

# PEEL-HARVEY CATCHMENT COUNCIL

## Finance and Audit Steering Committee Meeting Meeting Notes



**PHCC** Working Together  
Peel-Harvey Catchment Council

To be held at 10.00am 17 September 2018

PHCC Office, 58 Sutton Street, Mandurah

### In Attendance:

Marilyn Gray	Treasurer (Chair)
Caroline Knight	Local Government Member
Jane O'Malley	Chief Executive Officer
Karen Henderson	Finance Manager

### Apologies:

Howard Mitchell	Community Member
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Marilyn welcomed everyone and noted that 2 previous scheduled F&A Meetings had to be deferred due to unforeseen circumstances in March and July. With uncertainty around RLP tender outcomes, it was decided to reschedule the July F&A Meeting to a date following Jane's return from Leave in September, when it was expected that the funding position would be clearer.

### 1. Confirmation of previous notes:

*Moved: Marilyn Gray*

*Seconded: Jane O'Malley*

***That the notes of previous meeting be confirmed as a true and correct record of the Finance and Audit Steering Committee meeting of 4 December 2017.***

*CARRIED*

### 2. Business Arising from Previous Meetings :

No	Action	Resp	Complete
1.	<p>Item 6.6 [10 July 2017] – Terms of Reference Finance &amp; Audit Committee</p> <p><i>Jane and Karen to make the necessary changes to the Terms of Reference for the F&amp;A Committee and once they are happy with them, Jane to take to the Executive Group for their comment prior to presentation to the PHCC.</i></p> <p><i>4.12.17 – The ToR were withdrawn from August General Meeting as it required further review. The related "Committee Policy" was endorsed at October's General Meeting so ToR ready for endorsement at December meeting.</i></p> <p><b><i>ACTION: Can now progress along with other Sub-Committee ToR now that 1.7 Sub-Committees Policy was endorsed at August General Meeting. Jane and Karen to review, and table at next F&amp;A meeting ready for endorsement by Board at December Meeting.</i></b></p>	Jane Karen	In progress

Summary of Actions from Meeting of 4 December 2017:

No	Action	Resp	Complete
2.	<p>Item 2.4 [4 December 2017] Payroll Cashflow</p> <ol style="list-style-type: none"> <li>1. <i>Karen to provide F&amp;A with review of the Asset Replacement process, and show where costs are being captured, for the next meeting.</i></li> <li>2. <i>The adjusted wage model be recommended as the basis for costing projects, as presented.</i></li> <li>3. <i>Jane to send a letter to Bart Kartaski on behalf of the Board and staff acknowledging the invaluable voluntary work he has provided during 2017 and with his IT knowledge and expertise given to the organisation, staff have been able to develop friendly-user, streamlined spreadsheets eliminating the risk of error.</i></li> </ol> <p><i>Card and Fuel Voucher presented to Bart at his Birthday celebration to show staff appreciation.</i></p> <ol style="list-style-type: none"> <li>4. <i>Andy to acknowledge Barts contribution to the organisation at the EOY function.</i></li> </ol>	<p>Karen</p> <p>Karen</p> <p>Jane (via Karen)</p> <p>Andy (via Jane)</p>	<p></p> <p>COMPLETE</p> <p>COMPLETE</p> <p>COMPLETE</p>
3.	<p>Item 6.2[4 December 2017] HRRT request Credit Card limit increase to \$1000 for Jane Townsend</p> <p><i>Jane to respond to letter of request to increase HRRT credit card from a monthly limit of \$500 to \$1000 advising that the request will be considered as part of the PHCC's overall credit card review in the first half of 2018.</i></p> <p><b>ACTION: Credit Card review deferred due to the new staff structure not confirmed because of delays in the RLP Program. Jane to respond to letter as stated above.</b></p>	Jane	In Progress
4.	<p>Item 6.2[4 December 2017]</p> <p><i>That Karen, with the support and consultation of program managers, including Thelma Crook, prepare a Finance Policy for recommendation to the PHCC that provides clarity and consistency across the organization in respect to the provision of grants to landowners and organisations that:</i></p> <ol style="list-style-type: none"> <li>1. <i>Have and ABN and registered for GST</i></li> <li>2. <i>Have an ABN and not registered for GST</i></li> <li>3. <i>Do not have an ABN therefore not registered for GST</i></li> </ol> <p><i>With the final recommendations to be delegated to the relevant Steering Committee, for exemptions under extenuating circumstances (e.g. where exceptional NRM outcomes may be achieved).</i></p>	<p>Karen and Thelma</p> <p>Jane</p>	In progress

	<p><i>Jane reported that with the new Staff Structure, Andrew Del Marco has been tasked to review the whole Grants process from start to finish and develop a process that will be uniform across the Organisation.</i></p> <p><b>ACTION: Jane to discuss with Andrew Del Marco this process and report back next meeting.</b></p>		
5.	<p>Item 6.3 [4 December 2017] Quote for 2018 Organisation Audit</p> <p><i>Karen to advise AMD Chartered Accountants that their quote for the PHCC 2018 Organisational Audit has been accepted and provide a Purchase Order to tentatively book in the audit for August.</i></p> <p><i>Audit confirmed for August 1 and 2. Purchase Order sent.</i></p>	Karen	COMPLETE
6.	<p>Item 6.4 [4 December 2017] CEO Travel to Canberra – November 2017.</p> <p><i>Karen to invoice Jane for \$200.80 being the difference between travel expenses to allow her to stop over in Melbourne on her way to the National CEO's meeting in Canberra.</i></p>	Karen	COMPLETE
7.	<p>Item 6.6 [4 December 2017] HRRT Old Computers – Offer for PHCC to purchase</p> <ol style="list-style-type: none"> <li><i>Jane O'Malley advise that the PHCC does not wish to purchase HRRT's surplus lap-tops;</i></li> <li><i>Pat Sutton to consider the implications of removing HRRT from the LASAR support and make a recommendation to the F&amp;A committee for their subsequent recommendation back to the HRRT; and</i></li> <li><i>Jane O'Malley arrange, via Kim Wilson and Jane Townsend, an appropriate time to meet with the HRRT Board to discuss most effective ways for the PHCC to continue to support the HRRT team, within the PHCC's capacity, for the HRRT Boards consideration.</i></li> </ol> <p>Jane has made initial contact with HRRT, via Kim as to how best manage the Support to HRRT moving post NLP with the cost involved for the current support is no longer funded through Cores Services. Kim has reduced her PHCC hours to 3 days/week so there is potential for HRRT to fund Kim for 1 day per month to work in the Waroona Office. Jane Townsend has had discussion with Karen if a separate Bank Account could be set up for HRRT under the PHCC structure.</p> <ol style="list-style-type: none"> <li>Karen to work out real cost of support provided to HRRT.</li> <li>Delegated authority given to Jane to work out most appropriate employment process should Kim work an extra day.</li> <li>Bank account set up is feasible and can be managed with the same authority as current structure. HRRT to make a formal request before proceeding. Karen to advise Jane Townsend.</li> </ol>	<p>Jane O'Malley</p> <p>Pat Sutton</p> <p>Jane O'Malley</p> <p>Karen</p> <p>Jane</p> <p>Karen</p>	<p>COMPLETE</p> <p>COMPLETE</p> <p>IN PROGRESS</p>

### 3. Reinvestment of Term Deposit:

Figure 1 –Term Deposit’s made by PHCC since December 2011 – Westpac [Corporate Funds]

Amount	Lodgement Date			Maturity Date			Rate	Term	Interest	
	Day	Month	Year	Day	Month	Year				
\$375,000.00	19	December	2011	19	June	2012	5.75	6	\$10,810.79	
\$385,810.79	19	June	2012	19	Nov	2012	5.05	5	\$8,167.03	
\$393,977.82	19	Nov	2012	19	April	2013	4.44	5	\$7,236.37	
\$ 401,214.49	19	April	2013	19	Oct	2013	4.25	6	\$8,549.17	
\$409,763.66	19	Oct	2013	27	Nov	2013	2.5	*	\$1,094.57	
\$410,858.23	27	Nov	2013	27	June	2014	3.6	7	\$8,590.88	
\$419,449.11	27	June	2014	27	Jan	2015	2.5	*	\$54.59	
\$419,503.70	27	June	2014	27	Dec	2014	3.6	6	\$7610.83	
\$427,111.53	31	December	2014	30	June	2015	3.55	6	\$7518.97	
-	30	June	2015	Additional PHCC corporate fund						\$150,000.00
\$584,633.50	30	June	2015	30	Dec	2015	3.050	6	\$8,940.09	
\$593,573.59	30	December	2015	7	Jan	2016	3.0	*	\$108.92	
\$593,682.51	7	January	2016	7	June	2016	3.0	5	\$7,416.97	
\$601,099.48	7	June	2016	7	June	2017	2.7	12	\$16,229.69	
\$617,329.17	7	June	2017	7	June	2018	2.55	12	\$15,741.89	
\$633,071.06	7	June	2018	12	June	2018	2.55	*	\$71.88	
\$633,142.94	12	June	2018	12	June	2019	2.67	12		

Figure 2 –Term Deposit’s made by PHCC since December 2016 – ANZ [Project Funds]

Amount	Lodgement Date			Maturity Date			Rate	Term	Interest
	Day	Month	Year	Day	Month	Year			
\$1,000,000.00	15	December	2016	15	June	2017	2.5	6	\$12,465.75
\$1,500,00.00	18	October	2017	18	May	2018	2.35	7	\$20,473.97

#### 3.1 Future investment strategies

Karen has been liaising with ANZ Business Manager Jessica Cummins with potential investment strategies considering that our 2 Cash Management Online Saver Accounts are currently only earning 0.4%. One option to gain a little more interest is to put excess funds into a **Standard Term Deposit** where the funds are at call if needed [catch is \$30 fee for breaking the Term]. The rates are different to the term deposit where you are required to give 31 days’ notice if you wish to break the Term – those rates are generally higher.

Jessica advised that bigger organisations/businesses spread Investment \$\$ over a number of Term Deposit accounts to maximise interest. Generally, you would set up 1 account that you could call on if funds were getting tight, and the other Term Deposits have a greater amount and possibly stagger the Term so there was continual cash flow available.

The downside to this, is that there is more paperwork, however, Jessica agreed to set up the initial paperwork, and allow Karen to arrange for the signatories to be completed on all accounts.

Karen recommended that:

1. **PHCC Corporate Online Saver Account [5752-85292], current balance = \$492,823;**  
That \$400,000 be transferred into 2 or 3 term deposit accounts and leave the balance of funds in the Cash Management Online Saver Account for equity on hand.
2. **PHCC Project Online Save Account [5752-85559], current balance = \$3,944,061**  
Strategically set up Term Deposit accounts to maximise the better interest rate.

**ACTION: That Karen progress discussions on the setting up of Term Deposit Accounts with ANZ Business Manager, for both Corporate and Project funds, with the option of rolling over funds at the end of term and linked in accordance of delegation of authority and Karen to report back to the CEO and Treasurer.**

#### 4. Financial Report

Karen provided copies of August 2018 Financial Statement and Profit and Loss of Corporate funds as at 30 June 2018. Screen view of Employment Budget reconciliation was provided.

4.1 The Annual Organisation Audit was conducted on August 1 and 2 by AMD Chartered Accountants with two Auditors present and follow up questions have been answered as required and waiting for a completion date. The Financial Statements will be ready for endorsement at the AGM in October.

4.2 Payroll reporting and Staff Leave entitlements at 30 June 2018 have been reconciled against City of Mandurah records. Leave entitlement liability is \$187,409 broken down as:

Annual Leave: \$92,215

Long Service Leave: \$90,501 [\$34,300 is due or payable pro-rata on termination]

Purchased Leave: \$ 4,693

The Salary Budget has been reconciled against funds provided through various projects with a surplus of \$72,108 carried over to fund F18-19 employment costs.

4.3 Four [4] Project Audits have been completed for the period ending 30 June 2018 and Financial Statements sent to relevant Funding Bodies. No changes were required.

4.4 The ACNC Register has been updated as at 30 June 2018 to include current list of PHCC Responsible Persons. The Draft Annual Statement will be presented to the Board at the October General Meeting for endorsement prior to submitting to the ACNC before 31st December 2018.

4.5 PHCC Merchandise – The new Square Device is up and running and available for selling merchandise at Point of Sale and inventory will be controlled through this Device. The Web Designer has been able to link the Website Sales to this Device via a Plug In so that inventory will be managed automatically, however, a manual entry for cash sales / project purchases will be required. Merchant fees apply to all Square and future Paypal transactions.

#### 4.6 Interest Earned for period 1 July 2017 to 30 June 2018

Corporate Account:	\$17,614.49
Project Account:	\$34,126.85
Total Interest earned:	\$51,741.34

Accumulative Project Interest at 30 June 2018 was \$90,597.61.

#### 4.7 Projects closed at 30 June 2018:

- 3700 – Saltmarshes of Ramsar482
- 7100 - Science Advisor Project
- 7200 – ARC Linkage Project
- 7400 – State NRM: Supporting People for Wetland Wise Use in Peel-Harvey
- 9000 – National Landcare Program- RI17
- 7880 – HRRT – NACE16- Landcare Capacity & Community Engagement Project
- 7920 – HRRT - State NRM Blackberry A15151 Project
- 7990 – HRRT – NLP\_CEG2015\_002\_HRRT\_Lower Harvey River Project

#### 4.8 Regional Landcare Partnerships Funding – Core Services: The Service Agreement for Core Services was signed on 18 July 2018 for the total funding of \$2,382,737 over a five year period. This equates to the following:

Core Services General: \$1,732,737 with 1<sup>st</sup> Year allocation of \$364,553

Core Services RALF: \$ 650,000 with 1<sup>st</sup> Year allocation of \$130,000

Total 1<sup>st</sup> Year funding \$494,553

There will be six tax invoices issued in arrears during F18-19 as per Schedule 3 accompanied by a signed Statutory Declaration declaring that all works have been performed for that payment period.

#### 4.9 Review of PHCC Equity

Code	PHCC Equity Sub-Account	Balance at 30 June 2018	Distribution of Retained Earnings 30 June 2018	Balance at 1 July 2018	Reason for Distribution of Retained Earnings
3-3201	PHCC Support	\$868,225.25	\$86,664.55	\$954,889.80	Balance of PHCC Support Profit
3-4100	Asset Replacement Vehicle	\$41,000.00	\$10,000.00	\$51,000.00	Vehicle Depn value of 2 Vehicles at 30 <sup>th</sup> June [2 x \$5k]
3-4200	Asset Replacement IT	\$28,662.93	\$1,800.00  \$15,000.00	\$45,462.93	Server Depn value at 30 <sup>th</sup> June  At least a further 6 Computers require replacing @ \$2500

3-4300	Asset Replacement Office Equip	\$15,000.00	\$17,857	\$32,857.00	Balance of F17/18 Asset Budget allocated for future replacements
3-3208	Members Remuneration	\$5,300.00	\$0.00	\$5,300.00	Nil
	<b>Total</b>	<b>\$958,188.18</b>	<b>\$131,321.55</b>	<b>\$1,089,509.73</b>	

#### 4.10 Review Future Partnerships for recommendations to streamline accounts

Code	Project	Funds Available 30 June 2018	Recommendation
6-7871	Water Quality Projects	\$26,998.92	No action required
6-7875	Fairy Tern Project	\$1,850.00	No action. Committed to City of Mandurah Fairy Tern Signage. Check with Thelma Crook if still required.
6-7876	Shire of Murray	\$21,000.00	Not required F17/18. Transfer funds to POE for employment costs F18/19.
6-7877	NRM Alcoa Funds	\$68,198.29	No Action
New Code	Shorebird2020 Count F18-19	2,000.00	Mandurah Cruises sponsorship for F18-19
New Code	LG Stormwater Strategy	\$28,604.17	Retained funds from Project 6700 LG Stormwater Strategy for future use
New Code	Community Events	\$6,528.81	Set aside funds received from Feral Cat Symposium for future events.
	<b>Total</b>	<b>\$155,180.19</b>	

#### 4.11 Cash on Hand at 31 August 2018:

ANZ 4942-31182 Project Chq	\$83,244.41
ANZ – 527285292 Corp Online	\$522,368.54
ANZ - 527285559 Proj Online	\$3,944,061.53
ANZ – 463783443 Transaction	\$10.90
Westpac Term Deposit	\$633,142.94
Petty Cash	\$153.90
PHCC Merchandise	\$154.00
ANZ Visa Card	-3,879.89
<b>Total Cash on Hand 31 Aug 2018</b>	<b>\$5,179,256.33</b>

## **ACTIONS from Item 4 Finance Report:**

- 1. Project Interest:** Total held at 30 June \$90,597.61 has accumulated over the years and held in its own Project budget. Under the new Tender process, with Income paid in arrears, it was agreed that \$85,597.61 to be transferred to Project 7870 Future Partnership Projects with a new line-item "Project & Partnership Support" be created to enable the Organisation to have provisions set aside to be used as a cash-flow mechanism to fund any shortfalls whilst delivering RLP Projects. A balance of \$5000 to be retained in Project Interest.
- 2. P&L PHCC Equity:** Marilyn asked for an update on Shed Improvements. Jane has spoken to Bendigo Bank/Lotterywest with regards to Air Conditioner and IT equipment.
- 3. Review of PHCC Equity:** Necessary EOY transfers to be completed.
- 4. Review of Future Partnership funds:** Additional new code "Project and Partnership Support" to be added.

## **5. Signing off on Bank Statements:**

November 2017 to August 2018 Bank Statements have been sighted and signed off by Treasurer. Reports made available to Members.

## **6. Other Business:**

**6.1 RLP Projects:** Jane reported that PHCC were awarded 4 Projects under the Tender process. Ramsar being a 5 Year Project and Numbat Neighbourhood, Banksia Woodlands and Greening Farms 1 Year projects subject to proposal going beyond the 1<sup>st</sup> year with subsequent conversations mid-January. Work Orders for the Greening Farms and Numbat projects have been submitted and approved. Still working on the Banksia and Ramsar. Quarterly Invoicing due 5 business days after 30<sup>th</sup> September 2018 and we are aspiring to invoice Numbat Neighbourhood and Greening Farms and hopeful of Banksia Woodlands.

**6.2 PHCC 2018-19 Budget:** With delays in RLP Work Orders and confirmed Project funding available, the 2018-19 Budget has been delayed. Committee recommended that Jane and Karen Draft budget to Dec 2018 and then modify to June 2019 once RLP budgets have been confirmed.

**6.3 MYOB Accounting Package:** Karen to arrange for additional MYOB file to be purchased and set up new Chart of Accounts in accordance with Australian Accounting Standards. Committee endorsed that funds be made available from Equity to help her develop the new structure.

**6.4 Meeting Dates for 2019:** Karen to provide Members with suitable dates for 3 meetings next year.

## **7. Next Meeting:**

Monday 3<sup>rd</sup> December 2018 10am – 12noon.





	<p>Jane reported that with the new Staff Structure, Andrew Del Marco has been tasked to review the whole Grants process from start to finish and develop a process that will be uniform across the Organisation.</p> <p><b>ACTION: Jane to discuss with Andrew Del Marco this process and report back next meeting.</b></p>		
7.	<p>Item 6.6 [4 December 2017]</p> <p>3. Jane O'Malley arrange, via Kim Wilson and Jane Townsend, an appropriate time to meet with the HRRT Board to discuss most effective ways for the PHCC to continue to support the HRRT team, within the PHCC's capacity, for the HRRT Boards consideration.</p> <p>Jane has made initial contact with HRRT, via Kim as to how best manage the Support to HRRT moving post NLP with the cost involved for the current support is no longer funded through Cores Services. Kim has reduced her PHCC hours to 3 days/week so there is potential for HRRT to fund Kim for 1 day per month to work in the Waroona Office.</p> <p>Jane Townsend has had discussion with Karen if a separate Bank Account could be set up for HRRT under the PHCC structure.</p> <ol style="list-style-type: none"> <li>1. Karen to work out real cost of support provided to HRRT.</li> <li>2. Delegated authority given to Jane to work out most appropriate employment process should Kim work an extra day.</li> <li>3. Bank account set up is feasible and can be managed with the same authority as current structure. HRRT to make a formal request before proceeding. Karen to advise Jane Townsend.</li> </ol>	<p>Jane O'Malley</p> <p>Karen</p> <p>Jane</p> <p>Karen</p> <p>Jane</p> <p>Karen</p>	IN PROGRESS

Actions arising from meeting of 17 September 2018:

No	Action	Resp	Complete
1.	<p>Item 3.1 Future investment strategies [17 September 2018]:</p> <p>Karen to progress with discussions on the setting up of Term Deposit Accounts with ANZ Business Manager, Jessica Cummins, for both Corporate and Project funds, with the option of rolling over funds at the end of term and linked in accordance of delegation of authority.</p>	Karen	
2.	<p>Item 4 Financial Report [17 September 2018]</p> <ol style="list-style-type: none"> <li>1. Project Interest: \$85,597.61 be transferred to Project 7870 Future Partnership Projects with a new line-item "Project &amp; Partnership Support" to enable the Organisation to have provisions set aside to be used as a cash-flow mechanism to fund any shortfalls whilst delivering RLP Projects. A balance of \$5000 to be retained in Project Interest.</li> </ol>	Karen	

	<p>2. P&amp;L PHCC Equity: Marilyn asked for an update on Shed Improvements. Jane has spoken to Bendigo Bank/Lotterywest with regards to Air Conditioner and IT equipment.</p> <p>3. Review of PHCC Equity: Necessary EOY transfers to be completed.</p> <p>4. Review of Future Partnership funds: Additional new code "Project and Partnership Support" to be added.</p>	Jane	
3.	Item 6.2 PHCC 2018-19 Budget [17 September 2018] PHCC Support budget to be prepared initially for period up to Dec 2018 and then modify to June 2019 once RLP budgets have been confirmed	Jane & Karen	
4.	Item 6.3 [17 September 2018] New MYOB file be purchased and set up new Chart of Accounts in accordance with Australian Accounting Standards.	Karen	
5.	Item 6.4 [17 September 2018] Set dates for 2019 F&A Meetings out of session	Karen	

Unconfirmed

## Attachment 1 [Refer to 4. Finance Report]

Peel-Harvey Catchment Council Inc			
58 Sutton Street MANDURAH WA 6210			
Balance Sheet			
As of August 2018			
		31/08/2018	31/08/2017
<b>1-0000</b>	<b>Assets</b>		
1-1150	ANZ 4942-31182 (Project Chq)	\$83,244.41	\$328,571.68
1-1155	ANZ 4637-83443 (Transaction)	\$10.90	\$0.10
1-1160	ANZ - 5272-85292 (Corp Online)	\$522,368.54	\$333,098.87
1-1170	ANZ - 5272-85559 (Proj Online)	\$3,944,061.53	\$3,217,512.21
1-1175	ANZ Term Deposit	\$0.00	\$0.00
1-1180	Westpac Term Deposit	\$633,142.94	\$617,329.17
1-1185	Merchandise	\$154.00	\$50.00
1-1190	Petty Cash	\$153.90	\$99.10
1-2000	Trade Debtors	\$0.00	\$40,887.00
1-5150	IT Equipment	\$9,000.00	\$9,000.00
1-5200	Less IT Accumulation Depn	(\$9,000.00)	(\$7,200.00)
1-6100	PHCC Vehicle at Cost	\$67,418.19	\$67,418.19
1-6200	Less PHCC Vehicle Accumulation Depn	(\$51,000.00)	(\$41,000.00)
1-9100	HRRT Vehicle at Cost	\$24,428.18	\$24,428.18
1-9200	Less HRRT Vehicle Accumulation Depn	(\$10,000.00)	(\$5,000.00)
	<b>Total Assets</b>	<b>\$5,213,982.59</b>	<b>\$4,585,194.50</b>
<b>2-0000</b>	<b>Liabilities</b>		
2-1100	VISA ANZ4564807000473072	\$3,879.89	\$1,828.23
2-2000	Trade Creditors	\$48,903.34	\$33,725.40
2-3000	GST Liabilities		
2-3010	GST Collected	\$12,590.91	\$31,467.00
2-3030	GST Paid	(\$40,272.12)	(\$12,311.70)
	<b>Total GST Liabilities</b>	<b>(\$27,681.21)</b>	<b>\$19,155.30</b>
2-6000	Employee Entitlements		
	<b>Total Employee Entitlements</b>	<b>\$187,409.18</b>	<b>\$128,525.65</b>
2-7000	Unspent Project Funding	\$3,957,975.87	\$3,454,559.54
	<b>Total Liabilities</b>	<b>\$4,170,487.07</b>	<b>\$3,637,794.12</b>
	<b>Net Assets</b>	<b>\$1,043,495.52</b>	<b>\$947,400.38</b>
<b>3-0000</b>	<b>Equity</b>		
3-3201	PHCC Support	\$868,225.25	\$868,225.25
3-3204	Member Remuneration	\$5,300.00	\$5,300.00
3-4100	Asset Replacement - Vehicle	\$41,000.00	\$41,000.00
3-4200	Asset Replacement - IT	\$28,662.93	\$28,662.93
3-4300	Asset Replacement - Office Equipment	\$15,000.00	\$15,000.00
3-8000	Retained Earnings	\$131,321.55	\$0.00
3-9000	Current Earnings	(\$46,014.21)	(\$10,787.80)
	<b>Total Equity</b>	<b>\$1,043,495.52</b>	<b>\$947,400.38</b>

NB. This report prepared with data provided as at 31 August 2018

This report is generated by MYOB which is Accrual Accounting. PHCC is "Cash Accounting" for GST purposes.

## Attachment 2 [Refer to 4. Finance Report]

Peel-Harvey Catchment Council Inc					
58 Sutton Street MANDURAH WA 6210					
Receivables Reconciliation [Summary]					
31/08/2018					
Name	Total Due	0 - 30	31 - 60	61 - 90	90+
<b>Total:</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Ageing Percent:</b>		<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>
<b>Receivables Account:</b>	<b>\$0.00</b>				
<b>Out of Balance Amount:</b>	<b>\$0.00</b>				

Peel-Harvey Catchment Council Inc					
58 Sutton Street MANDURAH WA 6210					
Payables Reconciliation [Summary]					
31/08/2018					
Name	Total Due	0 - 30	31 - 60	61 - 90	90+
AMD Chartered Accountants	\$2,585.00	\$2,585.00	\$0.00	\$0.00	\$0.00
Boddington Community Newsletter	\$20.00	\$20.00	\$0.00	\$0.00	\$0.00
City of Mandurah	\$466.87	\$466.87	\$0.00	\$0.00	\$0.00
Coastal Business Equipment	\$193.15	\$193.15	\$0.00	\$0.00	\$0.00
Dept of Transport Licensing	\$411.90	\$411.90	\$0.00	\$0.00	\$0.00
Dixon, Neil	\$59.52	\$59.52	\$0.00	\$0.00	\$0.00
Dowling, Eliza	\$491.88	\$491.88	\$0.00	\$0.00	\$0.00
Envirotone Auto Centre	\$668.80	\$668.80	\$0.00	\$0.00	\$0.00
Giraud, Matthew	\$7,540.50	\$7,540.50	\$0.00	\$0.00	\$0.00
Landgate	\$441.21	\$441.21	\$0.00	\$0.00	\$0.00
Motorcharge Limited	\$806.96	\$806.96	\$0.00	\$0.00	\$0.00
Neverfail Springwater Ltd	\$28.25	\$28.25	\$0.00	\$0.00	\$0.00
Nexus Risk Services	\$2,215.80	\$2,215.80	\$0.00	\$0.00	\$0.00
One World Garden & Cleaning Service	\$350.00	\$350.00	\$0.00	\$0.00	\$0.00
Shire of Cuballing	\$90.00	\$90.00	\$0.00	\$0.00	\$0.00
Sign-A-Rama Mandurah	\$489.50	\$489.50	\$0.00	\$0.00	\$0.00
Snap Mandurah	\$44.00	\$44.00	\$0.00	\$0.00	\$0.00
Westside Auto Wholesale	\$32,000.00	\$32,000.00	\$0.00	\$0.00	\$0.00
<b>Total:</b>	<b>\$48,903.34</b>	<b>\$48,903.34</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Ageing Percent:</b>		<b>100%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>
<b>Payables Account:</b>	<b>\$48,903.34</b>				
<b>Out of Balance Amount:</b>	<b>\$0.00</b>				

Attachment 3 [Refer to 4. Finance Report]

PEEL-HARVEY CATCHMENT COUNCIL INC  
Distribution of Unspent funds as at 31/08/2018

Code	Account	Equity 1/7/2018	2-7000 Unspent Funding Liability 31/08/2018	Funded by:	3-9000 Current Earnings 31/08/2018	PHCC EQUITY 31/08/2018
1000	PHCC Support	\$ 868,225.25	\$ -		-\$ 46,014.21	\$ 822,211.04
	PHCC Asset Replacement - Vehicle	\$ 41,000.00				\$ 41,000.00
	PHCC Asset Replacement - IT	\$ 28,662.93				\$ 28,662.93
	PHCC Asset Replacement - Office Equipment	\$ 15,000.00				\$ 15,000.00
	Members Remuneration	\$ 5,300.00				\$ 5,300.00
	Retained Earning	\$ 131,321.55				\$ 131,321.55
1600	POE		\$ 432,905.49	Project funds tfr to Proj Officer Employment		
2050	Project interest		\$ 91,958.47	Project Interest earned		
2700	PHCC Merchandise		\$ 6,233.15	Merchandise Sales		
3600	Lake Clifton Community Engagement		\$ 76,854.42	City of Mandurah		
5100	REI Schedule 2A Mayfield Project		\$ 631,716.51	Department of Water		
5200	REI Schedule 2B Peel Main Drain		\$ 886,506.40	Department of Water;Water Corporation		
5300	REI Schedule 3A Fertilising the Farm		\$ 46,060.00	Department of Water		
5500	Alcoa Foundation: Connecting Communities & Corridors		\$ 599,080.03	Alcoa Foundation		
6300	Newmont: HW Rivers & Tributaries NRM & Conservation		\$ 83,850.43	Newmont Boddington Gold		
6600	South32 Returning Mussels to Tunbridge Gully		\$ 32,946.89	South 32		
6700	Local Govt Water Strategy		\$ 35,980.67	City of Mandurah		
7300	NRM Capacity in the Hotham Williams		\$ 25,392.54	State NRM [Dept of Agriculture]		
7500	Waroona NRM & Fire Recovery		\$ 27,350.98	State NRM [Dept of Agriculture]		
7870	Future Partnership Funding		\$ 153,680.19	Past Rivercare;DoW;Shire of Waroona		
7890	HRRT Saving the Marron		\$ 21,025.01	State NRM [Dept of Agriculture]		
7900	HRRT Funds		\$ 133,434.69	Landcare Australia		
9500	Peel-Harvey Estuary: Scientist FTE Position		\$ 133,000.00	DPIRD & CoM		
9600	HW - MOU 4 Local Govts		\$ 40,000.00	Shires of Boddington, Cuballing, Wandering & Williams		
9700	Peel-Harvey Estuary: FishRec Projects		\$ 500,000.00	Dept of Primary Industry & Regnl Development		
	<b>Total:</b>	<b>\$ 1,089,509.73</b>	<b>\$ 3,957,975.87</b>		<b>-\$ 46,014.21</b>	<b>\$ 1,043,495.52</b>

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