

## TREASURER'S REPORT

General Meeting to be held on 21 February 2019

The past 2 months have been extremely busy with Quarterly Reporting to State Agency funding bodies; Annual Reporting to our Industry Partners; acquitting 3 State NRM grants which were completed on 31 December 2018 and Quarterly Invoicing for NLP11 Cores Services and 4 Projects.

**Bendigo Bank:** A huge thank you to Bendigo Bank for the \$3,000 Community Grant for the partial cost of fitting out the Shed.

**ACNC:** The Annual Information Statement for the period ending 30 June 2018 was submitted via the ACNC Portal on 13 February. The Responsible Persons will now be up-dated to reflect the changes in Positions and persons post 30 June.

**Credit Card Facility (Refer to attached request for endorsement):** Paperwork for completing the increase in Facility Limit, change of authority details, the additional/cancellation of cardholders is currently being undertaken.

*Endorsement sought:*

*Approve additional cardholder with monthly spending cap of \$1,000.00 for Wetlands Restoration Officer.*

**Quarterly Salary Payment (Refer to attached request for endorsement):** Reimbursement of Salaries for the period 1/10/18 – 31/12/18 has been paid to City of Mandurah for the total of \$392,286.17. PAYG liability and Superannuation payments have been paid by CoM on PHCC's behalf. With additional staff to the PHCC Payroll, it has prompted the Organisation to review the Delegated of Authority limits for the CEO and Finance Manager to be increased.

**BAS:** Quarterly BAS reporting for period 1/10/18 to 31/12/18 has been lodged with the ATO and a refund of \$5,545 is due.

**Signatory for PHCC Banking:** Our Chair, Caroline Knight, has been added to the ANZ Bank Accounts and registered for Internet Banking. Westpac authority details to be updated when the Term Deposit Renewal becomes due in June.

**MYOB File:** The new MYOB data file is currently being developed by Karen. We have received confirmation that an Analytical Comparison report must be provided at the F18-19 audit. In order to match data, the financial data from the previous financial year must be converted to align to the new Standard Chart of Account data file. Discussions will be had at the next F&A Meeting to determine which financial year will be conversion year to minimise the workload for this enormous task ahead.

### **Project Funding:**

1. **3600** – Land for Wildlife: Shire of Waroona invoiced for F18/19 annual contribution of \$2,500.
2. **7300** – State NRM Capacity Building in the Hotham-Williams: Completed 31 December 2018 and audited financial statement signed off by our auditors AMD. Financial Statement has been submitted to State NRM as part of the final reporting requirement.
3. **7500** – State NRM Waroona NRM and Fire Recovery: Completed 31 December 2018 and audited financial statement signed off by our auditors AMD. Financial Statement has been submitted to State NRM as part of the final reporting requirement.

4. **7890 – HRRT State NRM Saving the Marron in the Harvey River:** Completed 31 December 2018 and audited financial statement signed off by our auditors AMD. Financial Statement has been submitted to State NRM as part of the final reporting requirement.
5. **5000 - Regional Estuaries Initiative –** Quarterly financial reporting submitted for Mayfield Drain, Peel Main Drain and Fertilising the Farm.
6. **5500 – Alcoa Foundation –** Half yearly financial reporting submitted to funding body on 31 December 2018.
7. **6300 – Newmont Hotham-Williams River & Tributaries NRM and Conservation project:** Annual financial reporting for year ending 31 December prepared by Finance Manager and available for viewing by Newmont if requested. Year 2 funding of \$100,000 to be invoiced once Year 1 reporting has been approved.
8. **6600 – South32 Tunbridge Gully: Stage 1 & 2** financial statement prepared by Finance Manager and submitted to South32 with annual reporting requirements.
9. **9500 – Peel Harvey Estuaries – 1FTE -** Quarterly financial reporting submitted to PDC as per grant requirements.
10. **9600 – Hotham William 4 Shires – MOU:** Shire of Cuballing [\$5,000] and Shire of Williams [\$5,000] have been invoiced for F18-19 contributions. Waiting for response from Shire of Boddington and Shire of Wandering before raising those annual contributions.
11. **9700 – Peel-Harvey Estuaries - FishRec -** Quarterly financial reporting submitted to PDC as per grant requirements.
12. **RLP –** December 2018 Quarter invoicing for Core Services, Ramsar, Numbat Neighbourhood, Banksia Woodlands and Greening Farms were sent on 17<sup>th</sup> January for a total amount of \$637,893.24. Core Services [\$82,425] received 05/02/2019. Jane has reported that payment of the Project invoices can be expected on 18<sup>th</sup> February – 30 days after approval of invoice. 1<sup>st</sup> Payments of Round 1 of Community Environment Grants have commenced rolling out across the catchment.

Core Services payment 4 is due Mar 5<sup>th</sup> and Projects will be due 5<sup>th</sup> April.

With sufficient cash reserves, the Organisation is able to meet the payments being received in arrears, but as the projects invest heavily in On-grounds and Community Engagement works over the next 5 months, we anticipate that our Unspent Funds at the 30 June will appear to be the lowest it has been in many years.

#### **Bank Statement Balance as at 31 January 2019:**

ANZ Corporate Online Saver Account	\$493,650.94
Westpac Corporate Term Deposit	\$633,142.94
ANZ Project Online Saver Account	\$3,225,257.51
ANZ Project Cheque Account	\$33,773.12
ANZ Transaction Account	\$20.44
Petty Cash	\$13.900
Merchandise	\$1.00
ANZ Visa Card	-\$3,064.20
ATO Holding Account	5,545.00
<b>Total Cash at Hand:</b>	<b>\$ 4,388,606.65</b>

PHCC equity as at 31 January 2019 **\$1,033,290.28**

The next meeting of the Finance & Audit Steering Committee is scheduled for Monday 1 April 2019.

Marilyn Gray  
Treasurer

## RECOMMENDATION

Subject: Modifications to Delegations of Authority – Endorsement sought  
Date / Time: PHCC Meeting, 21 February 2019  
Author: Jane O’Malley, CEO

The following modifications are recommended to the Delegations of Authority Register. This modification has been unanimously supported for endorsement by the Finance and Audit Sub Committee (out of session request January 2019); and the Executive Group (out of session request January 2019).

### Recommendation:

**That the PHCC accept modification to the Delegations of Authority as presented:**

- 1. Increase 5.7 approved expenditure for payroll from \$350,000 to \$450,000***

## Section 5 Financial Delegations – Purchasing & Payments

FINANCIAL DELEGATIONS - Purchasing			
The Association delegates authority for purchasing activities, as detailed below, provided these activities are in accordance with the:			
<ul style="list-style-type: none"><li>– levels provided for within the organisational budget endorsed by the PHCC</li><li>– levels provided for within the project budget, recommended by the Steering Committee and endorsed by the Executive Group (projects over \$1million) – or CEO (under \$1million)</li><li>– purchasing and contracting policies previously adopted by Executive</li></ul>			
Purchasing – Administrative / Capital Items		Approve	Authorise
(approve expenditure for any one transaction up to and including):			
5.7	\$350,000 (payroll only)	Finance Manager	CEO

### Justification:

The PHCC invoice for our September to December quarterly payroll included 7 payrolls and was \$392,000, which was over current delegated authorisation.

With at least 1 more full time staff member to join the team (~February/March) it is likely we will exceed the current authorisation limit on a more regular basis.

It should be noted that all payroll cheques are signed by 2 authorised Board Members, in addition to the Approval and Authorisation process.

## Section 4 - Financial Delegations – Budgeting and Accounting

### 2. ***New - Set credit facility limit (overall credit limit) through a master limit or combined card limits (refer new 4.11)***

FINANCIAL DELEGATIONS – Budgeting and Accounting			
The Association delegates authority for purchasing activities, as detailed below, provided these activities are in accordance with the:			
	Budget and investment	Recommendations	Approval
4.8	Approve a credit card holder and issue of a credit card to the CEO	Finance and Audit Committee	Executive Committee
4.9	Approve a credit card holder and issue of a credit card to the staff other than the CEO	Finance and Audit Committee	CEO
4.10	Establish an additional credit card holder (banking process to create a new credit card authority)	CEO	Treasurer & Chairman
4.11	<b>Set credit facility limit (overall credit limit) through a master limit or combined card limits</b>	<b>Finance and Audit Committee</b>	<b>Executive Committee</b>

#### **Justification:**

This delegation has previously been an unintentional omission from the Delegations of Authority.