

# TREASURER'S REPORT

## General Meeting to be held on 23 April 2020

Who would have predicted the **Coronavirus challenges** that we have endured since we last met in February! With our robust structures in place, staff have been able to transition to working remotely, adapting to new electronic methods which has enabled us to continue paying our Suppliers in a timely manner, invoicing our funding bodies for Quarterly payments within the expected timeframes and meet reporting requirement deadlines. They have streamlined invoice approval processes to enable effective communication amongst staff which will no doubt continue beyond Coronavirus I'm sure.

Some good news is that it appears we will be eligible for **Federal government support via the "Boosting cash flow for employers" program**. Through the Australian Taxation Office (ATO), the Government will provide tax-free cash flow boosts of between \$20,000 and \$100,000 to eligible businesses. The initial cash flow boosts will be delivered as credits in the activity statement system from the Government's announced date of 28 April 2020. Because we lodge quarterly, we will be eligible to receive the credit for quarter 3, March 2020 and quarter 4, June 2020.

We anticipate that because of the amount of salary withholding that we accrue each quarter that we will be eligible for the full amount for each quarter of \$50,000, for a **total of \$100,000**. The ATO will automatically apply these credits to our account, and we can then transfer the cash to our bank accounts. The first quarter payment will be made after the 28 April lodgement deadline.

**The Finance & Audit Steering Committee** met on 9 March with the unconfirmed minutes of the meeting tabled today. Karen presented to the Committee the Employment and Organisation budgets and how they were tracking against actual expenditure. Employment budgets for the next 3 years are being prepared to enable us to forecast staffing levels and any shortfalls with funding as existing projects are due for completion. The draft Terms of Reference for the F&A Committee have been reviewed by Jane, Karen and Pat to ensure it aligns to the new Constitution. The Committee recommended that the new ToR be presented to the Board for endorsement.

Below is a new look snapshot of the finances for the reporting period 1 February to 31 March 2020. Further details are included in the Financial Reports presented to the Board for endorsement.

Period: 1 February to 31 March 2020

	Tax Invoices Issued	\$	Comment
1	Inv 773 Shire of Boddington	27,500.00	9600: Year 3 payment MOU
2	Inv 774 Shire of Williams	5,500.00	9600: Year 3 payment MOU
3	Inv 775 Shire of Wandering	2,750.00	9600: Year 3 payment MOU
4	Inv 776 Newmont Boddington Gold	110,000.00	6300: Year 3 funding
5	Inv 777 State NRM (DPIRD)	27,816.80	7930: HRRT Milestone 1 Pmt
6	Inv 778 Voconiq Local Voices	55.00	6300: Donation Anchor Survey 2019

7	Inv 779 Dept Agriculture, Water and the Environment	83,218.30	9800: Core Services Pmt 4
8	Inv 780 DPIRD	16,500.00	3800: Pt Grey Channel Modelling
9	Inv 781 City of Mandurah	22,000.00	3800: Pt Grey Channel Modelling
10	Inv 782 Shire of Murray	22,000.00	3800: Pt Grey Channel Modelling
	<b>Total</b>	<b>\$317,340.10</b>	
	<b>Income Received</b>	<b>\$</b>	<b>Comment</b>
1	Inv 773 Shire of Boddington	27,500.00	9600: Year 3 payment MOU
2	Inv 777 State NRM (DPIRD)	27,816.80	7930: HRRT State NRM Grant
3	Inv 775 Shire of Wandering	2,750.00	9600: Year 3 payment MOU
4	Inv 769 DoEE	83,218.30	9800: Core Services Pmt 3
5	Inv 766 DoEE	107,305.00	9860: Greening Farms Q2
6	Inv 778 Voconiq Local Voices	55.00	6300: NBG
7	Inv 768 SouthCoast NRM	431.75	4100: Final Payment
8	Inv 779 DoEE	83,218.30	9800: Core Services Pmt 4
	<b>Total</b>	<b>\$332,295.15</b>	
	<b>Expenditure</b>	<b>\$</b>	<b>Comment</b>
1	No of Payment Runs – 4	241,127.73	Batch 18,19,20,21
2	Visa Card expenditure	10,297.49	Feb & Mar 2020
3	Petty Cash	349.25	Feb & Mar 2020
4	Cheques – Petty Cash	266.25	Petty Cash Recoup
	<b>Total</b>	<b>\$252,040.72</b>	
	<b>New Projects/Agreements</b>	<b>\$</b>	<b>Comment</b>
1	7930: HRRT State NRM – CSG19074	101,150.00	HRRT: State NRM CSG1 19074: Community action towards a revitalised a vibrant Harvey River catchment
2	3-8000 Pt Grey Channel Modelling	\$70,000.00	Protecting the health of the Peel-Harvey Estuary – Estuary Response Model
	<b>Total</b>	<b>\$171,150.00</b>	
	<b>Closed Projects/Agreements</b>		<b>Comment</b>
1	4100: SouthCoast NRM Surface & Sub-surface systems		Funded by South Coast NRM - Closed March 2020
2	7700: Water Towers Project		Project cancelled - \$40,000 returned to City of Mandurah
3	9870: SWCC_051RA.5671		Funded by SWCC – Closed March 2020

	Employment		
1	Payroll Reimbursement	138,821.78	Salary & Super – Feb2020
2	Payroll Reimbursement	140,213.56	Salary & Super – March 2020
	<b>Total</b>	<b>\$279,035.34</b>	
	Other		
1	<b>Finance Induction</b> – Board Members: Cr Brad Cadilini, Clair Reid, David Prattent Staff Members: Casuarina James		
2	<b>Finance &amp; Audit Steering Committee</b> met on 9 March 2020 – Unconfirmed Minutes provided.		
3	<b>ATO AusKey/myGovID</b> – Transfer of ATO Auskey authorisation to Relationship Authorisation Manager has been completed. Marilyn Gray – Principal Authority; Karen Henderson and Patricia Sutton – User; City of Mandurah – Machine Creditation Authority. Delegation of Authority Register to be updated to reflect new titles.		
4	<b>RLP Invoicing:</b> Preparation of Project Deliverable achieved for the 4 RLP Projects were completed by Program Managers resulting in a combined total of \$313,571.85 invoices and Statutory Declarations invoiced to the Department of Agriculture, Water and the Environment on 1 April 2020.		
5	<b>PAYG</b> (January and February) completed and submitted via ATO Portal		
6	<b>Superannuation:</b> February and March Superannuation Guarantee payments made by CoM.		
7	<b>Payroll:</b> Q3 Staff Leave Entitlements updated and recorded on Balance Sheet.		
8	<b>Westpac Term Deposit Renewal</b> - \$650,047.86 is due to mature on 12 June 2020, which is prior to next General Meeting. Requesting that Board endorses the Finance & Audit Steering Committee to review the cash-flow at the end of May and recommend that the Treasurer manages the renewal process with the Westpac Business Manager.		

Below is a summary of how the 4 Projects are tracking with the last column showing the balance of funding due at 30 June 2020 upon achieving Q4 Project Deliverables. As you can see from this table, we anticipate that a total of \$968,365.32 will be invoiced for Q4.

Snapshot of RLP Project Invoicing across Quarters - Year 2 @ 31 March 2020								
		Q1	Q2	Q3	Q4	Work Order Budget	Total Invoiced to Date	Balance to Invoice 30 June
9830	Ramsar Wetlands	\$ 279,981.87	\$ 227,245.87	\$ 215,153.44	\$ -	\$ 1,274,459.00	\$ 722,381.18	\$ 552,077.82
9840	Banksia Woodlands	\$ 31,800.00	\$ 41,200.00	\$ 37,000.00	\$ -	\$ 280,000.00	\$ 110,000.00	\$ 170,000.00
9850	Numbat Neighbourhood	\$ 84,026.43	\$ 118,968.66	\$ 52,568.41	\$ -	\$ 434,901.00	\$ 255,563.50	\$ 179,337.50
9860	Greening Farms	\$ 39,850.00	\$ 97,550.00	\$ 8,850.00	\$ -	\$ 213,200.00	\$ 146,250.00	\$ 66,950.00
	<b>Total RLP Projects</b>	<b>\$ 435,658.30</b>	<b>\$ 484,964.53</b>	<b>\$ 313,571.85</b>	<b>\$ -</b>	<b>\$ 2,202,560.00</b>	<b>\$ 1,234,194.68</b>	<b>\$ 968,365.32</b>

Balance of Bank Accounts as at 31 March 2020:

	Bank Account Type	Account Number	\$
1	ANZ Commercial Credit Card	4564 80xx xxxx 3072	-\$6,970.11
2	ANZ Transaction Account	016 745 4638 83443	\$4.19
3	ANZ Project Cheque Account	016 745 4942 31182	\$124,197.59
4	ANZ Corporate Online Saver	016 745 5272 85292	\$77,620.60
5	ANZ Project Online Saver	016 745 5272 85559	\$3,357,116.06
6	ANZ Business Term Deposit	016 746 910829176	\$1,510,278.08
7	Westpac Term Deposit	036 134 239580	\$650,047.86
	<b>Total</b>		<b>\$5,712,294.27</b>

Equity as at 31 March 2020:

	Bank Account Type	\$
1	Assets	\$5,966,775.30
2	Liabilities	\$4,739,631.01
3	Equity	\$1,227,144.29

Recommendations to the Board from the F&A committee:

1. That the Board accepts the draft minutes of the 9 Mar 2020 meeting of the Finance & Audit Committee.
2. That the Board endorses the Treasurer to manage the renewal process for the Westpac Term Deposit of \$650,047.86, due to mature on 12 June 2020 (before the next Board meeting), subject to satisfactory review of anticipated future cash-flows by F&A committee at the end of May.
3. That the draft Terms of Reference for the F&A Committee be presented for endorsement by the Board.

Marilyn Gray  
Treasurer