

TREASURER'S REPORT

General Meeting to be held on 22 October 2020

The Financial Statements for July and September have been presented for endorsement at this Meeting.

I am pleased to report that the Organisation Audit conducted in September went very smoothly, and the two Auditors, Isidore and Kellie were amazed and extremely impressed with how the annual organisation data was presented electronically and the willingness to assist them as questions or further documents were required. Both Caroline and myself I met with the Auditors on Day 1 of the audit to answer any concerns that they had with regards to COVID19 and Fraud and Risk Management; and Karen and Jane responded to the day-to-day management processes of the organisation. At the conclusion of the two-day audit approximately 90% of the scope testing had been performed with the balance being conducted off-site which resulted in minimal post-audit follow up questions. The audit process was finalised on 12th October with no audit adjustments and no audit recommendations. A huge thank you to all that who have assisted in the Organisation Audit and I would like to share the Quote that AMD have provided.

"We would like to thank Jane and Karen for providing accounting files and related documentation at the commencement of our audit electronically on a USB. Due to the high quality of the financial records and reconciliations provided to us which correctly supported year end balances we are pleased to report there are no audit adjustments and no audit recommendations arising from our audit.

There are few audits undertaken by us which result in minimal or no recommendations which is a credit to the commitment and preparedness of Jane, Karen, and the team in achieving such an audit result.

We would like to take this opportunity to thank Jane and Karen for the assistance provided to us during our audit". **Isidore Sy** | B.Bus

Staff have worked extremely hard during this reporting period to meet Year 3 Deliverable outcomes and finalise Year 2 commitments across the 5 RLP Projects. This ensured Quarter 1 Invoicing to be prepared and sent off to the Department of Agriculture, Water and the Environment on 1st October and we have received payment for the Ramsar, Banksia and Numbat projects which is a fantastic achievement to assist with cashflow.

Snapshot of RLP Project Invoicing across Quarters - Year 3 @ 30th September 2020

Code	Project	Work Order Budget (Yr 3)	Total Invoiced to Date	Balance to Invoice	% Invoiced to Date
9830	Ramsar Wetlands	\$ 918,451.00	\$ 222,914.67	\$ 695,536.33	24%
9840	Banksia Woodlands	\$ 280,000.00	\$ 41,200.00	\$ 238,800.00	15%
9850	Numbat Neighbourhood	\$ 434,901.00	\$ 78,978.51	\$ 355,922.49	18%
9860	Greening Farms	\$ 213,700.00	\$ 38,050.00	\$ 175,650.00	18%
9866	WA Black Cockatoos	\$ 115,000.00	\$ 24,416.00	\$ 90,584.00	21%
9800	Core Services	\$ 494,421.00	\$ 82,403.00	\$ 412,018.00	17%
	Total RLP Projects	\$ 2,456,473.00	\$ 487,962.18	\$ 1,968,510.82	20%

Finance Update for Period 1 August – 30 September 2020

Tax Invoices Issued		\$	Comment
1	Inv 804: City of Mandurah	22,000.00	9500: 1FTE Science Advisor Contribution
2	Inv 805: The Nature Conservancy	1,306.25	1000: PHCC Support Accommodation T Kearing
3	Inv 806: Shire of Waroona	2,750.00	3600: Lake Clifton LFW Stewardship
4	Inv 807: Dept Agriculture, Water & Environment	\$90,643.30	9800: Core Services Year 3, Pmt 1 Jul-August 2020
5	Inv 813: Alcoa Foundation	\$280,190.53	5600: Alcoa Foundation II Year 1 Payment \$200USD.
	Total	\$396,890.08	
Income Received		\$	Comment
1	Inv 804: City of Mandurah	\$22,000.00	9500: 1FTE Science Advisor Contribution
2	Inv 805: The Nature Conservancy	\$1,306.25	1000: PHCC Support Accommodation T Kearing
3	Inv 807: Dept Agriculture, Water & Environment	\$90,643.30	9800: Core Services Year 3, Pmt 1 Jul-August 2020
4	Inv 813: Alcoa Foundation	\$280,190.53	TBA: Alcoa Foundation II Year 1 Payment \$200,000USD.
5	Flight Centre	\$603.00	Refund on Accommodation paid for P Pownall – RALF Conference Canberra on Visa Card. Flight Centre Policy change due to COVID19.
6	Merchandise Sales - Website	\$72.50	Merchandise
7	Merchandise Sales - Cash	\$4.00	Merchandise
16	COVID19 Cash Flow Boost	\$25,000.00	2 nd and 3 rd payment of 4 payments - F20-21 COVID19 Cashflow Boost held in ATO Integrated Client Account. To be transferred to PHCC Bank account when Sep BAS is paid in October.
17	ANZ Bank Interest	\$310.12	August & September 2020
	Total	\$420,129.70	

Expenditure		\$	Comment
1	No of Payment Runs – 4	\$302,498.07	Batches 03 - 06
2	Visa Card expenditure	\$6,429.94	August & September 2020
3	Petty Cash	\$136.80	August & September 2020
4	Cheques – Petty Cash	\$267.05	Petty Cash Recoup Chq002021
	Total	\$309,331.86	
New Projects/Agreements		\$	Comment

1	5600: Alcoa Foundation – Healing Bilya: Restoring the Murray and Serpentine Rivers	\$600,000USD	Payment 1: \$200,000 USD received – Conversion Rate - \$280,190.53.
	Closed Projects/Agreements	\$600,000USD	Comment
1	NIL		
	Employment		
1	Payroll Reimbursement	\$252,896.09	Salary & Superannuation – August & September 2020
	Total	\$252,896.09	
	Other		
1	9500: State Election 1FTE annual project acquittal audit completed with no adjustments. Sent to Funding Body with Annual Reports. Q1 Jul-Sep 2020 financial statement prepared and sent using the new Smarty Grants Reporting system.		
2	9700: State Election FishRec annual project acquittal audit completed with no adjustments. Sent to Funding Body with Annual Reports. Q1 Jul-Sep 2020 financial statement prepared and sent using the new Smarty Grants Reporting system.		
3	RLP: Year 3, Quarter 1 Deliverable tracking for the 5 Projects completed by Program Managers by 30 th September. Tax Invoices and Statutory Declarations signed and sent off to Australian Government 2 nd October.		
4	RLP: Yr 2 2019 CEG Grants: A number of 2019 CEG grants across the Greening Farms, Numbat Neighbourhood, Banksia & Alcoa Foundation projects have now been completed with final Tax Invoices being received from Landholders and Partners. Tax Invoices will be released for payment once Final Acquittal statements have been checked and meet all obligations.		
5	5600: Alcoa Foundation: First payment of the new project Healing Bilya – Restoring the Murray and Serpentine Rivers received on 30 th September. Exchange rate resulted in the \$200,000 USD converting to \$280,190.53 AUD		
6	\$25,000 COVID19 Cash Flow Boost received via the ATO on completion of monthly PAYG lodgements.		
7	Payroll – PAYG and Superannuation paid by CoM on 30 September 2020. The CoM payroll system will migrate to a new system, therefore new setup in myGovID to connect Single touch Payroll to be completed by the Treasurer.		
8	Payroll – EOY Staff Payment Summaries. A considerable amount of time and effort liaising with the CoM and ATO trying to resolve the “glitch” that has occurred with the lodgement of F2019-2020 data file. Whilst this error is out of PHCCs control, the ATO has advised that staff can complete their 2020 tax returns without disruption.		
9	Bank Signatory changes – This has been completed electronically and form sent to our Business Manager in Melbourne. David Prattent provided is 100 pt ID check on Monday. Once David has been assigned a PHCC CRN number, he will be setup with IB4B authorisation which will allow him to authorise Internet Banking payment authorisations and the necessary training will be provided .		
10	ANZ Bank: Received notification that Sholl Street Mandurah Branch will be closing permanently on 12 November 2020. BSB and Account Number will remain the same.		
11	Next Finance & Steering Committee Meeting is scheduled for Monday 12 November 2020.		

Balance of Bank Accounts as at 30 September 2020:

	Bank Account Type	Account Number	\$
1	ANZ Commercial Credit Card	4564 80xx xxxx 3072	-\$4,011.74
2	ANZ Transaction Account	016 745 4638 83443	\$1.00
3	ANZ Project Cheque Account	016 745 4942 31182	\$426,231.47
4	ANZ Corporate Online Saver	016 745 5272 85292	\$77,655.28
5	ANZ Project Online Saver	016 745 5272 85559	\$3,588,587.83
6	ANZ Business Term Deposit	016 745 910829176	\$1,523,896.38
7	Westpac Term Deposit	036 134 239580	\$664,257.73
	Total		\$6,276,617.95

Equity as at 30 September 2020:

	Description	\$
1	Assets	\$6,368,663
2	Liabilities	\$5,001,699
3	Equity	\$1,366,964

Marilyn Gray

Treasurer

22 October 2020