

TREASURER REPORT

General Meeting to be held on 18 April 2019

The Finance & Audit Committee met on 1 April for its first meeting for 2019. A copy of the Unconfirmed Notes has been included in my Report. Karen gave a demonstration of the new NLP II Project Management “Whole of Life “ (WoPL) spreadsheet that she (finance) and Thelma (project delivery) are developing based on feedback from Project Staff and, once completed, it will become the Project Management tool. The NLP II Tax Invoice template was revised by the Australian Govt after Q2 invoicing, and Karen has converted it from a word to excel document which has been embedded into the WoPL. The benefits of the tool is that once the Project Officer enters data into the Deliverables section of the spreadsheet, the data will flow through to the Project Summary which is linked to the Quarterly Invoice, removing double handling of information.

The NLP II staff have been working extremely hard ensuring that deliverables were achieved by 31 March so that they could be invoiced by 5th April. As a result, PHCC was able to Invoice for \$766,155 + GST across the 4 projects by 3rd April, approved by 4th April with no change; and received \$711,742 + GST by 11th April. Greening Farms project remains outstanding. Well done Team! With Q4 to go, we are feeling a lot more comfortable with Cash Flow as we deliver on the agreed outcomes and employment costs.

NLP II Income Tracking F18-19	\$
Budget Income for F18/19	\$2,435,811
Total Income Invoiced as at 31 March	\$1,650,559
<i>Balance to Invoice at 30 June 2019</i>	<i>\$785,292</i>

Credit Card Facility: Thank you to our ANZ Business Manager, Jess Cummins, for assisting staff, Karen and myself to enable the endorsed actions to be completed. The Facility limit is now \$15,000, six new cardholders added, two cardholders removed and two cardholders having monthly spend limits increased.

Quarterly Salary Payment: Reimbursement of Salaries for the period 01/01/2019 – 31/03/2019 has been paid to the City of Mandurah for the amount of \$349,031.22. PAYG and Superannuation liability payments have been paid by CoM on PHCC’s behalf. Staff entitlement balances have been added to the Balance Sheet to record \$value as at 31 March 2019.

During February, the City of Mandurah commenced Single Touch Payroll as a requirement with the ATO and PHCC’s payroll followed suit. To allow CoM to lodge fortnightly payroll reports to PHCC’s Integrated Client Account, a Device Digital Certificate (AusKey) was approved to be installed on the CoM Server. End of Year payment summaries will become redundant in due course.

BAS: Quarterly BAS reporting for period 01/01/2019 – 31/03/2019 has been lodged with the ATO and payment of \$38,253 is due 28 April 2019.

Term Deposits: The Westpac Term Deposit matures on 12 June 2019. The F&A Committee recommends that the Investment plus interest to be rolled over with the length of term to be determined by best rates available during the period of negotiation with Westpac.

With a little more certainty of Project fund balances held in the Cash Management Account, the F&A Committee recommends that \$1m of project funds be placed in an ANZ Term Deposit with length of term to be determined by best rates available. A review of other banking options will be carried out to maximise our return on investment.

New Project Funding:

1. Water Towers Project: \$40,000 invoiced to CoM on signing of agreement.
2. Smartfarms Partnership Funding: \$22,500 invoiced and received from DWER.
3. State NRM CSGL18127 Building a new Land4Wildlife community to support regional conservation: \$19,112 invoiced to State NRM.

Project Financial Reporting: March Quarterly financial reporting for the following projects have been submitted.

1. 5000 – REI: Mayfields, Peel Main Drain and Fertilising the Farm.
2. 9500 – Peel Estuaries – 1FTE
3. 9700 – Peel Estuaries – FishRec

Equity as at 31 March 2019:

Balance Sheet as at 31st March 2019	\$
Assets	5,107,607
Liabilities	4,096,398
Equity	1,011,209
Current Earnings	-78,300

The next meeting of the Finance & Audit Steering Committee is scheduled for Monday 22 July 2019.

The F&A Committee recommendations for Board endorsement:

1. **That the Westpac Term Deposit maturing on 12 June 2019, plus interest, be rolled over with the length of term to be determined by the Treasurer in regards to the best rates available during the period of negotiation with Westpac.**
2. **That \$1m of Project Funds be placed in an ANZ Term Deposit with length of term to be determined by the Treasurer in regards to the best rates available during the period of negotiation.**
3. **That PHCC Delegated Authority be amended to reflect that the City of Mandurah has been provided with a Device Digital Certificate (AusKey) to install on their server to enable them to lodge fortnightly payroll data to the ATO on PHCC's behalf as part of the new Single Touch Payroll system requirement.**
4. **That the new MYOB file changeover date to be delayed until 1 July 2019.**

Marilyn Gray

Treasurer

We acknowledge the Noongar people as Traditional Custodians of this land and pay our respects to all Elders past and present