

TREASURER'S REPORT

General Meeting to be held on 10 December 2020

Have you noticed anything different as you read the November Financial Statements being presented to the Board for endorsement? Pat and Karen have transformed many of the old and tired looking Finance and Payroll forms over the past few months and the way we present the Financial Statements have now had a make-over too - very swish and classy with the corporate format and colours!! I have shared a little presentation "A Fresh Start in 2020" given to the F&A Committee Members showing snippets of new forms, so please take a moment to view.

The Finance and Audit Steering Committee met on Monday 30th November and as Chair of the Committee, I present the Confirmed Minutes of the previous meeting (27th July) and the Unconfirmed Minutes to the Board. Two actions arising from this meeting require endorsement from the Board:

- **Credit Card Facility** bi-annual review was carried out with the following recommendations.
 - The Credit Card Facility limit to remain unchanged at \$15,000.
 - Sharon Meredith, Community Engagement Coordinator Wetlands & People, to be removed as a Cardholder due to her resignation from the Organisation.
 - Charlotte (Charlie) Jones, Community Engagement Coordinator Wetlands & Peoples, to be added as a Cardholder with a monthly limit of \$1,000.
 - Christine Townsend, Farmers for Fauna Coordinator – Hotham Williams, to be added as a Cardholder with a monthly limit of \$1,000.
 - Patricia Sutton to remain as a Cardholder in her new role as Finance Support Officer. It was previously intended that her card would be revoked.

- **2020-2021 Budget** - The PHCC Organisation Budget has been reviewed by the Finance & Audit Committee and I present the Budget for your consideration and endorsement. Every effort and all considerations to employment and COVID-19 implications have been made to ensure that the Budget meets the demand and requirements of the Organisation this financial year.

Recommendation:

- ***That the above recommendations to the Credit Card Facility, as listed above, be endorsed.***
- ***That the Board endorse the 2020-2021 PHCC Organisation Budget.***

Karen has made significant progress on the new MYOB Standard Chart of Accounts and has started to transition with new project ID codes setup and structure. Staff will be provided training as the new system is rolled out and Karen will provide a brief overview at the April 2021 Board Meeting. F19-20 data will need to be entered into the new data-file to enable a comparison of financials be made as part of the Organisation Audit. There is an awful lot of work to be done to fully implement the new system and we have been kindly offered some financial templates for transitioning from the "old" set of Account Numbers to the new.

David Prattent has been added to the ANZ Bank Signatory Register and is now set up for Internet Banking. He will be provided training by myself and Karen prior to commencing Online Banking in the new year. Thank you David for taking on this new role and the Bank Signatories welcome you aboard!

With the ANZ's Sholl Street Branch closing in November, our Business Manager is now located in Melbourne and communication is completed on-line. Any face-to-face banking needs will be done at the Mandurah Forum Branch.

The City of Mandurah's new Payroll System is now fully operating with relatively little impact on PHCC. Permissions for their system to report Single Touch Payroll to the ATO, and some of the Payroll Reports are different, but sufficient information is being provided for PHCC records. Karen is working closely with Jacqui (Payroll) and Jarred (Finance) to ensure that PHCC receives the necessary payroll records required for Auditing purposes.

On a sad note, we have learned that our Senior Auditor, Maria Cavallo of AMD, was involved in a serious car accident about 3 weeks ago and was hospitalised with serious injuries. We have contacted their Office to find out Maria's well-being and she is doing fine. Jane, on behalf of the Board and Staff, has arranged for a Get Well card to be sent to Maria sending our best wishes for a full and speedy recovery.

Finance Update from Karen for Period 1 October – 30 November 2020

Tax Invoices Issued		\$	Comment
1	Inv 808: Dept Agriculture, Water & Environment	\$245,206.14	9830: Ramsar Wetlands Year 3, Q1 Jul-Sep 2020
2	Inv 809: Dept Agriculture, Water & Environment	\$45,320.00	9840: Banksia Woodlands Year 3, Q1 Jul-Sep 2020
3	Inv 810: Dept Agriculture, Water & Environment	\$86,876.36	9850: Numbat Neighbourhood: Year 3, Q1 Jul-Sep 2020
4	Inv 811: Dept Agriculture, Water & Environment	\$41,855.00	9860: Greening Farms: Year 3, Q1 Jul-Sep 2020
5	Inv 812: Dept Agriculture, Water & Environment	\$26,857.60	9865: Black Cockatoos: Year 3, Q1 Jul-Sep 2020
6	Inv 814: The Nature Conservancy	\$1,306.25	1000: PHCC Support Accommodation T Kearing
7	Inv 815: Dept of Primary Industry & Regional Development (State NRM)	\$55,000.00	New Project: NRM and Landcare Core Business Investment - Project ID: CBIP2004
8	Inv 816: Shire of Murray	\$5,500.00	7870: F20-21 annual contribution towards Pinjarra Massacre Site
9	Inv 817: Eventbrite	\$1,824.21	9830: Ramsar Wetland Weekender Boat Cruise Sales
10	Inv 818: Eventbrite	400.33	9830: Ramsar Wetland Weekender Movie Night Sales
11	Inv 819: Dept Agriculture, Water & Environment	\$90,643.30	9800: Core Services Year 3, Pmt 2 Sep – Oct 2020
	Total	\$600,789.19	
Income Received		\$	Comment
1	Inv 808: Dept Agriculture, Water & Environment	\$245,206.14	9830: Ramsar Wetlands Year 3, Q1 Jul-Sep 2020
2	Inv 809: Dept Agriculture, Water & Environment	\$45,320.00	9840: Banksia Woodlands Year 3, Q1 Jul-Sep 2020
3	Inv 810: Dept Agriculture, Water & Environment	\$86,876.36	9850: Numbat Neighbourhood: Year 3, Q1 Jul-Sep 2020
4	Inv 811: Dept Agriculture, Water & Environment	\$41,855.00	9860: Greening Farms: Year 3, Q1 Jul-Sep 2020
5	Inv 812: Dept Agriculture, Water & Environment	\$26,857.60	9865: Black Cockatoos: Year 3, Q1 Jul-Sep 2020
6	Inv 814: The Nature Conservancy	\$1,306.25	1000: PHCC Support Accommodation T Kearing

7	Inv 806: Shire of Waroona	2,750.00	3600: Lake Clifton LFW Stewardship
8	Inv 815: Dept of Primary Industry & Regional Development (State NRM)	\$55,000.00	New Project: NRM and Landcare Core Business Investment - Project ID: CBIP2004
9	Inv 816: Shire of Murray	\$5,500.00	7870: F20-21 annual contribution towards Pinjarra Massacre Site
10	Inv 817: Eventbrite	\$1,824.21	9830: Ramsar Wetland Weekender Boat Cruise Sales
11	Inv 818: Eventbrite	400.33	9830: Ramsar Wetland Weekender Movie Night Sales
12	Inv 819: Dept Agriculture, Water & Environment	\$90,643.30	9800: Core Services Year 3, Pmt 2 Sep –Oct 2020
13	Interest	313.39	October and November interest ANZ Online Saver Accounts
14	COVID19 CashFlow Boost	\$12,500.00	4th payment of 4 payments - F20-21 COVID19 Cashflow Boost held in ATO Integrated Client Account
15	Merchandise Sales - Cash	\$102.50	Merchandise Sales – October – November 2020
16	Merchandise Sales – Square	\$572.86	Merchandise Sales – Wetland Weekends (Square Device)
17	Merchandise Sales (Web Sales)	12.56	Merchandise sales for November 2020
	Total	\$617,040.50	

	Expenditure	\$	Comment
1	No of Payment Runs – 7	\$759,182.87	Batches 07 - 13
2	Visa Card expenditure	\$10,154.00	October & November 2020
3	Petty Cash	\$173.10	October & November 2020
4	Cheques – Petty Cash	\$220.95	Petty Cash Recoup 001996
	Total	\$769,730.92	
	New Projects/Agreements	\$	Comment
1	State NRM (DPIRD)	\$100,000.00	NRM and Landcare Core Business Investment - Project ID: CBIP2004
	Closed Projects/Agreements		Comment
1	NIL		
	Employment		
1	Payroll Reimbursement	\$331,496.01	Salary & Superannuation October & November 2020
	Total	\$331,496.01	
	Other		
1	Reconciled Employment Budget v Actuals for F2019-2020 as at 30 June 2020. Carried forward residual employment funds to F2020-2021 Employment Budget		

2	Worked with the CEG Officers with Electronic Purchase Orders. Provided training to Pat - enter new Supplier details into MYOB in preparation of forthcoming Tax Invoices.
3	Assisted HRRTs Jane Townsend with financial assistance – Payroll and Project budgets; Set up of Chart of Accounts for new MYOB.
4	ACNC: The 2020 Annual Information Statistic Report was endorsed by the Board and submitted via the ACNC portal on 22 nd October 2020.
5	Electronic Purchase Orders: Jane approved the use of an electronic Purchase Order for the CEG Grants awarded through the RLP projects. Templates have been created for the 4 Projects according to number of Milestone Payments and whether the Grant Recipient is Registered for GST or not. Training and procedure were provided to the relevant Project Staff so that POs and signed Agreements can be forwarded to the Landholders. We are starting to receive Tax Invoices, and these will be paid before Christmas pending approvals.
6	Employment – Q1 employment journal transfers were completed in October for the RLP Projects. Q2 or six-monthly employment journals will be finalised at the end of December for all Projects.
7	Assisted Steve Fisher and Jo Garvey to wind up the Alcoa Foundation project “Connecting Corridors and Communities - Restoring Serpentine River” by 18 th December. Final reporting is not required to be submitted until March 2021.

Balance of Bank Accounts as at 30 November 2020:

	Bank Account Type	Account Number	\$
1	ANZ Commercial Credit Card	4564 80xx xxxx 3072	-\$3,724.06
2	ANZ Transaction Account	016 745 4638 83443	\$13.56
3	ANZ Project Cheque Account	016 745 4942 31182	\$129,671.84
4	ANZ Corporate Online Saver	016 745 5272 85292	\$77,661.75
5	ANZ Project Online Saver	016 745 5272 85559	\$3,718,894.75
6	ANZ Business Term Deposit	016 746 910829176	\$1,523,896.38
7	Westpac Term Deposit	036 134 239580	\$664,257.73
	Total		\$6,110,671.95

Equity as at 30 November 2020:

	Description	\$
1	Assets	\$6,184,481
2	Liabilities	\$4,839,872
3	Equity	\$1,344,609

And finally, I would like to thank all staff for their conscientious efforts in retaining such high standards during this pandemic year. With the constraints that we have had to endure as the World grapples with the Coronavirus, we at PHCC, have shown that we are resilient and can adapt to new working environments put before us to allow us to carry on as “business as usual” . Congratulations, and take a well-earned rest over the Christmas break and come back fresh to a prosperous and exciting 2021.

Marilyn Gray
Treasurer



~ Australian Wildlife Conservancy ~