

TREASURER'S REPORT

General Meeting to be held on 12 December 2019

Finance and Audit Committee

The Finance and Audit Committee met on 2 December 2019 and the draft minutes for this meeting have been tabled in conjunction with the Treasurer's Report as I will be making 4 recommendations to the Board for consideration of endorsement. The endorsed signed Minutes of the previous meeting have also been tabled for your perusal.

Reinvestment of Project Funds Term Deposit

The current Term Deposit of \$1,000,000.00 matures on 17th December 2019 and due for renewal. Current project funds cash flow indicate that we can confidently reinvest these funds to secure better interest rates.

Corporate Funds held in Cash Management Account 5272-85292

The reconciliation of corporate funds held in the Project Cash Management account has been determined and \$111,687.86 will be transferred between accounts which will see the balance held in the Corporate Cash Management Account tick over to approximately \$605,000. Reviewing the interest earned to date this financial year, the F&A Committee would like to invest \$500,000 into a Term Deposit in order to achieve a greater return on our funds – even if it is 1.5%.

Core Service Staff Movements, roles and responsibilities

Patricia Sutton has accepted a new contract working in finance as she transitions to reduced working hours. She will assist Karen in the day-to-day operations plus focus on updating procedures that align to Finance policies in her new role. As we increase capacity in Finance, the F&A Committee recommends that Pat be given access to the ANZ Bank, ATO and MYOB as an Operator/Authoriser to provide some flexibility and reduce some risks the Governance Committee have identified.

With Pat moving to Finance, it has been recommended that her Credit Card monthly limit be reduced from \$4,000 to \$1,000 and that Leanne Greene, who is taking over Pat's current role, to be added as a Cardholder with monthly limit of \$4,000. Pat's credit card will be reviewed at the March Finance & Audit Steering Committee to determine if her card is still required. Allison Owens has resigned and her card has been destroyed and her name will be removed as a Cardholder. Janine Neeling, our new Administration Officer, will be added as a Cardholder once probation period has been met.

Bank Signatory

Karen and I have provided Procurement and Online Banking Induction to Caroline, Sue and Amanda to allow them to process the procedures put in place for purchases to be approved and authorised at an operating level and the Bank Authorisation process to make electronic payments. Feedback has been positive and in due course, the Induction presentation will be placed on the Bank Signatory & Finance & Audit Committee Member pages as a reference document.

It was noted by Karen that the Board needs to formally endorse that Jan Star to be removed as a signatory on all Banking Institution Accounts due to her Retirement from the Board at the AGM, held on 17 October 2019.

Recommendations to the board for endorsement

1. **Accept the Financial Statements to October 31 2019, noting that November statements are not able to be finalised due to the December meeting being brought forward by one week.**
2. **Reinvestment of Project Funds Term Deposit – Account 9108-29176**
That on maturity, the Project Funds Principal \$1,000,000 and the interest earned be reinvested in an ANZ Term Deposit account, with the Treasurer negotiating best rates and terms.
3. **Corporate Funds held in Cash Management Account 5272-85292**
That PHCC invest \$500,000 of Corporate Funds in an ANZ (or Westpac) Term Deposit Account, with the Treasurer negotiating best rates and terms.
4. **Core Service Staff Movements, roles and responsibilities**
That the following recommendations be endorsed:
 - ANZ Online Banking: Add Patricia Sutton as an Operator.*
 - MYOB: Add Patricia Sutton as a User*
 - ATO: Add Patricia Sutton as an authorised User*
 - Credit Card Facility:*
 - *Reduce Patricia Sutton’s monthly limit from \$4,000 to \$1,000*
 - *Add Leanne Greene as a Cardholder with monthly limit of \$4,000;*
 - *Delete Allison Owens as a Cardholder; and*
 - *Add Janine Neeling as a Cardholder with a monthly limit of \$1,000*
5. **Bank Signatory**
That Jan Star to be removed as a signatory on all Banking Institution Accounts due to her Retirement from the Board at the AGM, held on 17 October 2019.

Project Summary:

Below is a summary of what has happened during the past 2 months:

1. RLP Core Services Year 2, payment 2 tax invoice being for \$75,653.00 ex GST sent to DoEE on 1 November and paid on 14 November.
2. RLP Project: The 4 RLP Projects were paid by 14th November 2019.
3. 4100 – New Project: SouthCoast NRM Surface & Sub-surface Runoff System – Milestone 1 Payment of \$3,532.50 received.
4. 9700 – Peel-Harvey Estuary FishRec Grant: Final payment of \$250,000 invoiced in October and anticipate payment at the end of December/beginning January.
5. 6300 – Newmont Boddington Gold – Additional funding sourced for River Health Assessments:
Shire of Cuballing \$2,800 received
DWER \$20,000 received.
6. 5500 – Alcoa Foundation: Year 3 funding of \$225,000 USD invoiced in November with exchange rate of \$1.45 resulting in AUS \$326,844.86 funds.

Of interest, 35 Community Environment Grants have been awarded to Landholders within the Numbat Neighbourhood and Greening Farms Projects and Milestone 1 payments will start to roll out at the end of December.

Bank Statement Balance as at 31st October 2019:

ANZ Corporate Online Saver Account	\$494,759.02
Westpac Term Deposit	\$650,047.86
ANZ Term Deposit	\$1,000,000.00
ANZ Project Online Saver Account	\$2,867,857.07
ANZ Project Cheque Account	\$315,895.47
ANZ Transaction Account	\$319.94
Petty Cash	\$108.95
Merchandise	\$150.00
ANZ Visa Card	-\$4,983.38
Total Cash at Hand:	5,324,154.93

The next Finance & Audit Steering Committee Meeting is scheduled for Monday 9th March 2020.

I would like to take this opportunity to thank Bart Kartaski, our Volunteer, who has provided tremendous support to Karen throughout 2019. Your expertise in Excel and financial knowledge is always appreciated by the PHCC Team.

And finally, 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 2020.

Marilyn Gray
Treasurer

