

TREASURER'S REPORT

General Meeting to be held on 13 December 2018

Finance and Audit Committee

Credit Card Review

The Finance and Audit Committee met on 3 December 2018 and reviewed the current Credit Card Cardholder Register which has a card facility limit of \$10,000 spread across 8 card. The Senior Management Team had input into the need for credit cards for staff under them and then the CEO and Finance Manager put forward a recommendation to the Finance & Audit Committee for consideration and endorsement. In summary, the Committee endorsed the following:

- 4 Cardholders with no change [Jane O'Malley, Patricia Sutton, Julie MacMile & Johanne Garvey]
- 2 Cardholders Cards to be cancelled [Kim Wilson & Thelma Crook]
- 7 Cardholders to be added [Steve Fisher, Sharon Meredith, Rick James, Jesse Rowley, Andrew Del Marco plus Admin Officer and Vacant – HW Support Officer when approved by CEO]
- 2 Cardholders monthly card limits raised [Melanie Durack to \$2000 and Jane Townsend to \$1000]
- With a potential 15 Cardholders, the Committee also realised the current Facility Limit could be stretched, and reviewing past history and factored the potential risk to the organisation, they endorsed that the Board give consideration to increasing the Card facility limit from \$10,000 to \$15,000. *It was noted that with current internal controls in place by the Finance Manager, the credit card expenditure is tracked weekly or when Bank feeds are downloaded via MYOB, whichever is carried out first.*

Bank Signatories

As part of the Governance process, the Bank Signatories will need to be updated to add Chair, Caroline Knight as a Signatory to all ANZ and Westpac Accounts plus register for Online Banking Authority. The Committee opted to keep the existing signatories in Jan Star, Marilyn Gray, Mike Schultz and Andy Gulliver unchanged.

New Chart of Accounts and Cost Centres

Karen presented the Committee with a sample of how the new Chart of Accounts and Cost Centre set up is progressing which looks professional, number allocation aligned to the organisations filing hierarchy system and the structure should create a simpler task of extracting important data, though it does come with some challenging time ahead to ensure that at June 30th 2019, we will be able to complete an Analytic Comparison Report for P&L against the previous year. A mammoth task ahead to transition to the new way we will be able to identify true costs across all areas of the Organisation but Karen has a plan and Bart Katarski will assist her in dissecting 2018 data to the new structure with his Excel wizardry.... Stay tuned!

RLP Tender Outcomes

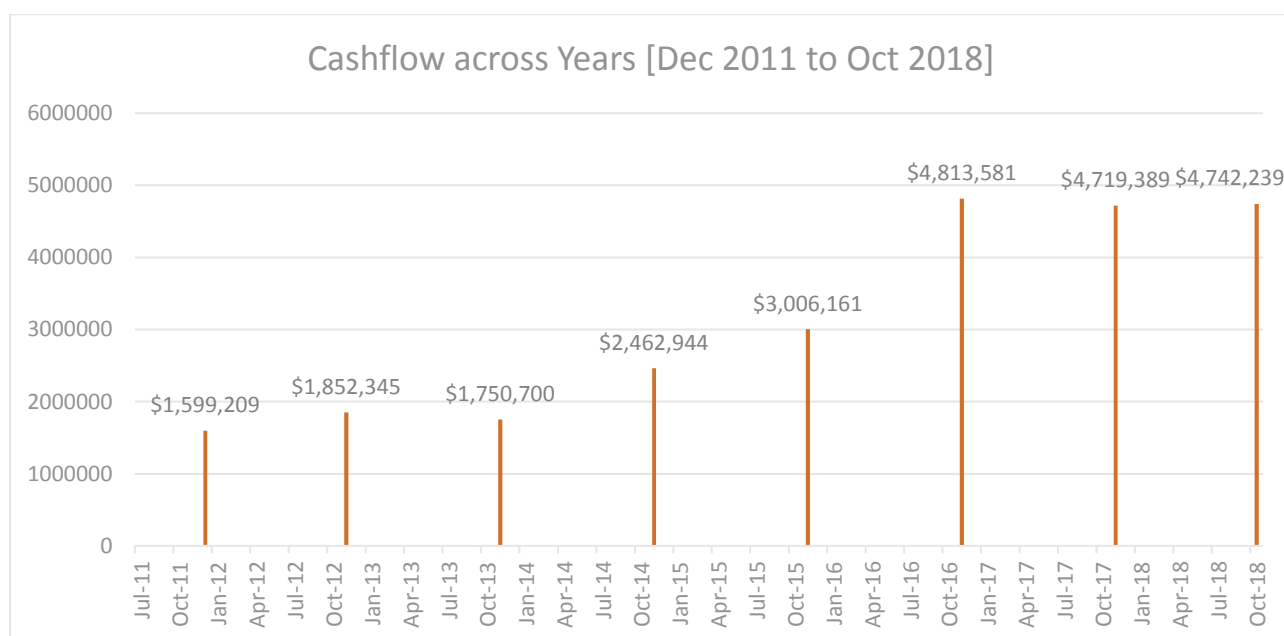
I am very pleased to report that PHCC did exceptionally well in the RLP Tender process with a total of \$12m worth of project funding secured over the next 5 years across the 4 successful Outcomes, with all projects increased to 60 months. To achieve a grand total of \$14.4m including Core Services is simply outstanding! Along with our other streams of Government and Industry funding, it is important that we set up and implement our financial and project management systems so that we deliver strong fiscal management as

we have done in the past. The F&A Committee indicated that they are very comfortable working outside a structured budget for the interim whilst these new processes are being established.

Other

Karen has provided a finance update in the F&A Steering Committee Meeting Notes which covers the period ending 31 October 2018 but I would like to add that PHCC Equity is holding its own at \$1,060,522 as we transition away from funding upfront to claiming payment in arrears. February 2019 should provide us with a better understanding of how this is affecting cash flow as we work diligently to overcome any shortfalls.

Of interest, below is a graph of PHCC Cash flow from December 2011 when we first started to capture this in our bi-monthly reporting to current balance, based on figures at November of each calendar year, with the exception of this year. We can see a significant increase during the period 2014- 2016 since becoming a Region and have been able remain consistent over the past couple of years as we manage the transition away from the Rivers2Ramsar and NLP 1 rounds of funding.



Finance Induction training has been provided to new Board Member Amanda Willmott and staff members Paula Pownall, Rick James and Allison Owens. Karen will provide further training to Project Teams once the MYOB system rolls out in the New Year.

Use of equity to fund reverse cycle air-conditioning in the shed

Subsequent to the last F&A meeting, PHCC was informed that its submission to Bendigo Bank for enhancements to the Shed had been only partially successful. At its last meeting, Executive discussed the matter and approved the use of up to \$10,000 of equity funding to pay for the installation of reverse-cycle air-conditioning in the shed.

Recommendations to the board for endorsement

- 1. Accept the Financial Statements to October 31 2018, noting that November statements are not able to be finalised due to the December meeting being brought forward by one week.**
- 2. Credit Card Review**

That the following recommendations be endorsed:

1. **Increase the ANZ Credit Card facility limit on Account No 4564-8070-0047-3072 from \$10,000 to \$15,000.**
2. **Update Chair details on the ANZ Credit Card by adding Caroline Knight and removing Andrew Gulliver.**
3. **Cancel credit cards held with Kim Wilson and Thelma Crook.**
4. **Increase Melanie Durack's monthly credit card limit from \$1000 to \$2,000.**
5. **Increase Jane Townsend's monthly credit card limit from \$500 to \$1,000.**
6. **Add the following staff as cardholders with the approved monthly spending cap:**

- **Administration Officer [TBC] \$1,000 when advised by CEO**
- **Andrew Del Marco - \$1,000**
- **Jesse Rowley - \$1,000**
- **Rick James - \$1,000**
- **Sharon Meredith - \$1,000**
- **Steve Fisher - \$2,000**
- **Vacant, HW Officer - \$1,000 when advised by CEO**

3. Bank Signatories

That the following recommendations be endorsed:

1. ***Chair of PHCC, Caroline Knight is to be added to the Bank Signatory for all Bank Accounts.***
2. ***The 4 existing signatories to remain, being Jan Star, Deputy Chair; Marilyn Gray, Treasurer; Michael Schultz, Community Member and Andrew Gulliver, Community Member.***

3. Use of Equity to fund air-conditioning to the shed

That the following Executive recommendation be endorsed:

1. ***That up to \$10,000 of Equity be used to fund the installation of reverse-cycle air-conditioning to the Shed.***

I would like to thank all staff for their conscientious efforts in retaining such high standards whilst grappling with new challenges. Congratulations, take a well-earned rest over the Christmas break and come back fresh to a prosperous and exciting 2019 delivering funding across our Catchment.

Marilyn Gray

Treasurer

