



# Finance Templates & Forms

a fresh start in 2020

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



**PHCC** | Working Together  
Peel-Harvey Catchment Council



# An introduction by Karen ....

Transitioning old forms and templates to a standard format using uniform style, colours and fonts

More columns, terminology and accounting practices as we work towards rolling out the new MYOB too!

# CEGs Electronic Purchase Order

## Peel-Harvey Catchment Council Inc

58 Sutton Street  
MANDURAH WA 6210

Email: [finance@peel-harvey.org.au](mailto:finance@peel-harvey.org.au)  
Phone: (08) 6369 8800  
Website: [www.peel-harvey.org.au](http://www.peel-harvey.org.au)



### Purchase Order: CEG: Numbat Neighbourhood

Purchase Order No: **CEG\_NUM 6806869**  
Date: 04/11/2020

ABN (PHCC): 77 806 505 566  
ABN (Supplier): 81 167 045 533  
Statement by Supplier form required? Yes   
No

<b>Order To:</b>		<b>Bill To:</b>
Contact Name:	Chad Hawksley	Peel-Harvey Catchment Council Inc
Supplier Name:	RM Hawksley & Co	58 Sutton Street
Supplier Address Line 1:	PO Box 44	MANDURAH WA 6210
Supplier Address Line 2:	CUBALLING WA 6311	<b>Email:</b> <a href="mailto:finance@peel-harvey.org.au">finance@peel-harvey.org.au</a>
Email:	<a href="mailto:chad@rmhawksley.com">chad@rmhawksley.com</a>	Contact: Karen Henderson, Manager Finance & Payroll
Project ID No:	004_NUM_HAW_2020_HW	
Project Officer Contact:	Christine Townsend	

We've introduced electronic P.Os for CEGs

Please ensure that the Purchase Order No provided by Peel-Harvey Catchment Council is quoted on your invoice/s. This will enable Finance to process more promptly.

Pmt No	Date Due	Description	Account Code	Deliverable Code	Total Ex GST	GST	Total
1	13/12/2020	<b>1st Payment on receipt of:</b> 1. Signed Agreement 2. Tax Invoice for 50% of the total cost of the PHCC contribution to this project.	6-9851	9850	\$4,211.50	\$421.15	\$4,632.65
2	31/05/2021	<b>2nd Payment of 50% of the total cost [excluding final 50% seedling cost] of the PHCC contribution to this project following site inspection by a PHCC officer and report from that officer confirming works have been completed as per agreement, and on receipt of:</b> 1. Copies of receipts for all purchases associated with Project 2. Receipt of photo evidence and GPS monitoring of the Project; and 3. Tax Invoice	6-9851	9850	\$3,311.50	\$331.15	\$3,642.65
3	15/09/2021	<b>Final payment of 50% of the PHCC contribution to seedling cost following a final site inspection by a PHCC officer and report from that officer confirming works have been completed as per agreement and on receipt of:</b> 1. Signed Final Report and Acquittal Statement form, confirming activities have been undertaken and completed in accordance with the agreed Schedule 2. Copies of receipts for all seedling purchases associated with the project 3. Receipt of photo evidence of seedlings planted and GPS monitoring of the Project; and 4. Tax Invoice	6-9851	9850	\$900.00	\$90.00	\$990.00
<b>Total:</b>					<b>\$8,423.00</b>	<b>\$842.30</b>	<b>\$9,265.30</b>

Project Date: 1 December 2020 to 15 September 2021

### Purchase Order Approved by:

1. Budget Custodian: Christine Townsend Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Approved within Deliverables Budgets)

2. Program Manager: Melanie Durack Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Approving Officer)

3. CEO: Jane O'Malley Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Authorising Officer)

### Finance Use Only:

4. Entered into Activity Report & saved in PO folder: Signature: \_\_\_\_\_ Date: \_\_\_\_\_

5. Notify Budget Custodian: Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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# Breakdown of Deliverables

Breakdown of Funding across Deliverables: 2020-21 Grants					
Project ID	004_NUM_HAW_2020_HW				\$8,423.00
Deliverable Name	Job Code	Milestone 1 Year 3 Funds (20/21)	Milestone 2 Year 3 Funds (20/21)	Milestone 3 Year 4 Funds (21/22)	Total of Grant
<b>As per Agreement Schedule</b>		<b>4,211.50</b>	<b>3,311.50</b>	<b>900.00</b>	<b>8,423.00</b>
Onground Works	0203.03f				\$0.00
Controlling Access	0203.04b		\$3,311.50		\$3,311.50
Pest Control Initial	0203.05a				\$0.00
Pest Control Follow Up	0203.05b				\$0.00
Agreements	0203.08a	\$4,211.50			\$4,211.50
Habitat Augmentation	0203.16b				\$0.00
Weed Control	0203.27a				\$0.00
Revegetation	0203.28a			\$900.00	\$900.00
<b>Total Milestone Payment</b>		<b>\$4,211.50</b>	<b>\$3,311.50</b>	<b>\$900.00</b>	<b>\$8,423.00</b>
<b>Balance</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Project Officers being more accountable when milestone payments are involved

Budget Custodian



# Credit Card Remittance

2019:

**Peel-Harvey Catchment Council**

58 Sutton Street  
MANDURAH WA 6210



*Corporate Credit Card Expenditure Remittance*

Month: MM-YY  
 Officer Name: XX  
 Officer Position: XX  
 Approving Officer: Chief Executive Officer

Project Cost Code	Date	Invoice #	Merchant	Description	Amount (exc. GST)	GST	Total
<b>Total</b>						\$	-

I hereby declare that the above expenditure was made on behalf of the PHCC for authorised business purposes:

Signed: .....  
 Card Holder: XX  
 Authorised: .....  
 Name: Jane O'Malley  
 Position: Chief Executive Officer  
 Date: DD MMMM YYYY

2020:

**Peel-Harvey Catchment Council Inc**

Corporate Credit Card Expenditure Remittance



Month:  
 Officer Name:  
 Officer Position:  
 Approving Officer:  
 Credit Limit:  
 Card Number:

New columns

Account Code	Job Code	Deliverable Code	Date	Invoice #	Merchant	Description	Amount (exc. GST)	GST
<b>Total</b>								

I hereby declare that the above expenditure was made on behalf of the PHCC for authorised business purposes:

Signed: \_\_\_\_\_  
 Card Holder: \_\_\_\_\_  
 Authorised: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Date: \_\_\_\_\_





# Expenses Reimbursement Request

2019:

2020:

**EXPENSES REIMBURSEMENT REQUEST**



Officer Name:  
 Officer Position:  
 Approving Officer:  
 Request Number: (Officer's initials) 2019-2020#01  
 Banking Details: BSB: Account:

**Expenses Reimbursement**

Project Cost code	Date	Invoice #	Merchant	Description	Amount (exc GST)	GST	Total
<b>Total A</b>					\$	-	

Signed: \_\_\_\_\_ Officer's name .....  
 Authorised: \_\_\_\_\_ Supervisor .....  
 Position: .....  
 Date: .....

Peel-Harvey Catchment Council Inc

Expenses Reimbursement Request



Officer Name:  
 Officer Position:  
 Approving Officer:  
 Request Number: (Officer's Initial) 2020-2021#01  
 Banking Details: BSB: \_\_\_\_\_ Account No: \_\_\_\_\_

Being for the reimbursement of approved "out-of-pocket" expenses made on behalf of PHCC

Account code	Project Code	Deliverable Code	Date	Invoice #	Merchant	Description	Amount (exc GST)	GST	Total			
<b>Total</b>							\$	-	\$	-	\$	-

New columns

I hereby declare that the above expenditure was made on behalf of the PHCC for authorised business purposes:

Signed (Officer): \_\_\_\_\_  
 Authorised (Supervisor): \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Date: \_\_\_\_\_



# Updated Leave Application (with Travel Intention clause)



## LEAVE APPLICATION REQUEST



Payroll No: \_\_\_\_\_ Position: \_\_\_\_\_

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

1. Part-time or 9 day fortnight: Please use the appropriate table below to enter normal rostered hours per fortnight:

Sat	Sun	Mon	Tue	Weid	Thu	Fri	Sat	Sun	Mon	Tue	Weid	Thu	Fri

2. Leave Details (Employee to complete). Check the Leave Roster [here](#) (Read Only)

Type of Leave Requested	Hours/Days	Start Date	End Date	Return to Work Date	Office Use Only: Entitlement Balance*
<input type="checkbox"/> Annual Leave					
<input type="checkbox"/> Purchased Leave					
<input type="checkbox"/> Long Service Leave					
<input type="checkbox"/> Public Holiday(s)					
Personal Leave: <input type="checkbox"/> Sick Leave (self) <input type="checkbox"/> Family Leave (carer's)					
<input type="checkbox"/> Compassionate Leave					
<input type="checkbox"/> Local Government Public Holiday					
<input type="checkbox"/> Study Leave					
<input type="checkbox"/> Cultural Leave					
<input type="checkbox"/> Special Leave					
<input type="checkbox"/> Leave Without Pay					
<input type="checkbox"/> TOIL					
<input type="checkbox"/> Other Leave					

Do you intend to travel interstate?  Yes  No      Do you intend to travel overseas?  Yes  No

*I acknowledge that my intended travel must be in accordance with current government recommendations and may require self-isolation and a COVID clearance on my return. I also acknowledge and agree that any additional leave or expenses associated with isolation or COVID illness will be my responsibility, and at my expense.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

3. \*Entitlement Balance (Manager Finance & Payroll to complete – see over page for procedure):

Leave available for request?  Yes  No

Signature of Manager Finance & Payroll: \_\_\_\_\_ Date: \_\_\_\_\_

4. Supervisor to Approve / Not Approve (see over page for procedure):

The above leave has been:  Approved  Not Approved

Name of Supervisor (please print): \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only (see Procedure over page):

1. Manager Finance & Payroll – See No 2 over page

2. Supervisor see No 3 over page

3. Manager Finance & Payroll see No 4 over page

Payroll: Processed by: \_\_\_\_\_ Entered in pay no: \_\_\_\_\_ Date: \_\_\_\_\_

Travel intention clause



**PHCC**  
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# Chart of Accounts Sample (Draft )

## Peel-Harvey Catchment Council Inc

58 Sutton Street  
MANDURAH WA 6210



**PHCC** Working Together  
Peel-Harvey Catchment Council

### Chart of Accounts



Account No	Account Name	Old Code	Custodian	Comments
<b>1-0000</b>	<b>Assets</b>			
<b>1-1000</b>	<b>Current Assets</b>			
1-1100	Cash on Hand			
1-1150	ANZ_Cheque_4942-31182			
1-1155	ANZ_Transaction_4637-83443			
1-1160	ANZ_Corp_5272-85292			
1-1170	ANZ_Project_5272-85559			
1-1175	ANZ_Term Deposit			
1-1180	Westpac_Term Deposit			
1-1185	Cash Float - Merchandise			
1-1190	Cash Float - Petty Cash			
1-1195	ATO Holding Account			
1-1200	Clearing Accounts			
1-1210	Merchandise Contra			
1-1220	Undeposited Funds Account			
1-1230	Electronic Clearing Account			
1-1240	Payroll Clearing Account			
<b>1-1300</b>	<b>Other Current Assets</b>			
1-1310	Trade Debtors			
1-1315	Prepayments			
1-1320	Deposits to Suppliers			
1-1325	Donations Receivable			
1-1330	Voluntary Withholding Credits			
1-1350	ABN Withholding Credits			
1-1400	Inventory			
<b>1-5000</b>	<b>Non-Current Asset</b>			
1-5100	Furniture & Fittings			
1-5110	Furniture & Fittings at Cost			
1-5120	Accum Dcpn, Furniture & Fittings			
1-5200	Office Equipment		6-1446	
1-5210	Office Equipment at Cost			
1-5220	Accum Dcpn Office Equipment			
1-5300	IT & Computer		6-1446	
1-5310	IT & Computer at Cost			
1-5320	Accum Dcpn IT&Computer			
1-5400	Land			
1-5500	Motor Vehicles			
1-5510	Motor Vehicle at Cost			
1-5520	Accum Dcpn PHCC MV			
1-5600	HRRT Motor Vehicle			
1-5610	HRRT MV at Cost			



# Journal Transfers (based on MYOB format)

Then - our first JT template

**Peel-Harvey Catchment Council**

Peel Waterways Centre  
P.O. Box 332  
Mandurah WA 6210



## Journal Transfer

TRANSFER FROM: (PROJECT AND CODE)	TRANSFER TO: (PROJECT AND CODE)	TRANSFER AMOUNT (\$)	REASON/COMMENT:
6-3711	6-3740	\$28,465	These funds are being transferred from 6-3711 to 6-3740 to accurately reflect the breakdown of expenditure of these funds between wages and Operations/On-ground works. The total funding has been provided to SJ Landcare as the organisation implementing this project on behalf of the PHCC and the funds have been expended in accordance with this breakdown.

**Authorising Officer: Damien Postma**

**Position: Executive Officer**

**Signature:**

**Date:**



Now:

**Peel-Harvey Catchment Council Inc**

**Journal Transfer Request 2021/xx**



Date: xx/xx/xxxx

Account Code	Job Code	Deliverable Code	Account Name	Debit	Credit	Memo	Tax Code
Total				\$	-	\$	-

I hereby declare that the above Journal Transfer is in accordance with PHCC authorised business purposes:

<b>Requesting Officer:</b>		<b>Signature:</b>	
<b>Approving Officer:</b>		<b>Signature:</b>	
<b>Manager, Finance &amp; Payroll</b>	Karen Henderson	<b>Signature:</b>	
<b>Chief Executive Officer:</b>	Jane O'Malley	<b>Signature:</b>	





# Cheque Register (for audit compliance)

Peel-Harvey Catchment Council Inc

### Cheque Register



Keeping the  
auditors  
happy ...

Date	Cheque No	Payee Name	Amount	Invoice No	Comments
16/9/2020	002021	Petty Cash	\$267.05	Recoup	Out of sequence - new cheque book used
	001996				
	001997				
	001998				
	001999				
	002000				
	002001				
	002002				
	002003				
	002004				
	002005				
	002006				



# Monthly Financial Reporting

## Old MYOB format:

Peel-Harvey Catchment Council Inc			
58 Sutton Street MANDURAH WA 6210			
Balance Sheet			
As of September 2020			
	30/09/2020	30/09/2019	
<b>1-0000 Assets</b>			
1-1150 ANZ 4942-31182 (Project Chq)	\$426,231.47	\$235,444.91	
1-1155 ANZ 4637-83443 (Transaction)	\$1.00	\$319.94	
1-1158 Merchant Account	\$0.00	\$0.00	
1-1160 ANZ - 5272-85292 (Corp Online)	\$77,655.28	\$494,696.00	
1-1170 ANZ - 5272-85559 (Proj Online)	\$3,588,587.83	\$2,867,491.76	
1-1175 ANZ Term Deposit	\$1,523,896.38	\$1,000,000.00	
1-1180 Westpac Term Deposit	\$664,257.73	\$650,047.86	
1-1185 Merchandise	\$150.00	\$150.00	
1-1190 Petty Cash	\$263.95	\$228.00	
1-1400 ATO Holding Account	\$15,198.00	\$0.00	
1-2000 Trade Debtors	\$2,750.00	\$0.00	
1-5150 IT Equipment	\$12,999.00	\$9,000.00	
1-5160 Monitoring Equipment	\$10,873.65	\$0.00	
1-5200 Less IT Accumulation Depn	(\$5,427.75)	(\$9,000.00)	
1-6100 PHCC Vehicle at Cost	\$125,928.64	\$96,963.64	
1-6200 Less PHCC Vehicle Accumulation Depn	(\$79,130.00)	(\$64,130.00)	
1-9100 HRRT Vehicle at Cost	\$24,428.18	\$24,428.18	
1-9200 Less HRRT Vehicle Accumulation Depn	(\$20,000.00)	(\$15,000.00)	
<b>Total Assets</b>	<b>\$6,368,663.36</b>	<b>\$5,262,848.08</b>	
<b>2-0000 Liabilities</b>			
2-1100 VISA ANZ4564807000473072	\$4,011.74	\$5,970.22	
2-2000 Trade Creditors	\$153,824.11	\$46,604.93	
2-3000 GST Liabilities			
2-3010 GST Collected	\$124,256.35	\$88,799.44	
2-3030 GST Paid	\$59,230.64	(\$33,991.59)	
<b>Total GST Liabilities</b>	<b>\$65,025.71</b>	<b>\$54,807.85</b>	
2-6000 Employee Entitlements	\$263,545.66	\$225,536.24	
2-7000 Unspent Project Funding	\$4,515,291.92	\$3,773,197.07	
<b>Total Liabilities</b>	<b>\$5,001,699.14</b>	<b>\$4,106,116.31</b>	
<b>Net Assets</b>	<b>\$1,366,964.22</b>	<b>\$1,184,523.98</b>	
<b>3-0000 Equity</b>			
3-3201 PHCC Support	\$1,059,799.98	\$954,889.80	
3-3204 Member Remuneration	\$5,300.00	\$5,300.00	
3-4100 Asset Replacement - Vehicle	\$64,130.00	\$51,000.00	
3-4200 Asset Replacement - IT	\$45,462.93	\$45,462.93	
3-4300 Asset Replacement - Office Equipment	\$46,047.54	\$32,857.00	
3-8000 Retained Earnings	\$152,332.35	\$131,230.72	
3-9000 Current Earnings	(\$6,108.58)	(\$36,216.47)	
<b>Total Equity</b>	<b>\$1,366,964.22</b>	<b>\$1,184,523.98</b>	

NB. This report prepared with data provided as at 30 September 2020



## New 2020 format:

### Peel-Harvey Catchment Council Inc

58 Sutton Street  
MANDURAH WA 6210



**PHCC** Working Together  
Peel-Harvey Catchment Council

### Balance Sheet

As of 31 October 2020

	31/10/2020	31/10/2019	
<b>1-0000 Assets</b>			
1-1150 ANZ 4942-31182 (Project Chq)	\$155,294.13	\$315,895.47	
1-1155 ANZ 4637-83443 (Transaction)	\$25.52	\$319.94	
1-1158 Merchant Account			
1-1160 ANZ - 5272-85292 (Corp Online)	\$77,658.46	\$494,759.02	
1-1170 ANZ - 5272-85559 (Proj Online)	\$3,688,736.54	\$2,867,856.07	
1-1175 ANZ Term Deposit	\$1,523,896.38	\$1,000,000.00	
1-1180 Westpac Term Deposit	\$664,257.73	\$650,047.86	
1-1185 Merchandise	\$150.00	\$150.00	
1-1190 Petty Cash	\$300.00	\$108.95	
1-1400 ATO Holding Account			
1-2000 Trade Debtors	\$60,500.00	\$63,868.81	
1-5150 IT Equipment	\$12,999.00	\$9,000.00	
1-5160 Monitoring Equipment	\$10,873.65	\$0.00	
1-5200 Less IT Accumulation Depn	(\$5,427.75)	(\$9,000.00)	
1-6100 PHCC Vehicle at Cost	\$125,928.64	\$96,963.64	
1-6200 Less PHCC Vehicle Accumulation Depn	(\$79,130.00)	(\$64,130.00)	
1-9100 HRRT Vehicle at Cost	\$24,428.18	\$24,428.18	
1-9200 Less HRRT Vehicle Accumulation Depn	(\$20,000.00)	(\$15,000.00)	
<b>Total Assets</b>	<b>\$6,240,490.48</b>	<b>\$6,005,268.94</b>	
<b>2-0000 Liabilities</b>			
2-1100 VISA ANZ4564807000473072	\$5,825.90	\$4,983.38	
2-2000 Trade Creditors	\$46,676.41	\$407,396.42	
2-3000 GST Liabilities			
2-3010 GST Collected	\$46,519.45	\$160,006.52	
2-3030 GST Paid	(\$18,641.43)	(\$39,786.41)	
<b>Total GST Liabilities</b>	<b>\$27,878.02</b>	<b>\$120,220.11</b>	
2-6000 Employee Entitlements	\$263,545.66	\$225,536.24	
2-7000 Unspent Project Funding	\$4,545,992.55	\$4,072,626.76	
<b>Total Liabilities</b>	<b>\$4,889,918.54</b>	<b>\$4,830,762.91</b>	
<b>Net Assets</b>	<b>\$1,350,571.94</b>	<b>\$1,174,506.03</b>	
<b>3-0000 Equity</b>			
3-3201 PHCC Support	\$1,059,799.98	\$1,059,799.98	
3-3204 Member Remuneration	\$5,300.00	\$5,300.00	
3-4100 Asset Replacement - Vehicle	\$64,130.00	\$64,130.00	
3-4200 Asset Replacement - IT	\$45,462.93	\$45,462.93	
3-4300 Asset Replacement - Office Equipment	\$46,047.54	\$46,047.54	
3-8000 Retained Earnings	\$152,332.35	\$131,230.72	
3-9000 Current Earnings	(\$22,500.86)	(\$46,234.42)	
<b>Total Equity</b>	<b>\$1,350,571.94</b>	<b>\$1,174,506.03</b>	

NB. This report prepared with data provided as at 31 October 2020



**PHCC**  
Working Together

Thank you for your time today  
– your feedback is welcome!

Follow us:



@PeelHarveyCatchmentCouncil



@PeelHarveyCC

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



**PHCC** | Working  
Together  
Peel-Harvey Catchment Council