\$135.00	\$10.00
17/08/2021	00031736	Sale: SAMPLE VIEW Club	\$20.00		\$30.00
17/08/2021	CR027152	SAMPLE VIEW Club for 00031736		\$20.00	\$10.00
29/10/2021	00031922	Sale: SAMPLE VIEW Club			\$10.00
15/11/2021	00032035	SAMPLE VIEW Club	\$60.00		\$70.00
15/11/2021	CR027345	SAMPLE VIEW Club for 00032035		\$60.00	\$10.00

VIEW Statement detailing all transactions recorded in our system from **1st January through to 31th December.**

The Statement details anything processed as a stock order, including new member joining fees and purchases of any VIEW merchandise.

The Statement **does not include** donations, Annual Membership Subscriptions or *Learning for Life* sponsorships.

VIEW Club Donation Form

VIEW CLUB DONATION FORM 2022
Choose where your club funds go

While there is no requirement to contribute to all of the options, if your Club has chosen to contribute to more than one option, you may enclose a single cheque for the full amount and note the breakdown below.

CLUB DETAILS

Supporter ID: _____ Date: _____

Club Name: _____

Club Contact Position: _____

Club Contact Name: _____

Club Address: _____

DONATION DETAILS

General Donations & Appeals

Donation	VIEW**GEN01	General Donation Annual Subscription - \$20 per member TSF Winter Appeal (from May) TSF Christmas Appeal (from Nov) TSF Toy & Book Appeal (from Nov) Other	Amount

General donations are linked to any specific program and can be for any amount.

Learning for Life Sponsorship

Level	Until 30/06/22	From 1/07/22	Renewed	Amount
School (Kindergarten-YR10)	\$624	\$660	VIEW**VLLF01	
Senior Secondary (Year 11 & 12)	\$888	\$936		
Tertiary (shared)*	\$1,248	\$1,320		

* If a VIEW Club wishes to continue supporting their student to Tertiary education, a shared sponsorship is available at \$1,248/year (\$1,320 from 1/07/22). Please note that a Tertiary sponsorship is \$3,048 (\$3,732 from 1/07/22), & the remaining \$2,280/year (\$2,412 from 1/07/22) will be picked up by corporate sponsor.

A Learning for Life pledge requires an annual commitment of a nominated amount.
Please call 1800 633 622 or email to sponsorship@thesmithfamily.com.au with any enquiries about Learning for Life.

Joyspreader Gift Donation

Item	VIEW**G00N01-08	Number	Amount
Literacy Support	VIEW**G00N01	Number:	\$20.00
Itack Program	VIEW**G00N02	Number:	\$35.00
Numeracy Support Pack	VIEW**G00N03	Number:	\$40.00
Student Reading program	VIEW**G00N04	Number:	\$50.00
SenArts Program	VIEW**G00N05	Number:	\$70.00
Inspire a Reader	VIEW**G00N06	Number:	\$70.00
Links to Learning	VIEW**G00N07	Number:	\$75.00
Primary School Pack	VIEW**G00N08	Number:	\$85.00
Fast Tracking Careers	VIEW**G00N09	Number:	\$85.00
High School Pack	VIEW**G00N10	Number:	\$100.00
Indigenous Mentorship	VIEW**G00N11	Number:	\$100.00
Career Mentorship	VIEW**G00N12	Number:	\$150.00
Internet Access Two Terms	VIEW**G00N13	Number:	\$360.00
Catch Up Pack	VIEW**G00N14	Number:	\$420.00

CHEQUE TOTAL AMOUNT \$ _____

“VIEW Club Donation Form” is used to make the following payments to The Smith Family:

General Donations & Appeals

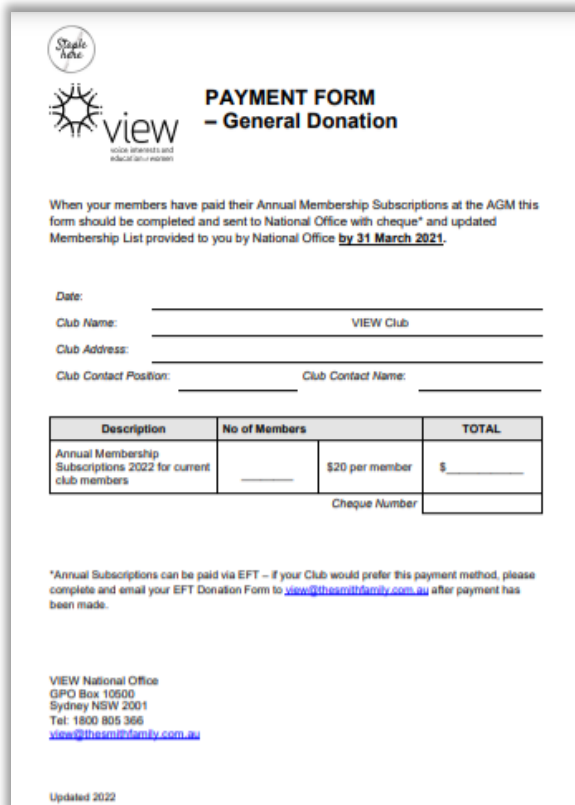
- ✓ General Donation,
- ✓ Annual Subscription
- ✓ TSF Winter Appeal
- ✓ TSF Christmas Appeal
- ✓ TSF Toy&Book Appeal
- ✓ Other



Learning For Life Sponsorship

- ✓ Renewed
- ✓ First time
- ✓ A new student
- ✓ Payment in advance

Joyspreader Gift Donations

Payment Form – General Donation



  **PAYMENT FORM
– General Donation**

When your members have paid their Annual Membership Subscriptions at the AGM this form should be completed and sent to National Office with cheque* and updated Membership List provided to you by National Office **by 31 March 2021**.

Date: _____
Club Name: _____ VIEW Club
Club Address: _____
Club Contact Position: _____ Club Contact Name: _____

Description	No of Members		TOTAL
Annual Membership Subscriptions 2022 for current club members	_____	\$20 per member	\$ _____
Cheque Number			_____

*Annual Subscriptions can be paid via EFT – if your Club would prefer this payment method, please complete and email your EFT Donation Form to view@thesmithfamily.com.au after payment has been made.

VIEW National Office
GPO Box 10500
Sydney NSW 2001
Tel: 1800 805 366
view@thesmithfamily.com.au

Updated 2022

This form is provided to each Club by National Office together with the Membership List. The form is used for payment of your **current members' Annual Membership Subscriptions** and needs to be forwarded to National Office together with the payment and the Membership List.



Members pay their Annual Membership Subscription at the first meeting of each year, **but no later than 31 March**.

Key Contacts



The Smith Family

www.thesmithfamily.com.au

 Level 17, 2 Market Street SYDNEY NSW 2000

VIEW National Office

www.view.org.au

 GPO Box 10500, SYDNEY NSW 2001

 1800 805 366 or (02) 9085 7178 (inside Sydney Metro)

 view@thesmithfamily.com.au

LfL Supporter Care Team

 1800 633 622

 sponsorship@thesmithfamily.com.au

National Office would like to thank

Future of VIEW Working Group

PNP Lorraine Montgomery

PNVP Lyn Geer

PNVP Susan Groenhout

PNVP Sue Field

for their significant contribution to the development of the
“VIEW Club Handbook 2022-23” and
“Councillor Handbook 2022-23”.



view

voice, interests and
education of women