

TREASURER'S REPORT

General Meeting to be held on 20 June 2019

Vale Mike Schultz

Firstly, and on behalf of the F&A committee, I wish to acknowledge the commitment and contribution made to our financial governance by Mike Schultz in his capacity as bank signatory and online authoriser of our bank payments. Like the rest of the PHCC family, we were devastated by his death and miss him very much.

However, we have had to pick ourselves up, and continue to keep the organisation running smoothly, and in that respect it has been go, go, go in the world of Finance and Payroll. Our wonderful Karen has been leading the work on investment strategies, following up on incoming revenue, tracking expenditure commitments across Project and Corporate budgets, reconciling employment budgets, developing the NLP11 Whole of Project Life (WoPL) Finance & Deliverables spreadsheets, and finally preparing for the upcoming Organisation and Project audits.

Term Deposits:

The Westpac Corporate Term Deposit account 036-13423-9580 matured on 12 June 2019 with a total of \$16,904.92 earned in the 12 month period. Negotiations on maturity have enabled me to reinvest the Principal and Interest (\$650,047.86) at the rate of 2.18% for a further 12 month term to mature approximately 19 June 2020, pending on date of lodgement.

\$1,000,000 of Project Funds has been invested in an ANZ Term Deposit on 17 June 2019 for a period of 6 months at a rate of 2.05% and will mature on 17 December 2019.

Organisation Audit:

A request to quote was sent to AMD Chartered Accountants to conduct the Organisation Audit for period ending 30 June 2019. Upon receipt of quote, the F&A Committee approved "Out of Session" the modest increase in price and accepted the quoted amount of \$5,150 + GST. The audit has been set for August 1st and 2nd and will be carried out at our office. The Finance team are busy with End of Year Reporting to ensure that the financial data will be finalised prior to end of July. The Financial Statement for period ending 30th June 2018 will be presented at the AGM in October 2019.

Project Audit:

The following Projects will be submitted in July for the annual audit acquittals as per agreements.

- REI – Mayfields, Peel Main Drain & Fertilising the Farm – annual [Project ID 5000] \$650 + GST
- Peel Harvey Estuary Grant – 1FTE – annual [Project ID 9500] \$500 + GST
- Peel Harvey Estuary Grant – FishRec – annual [Project ID 9700] \$500 + GST

ACNC:

The Responsible Persons Register has been updated on the ACNC Portal, with the removal of Mike's name.

Payroll:

PAYG liability and superannuation payments for April and May have been paid by the City of Mandurah on PHCC behalf. Jane and Karen have been working extremely hard to reconcile employment costs across the current employment budget, accounting for any residual funds to carry forward into 2019/2020 financial year. EOY Payroll reporting will be provided by City of Mandurah at the conclusion of Pay 26 to allow PHCC to reconcile annual payments and staff entitlement liabilities as at 30 June.

Whole of Project Life (WoPL) Finance & Deliverables Budget Tool:

Karen and Thelma are in the final stages of completing the new WoPL Spreadsheet to be used for the management of all NLP II Projects, and in the future, it will be rolled out to other projects on commencement of a new project. Staff will be given training to provide them with the understanding needed to meet both the Finance and Deliverable Outputs of projects.

PHCC Support & Employment Budget 2018/2019:

I present the 2018/2019 PHCC Support and Employment Budget for endorsement.

For 2019, the decision was made to move Corporate Service employees from the PHCC Support to Project Officer Employment (POE) so that all staff employment costs are budgeted and expended from one allocation of funds.

Streamlining this process has enabled us to better manage our employment costs against the Salary Model and also capture any residuals/shortfalls across the organisation as we work through the five year tender process. Therefore, this year a comprehensive budget showing both Corporate and Employment budgets has been set.

The Executive Committee reviewed the Budget at its 13th June meeting, made some minor modifications to the explanatory notes, and recommended that the 2018-19 Budget be presented for endorsement by the Board at the June meeting.

Project Funding:

1. New Projects

Project agreements have been signed and Milestone payments have been invoiced.

9880: State NRM Community Stewardship Grant – Saving Lake McLarty Phase 1: Addressing acidification, hydrology and habitats. Received \$55,000 for 1st payment on signing of agreement.

2. Existing Projects

3600: CoM Land for Wildlife – Received \$50,000 being for Year 3 contribution.

6300: Newmont Boddington Gold - \$100,000 remains outstanding. Mel Durack and Karen Henderson are liaising with NBG Finance Team and have been told that payment will be made in June.

9500: Peel Estuary Grant 1FTE: Received \$115,000 being for Year 2 contribution.

9800: NLP II Core Services – Year 1: To be invoiced 28 June 2019 in arrears.

9830: NLP II Ramsar – Year 1: To be invoiced 28 June 2019 in arrears.

9840: NLP II Banksia Woodlands – Year 1: To be invoiced 28 June 2019 in arrears.

9850: NLP II Numbat Neighbourhood – Year 1: To be invoiced 28 June 2019 in arrears.

9860: NLP II Greening Farms – Year 1: To be invoiced 28 June 2019 in arrears. Phase 2 Project Design \$9,500 received 10/06/2019

Bank Statement Balance as at 31 May 2019:

ANZ Corporate Online Saver Account	\$494,300.44
Westpac Corporate Term Deposit	\$633,142.94
ANZ Project Online Saver Account	\$4,005,031.45
ANZ Project Cheque Account	\$388,178.46
ANZ Transaction Account	\$0.44
Petty Cash	\$140.30
Merchandise	\$150.00
ANZ Visa Card	-\$1,480.06
Total Cash at Hand:	\$ 5,519,463.97

PHCC equity as at 31 May 2019 **\$1,185,213.65**

The next meeting of the **Finance and Audit Committee** will be held on Monday 22 July 2019 at 10:00am.

Marilyn Gray
Treasurer