

Treasurers Report – Meeting 02/03/2019

This report includes activity from 28/01/2019 to 24/02/2019

Bank accounts are reconciled up to 24/02/2019

Financial Position as at 24/02/2019 (Transactions after this date are not included.):

NAB	Amount	Notes
• Cheque Account	\$7,775.92	\$10,000 Transferred to top-up DA Fund
Bank Australia		
• Cheque Account	\$10,703.06	\$5,000 Transferred to top-up DA Fund
• Investment Account	\$12,583.29	\$10,000 Transferred to top-up DA Fund
• DA Road Fund*	\$246,926.86	\$25,000 Transferred from accounts above
Cash/cheques on hand	\$515.26	Unexpended cash for Fire Striker #2
Total funds	\$278,504.39	

***Explanation about DA Road Fund.** (As requested in minutes of 2/2/19 meeting.)

All Road Levies (\$39,000 per year) are currently accumulated into the DA Road Fund budget item to build up a reserve for possible major road works required over time to satisfy DA conditions. Unless otherwise budgeted, expenses such as consulting fees related to satisfying the DA road condition are paid from this budget. Periodically funds are transferred as required to 'top-up' the DA Road Fund bank account to match the DA Road Fund Budget item. Our auditors advised that, having passed a formal resolution to reserve funds for this specific purpose, another formal resolution would be needed to divert it to different purpose.

Receipts (since 28/01/2018)

Source of Payment	February	This financial year
Total cash receipts (including bank interest)	\$5,282.49	\$80,419.07
This includes levies paid by approved work claims	\$255.00	\$3,310.00

Payments and Expense Reimbursements in February 2019

Date	Memo	Amount	Job No.
29/01/2019	NAB Connect Fee	5.00	
31/01/2019	NAB Account Fees	10.00	
4/02/2019	Midcoast Riverstone Render	400.00	Red Hill Fire
4/02/2019	GEM Planning Projects Pty Ltd	1267.20	DA Road Project
4/02/2019	Gallager (prev. Milne Alexander) Insurance	2711.66	
4/02/2019	Roger Ball FS2 Parts	455.93	FS2
5/02/2019	FairTrading Reg new rules	158.00	
6/02/2019	Kempsey Shire Council Fire Safety Cert	100.00	
28/01/2019	Ralph van Hulst - Tractor Parts	51.60	
28/01/2019	Anne Wilson - Dallas Wicks Straw Bales	60.00	Red Hill Fire
28/01/2019	John Tennock - USB Flash Drive Backup	11.20	
31/01/2019	BA Monthly Account Fee	8.00	
12/02/2019	Ralph VH – FS2 Fittings	127.58	FS2
12/02/2019	Ralph VH Tarps	60.70	
12/02/2019	Ralph VH Air filter for cement mixer	9.95	
12/02/2019	Ralph VH Key Safe	19.90	
12/02/2019	John Tennock Treasurer Lap-top	379.00	
18/02/2019	Roger Ball - Reimburse Bird Netting	49.95	

Delinquent Members

As usual I will provide Ralph with an updated overdue levies report just before the next meeting. Members listed on this report are inactive and therefore ineligible to vote at meetings.

At the time of writing (24/02/2019) there are:

13 members with a total of 24 invoices exceeding standard payment terms (usually 90 days) with a total value of \$4,035.06

Of these:

0 member invoices are 1 to 2 years overdue (Liable for debt collection)

0 member invoices are 2 years or more overdue (Liable for share forfeiture)

Now that the new billing system is operational (in parallel with the current system until 30 June) I will use it to send reminder statements each month to members with overdue levies, accompanied by an email advising our policies about overdue accounts.

It is worth noting that our total debtors balance on 07/12/13 was \$146,405.01 and on 09/02/19 it was \$12,509.07 so over that period we freed up \$133,895.94 to spend on roads, equipment and projects. Obviously that can't be repeated but it is important that we maintain the various processes for preventing our debtors' balance from growing and soaking up future cash-flow.

Debt Collection

There are currently no outstanding debts under collection with ProCollect.

Work claims to be approved on 02 March.

Below is a summary of claims to be approved at this meeting. Details provided as a separate report.

Share Name	# of shares	Annual Max \$ WL and AL	Claimed/Paid This Year\$	Available to claim \$	This Claim \$
Trinh Nguyen	1	680	170	510	30
James and Alicia	1	680	170	510	380

Succession Planning

As requested at the meeting on 16 January I have now:

1. Loaded a clearly labelled USB drive with all relevant Goolawah data files, including current MYOB backup and maintain this up-to-date so that, in an emergency, it can be sent to Goolawah to enable a suitable person to take over the treasurer's role.
2. Purchased a suitable lap-top computer and, set this up as a dedicated 'Goolawah Treasurer' computer which can be provided to a new treasurer either as an orderly succession or in an emergency. To transfer MYOB to the new (Windows 10) computer would require an upgrade to the latest version of MYOB at a cost of \$562.80. Not justifiable given that we will not be retaining MYOB in the longer term.

Budget and Cashflow Forecast – on following pages

Please note that I discovered an error in the budget where I had temporarily hidden a couple of expired budget lines and then failed to go back and deleted them. Now corrected.

I move that this report and budget be adopted by the meeting.

John Tennock - Treasurer
24 February 2019

Budget

Goolawah Budget Status 24/02/2019

Opening Cash at Bank as at 24/02/2019

NAB Cheque Account	7,775.92
BA Cheque Account	10,703.06
BA Investment Account	12,583.29
BA DA Road Fund	246,926.86
Cash/cheques On Hand (With Roger from Fire Striker #2 purchase and insurance refund)	515.26

TOTAL 278,504.39

Anticipated short term expenses, un-presented cheques and payments not yet co-signed.

Mick Conomos – Earthworks Last Resort 1,760.00

TOTAL 1,760.00

Approved budget reserves

	Budget Date	Budget	Income	Spent to Date	Available	Committed
Fire Management APZ maintenance (Annual)	01/07/2018	4000.00	0.00	2233.49	1,766.51	
Overall 'The Last Resort' Red Hill	06/09/2014	24200.00	500.00	20909.07	3,790.93	1760.00
DA Road Fund (regardless of previous budgeting)	01/07/2014	50000.00	214222.83	18360.60	245,862.23	
Tractor and Machinery Maintenance (annual)	01/07/2018	5000.00	0.00	115.14	4,884.86	
Legal advice to progress DA	16/01/2016	5000.00	0.00	4666.20	333.80	
Cemetery application fees	02/04/2016	500.00	0.00	0.00	500.00	
Road Maintenance (Internal and External) – (Annual)	01/07/2018	35000.00	0.00	30000.00	5,000.00	
Second Fire Striker Vehicle	06/10/2018	6000.00	115.26	6501.77	-386.51	

TOTAL 261,751.82

Note: Details if income and expenditure for each budget item available on request.

Unallocated operating funds 14,992.57

Goolawah Cash Forecast Flow for 2019

Account Name	Notes	2018/19			2019/20									TOTAL	
		Q3			Q4			Q1			Q2				
		January*	February	March	April	May	June	July	August	September	October	November	December		
Predictable Cash Income															
Annual Levies		4888	2280	3250	3250	3250	3250	3250	3250	3250	3250	3250	3250	3250	39667
Work Levies		988	360	1170	1170	1170	1170	1170	1170	1170	1170	1170	1170	1170	13048
Total payable by work claims		5876	2640	4420	4420	4420	4420	4420	4420	4420	4420	4420	4420	4420	52715
Less: Paid by Work Claims (12%)	1	-1055	-255	-530	-530	-530	-530	-530	-530	-530	-530	-530	-530	-530	-6610
Sub-Total		4821	2385	3890	3890	3890	3890	3890	3890	3890	3890	3890	3890	3890	46105
Road Levies					Road Levies unavailable as reserved for DA Road Fund										0
Interest on Deposits		342	342	330	330	330	330	330	330	330	330	330	330	330	3984
Overdue Charge on Late Payments		103	20	100	100	100	100	100	100	100	100	100	100	100	1124
Unpredictable Cash Income (est.)															
Non-refundable Joining Fees	2			7595					7845						23410
Miscellaneous Income		115													
Income from Grants															
Donations															
Private use of co-op equipment															
Total Predicted Cash Income		5381	2748	11915	4320	4320	4320	4320	12165	4320	4320	4320	4320	12290	74623
Cash Expenses															0
Fixed operating costs (Excl. Work Claims)	1														
Audit Fees		0	0		0	0	0	0	0	200	0	0	0	200	400
Bank Charges		23	23	23	23	23	23	23	23	23	23	23	23	23	276
Fire Prevention				110							66				176
Fuel, Gas and Lubricants		403		112	112	112	112	112	112	112	112	112	112	112	1523
Govt Permits, Fees, Regos, etc			258	90	90	90	90	90	90	90	90	90	90	90	1158
Insurance – Public Liability	3							3872							3872
Insurance – Association Liability	3							1561							1561
Insurance – Farm Policy	3		2712												
IT Expense			390												
Phone and Internet		30			30		30				30				120
Postage		20		46	46	46	46	46	46	46	46	46	46	46	480
Printing & Stationery				150	150	150	150	150	150	150	150	150	150	150	1500
Rates (KSC and NSW Govt.)				184			8000								8184
Repairs and Maintenance			131	200	200	200	200	200	200	200	200	200	200	200	2131
Total fixed operating costs		476	3515	915	651	621	621	14084	621	821	717	621	821	821	24484
Budgeted Project Commitments															
Rolling Annual Budgets															
Fire Management & APZ Maintenance	4	0		294	294	294	333	333	333	333	333	333	333	333	3174
Tractor & Machinery Maintenance	4	0	115	814	814	814	416	416	416	416	416	416	416	416	5867
Road Maintenance	4	0		833	833	833	2500	2500	2500	2500	2500	2500	2500	2500	18332

January to December 2019

Account Name	January*	February	March	April	May	June	July	August	September	October	November	December	TOTAL
Project Budgets													
Last Resort	764	460	418	418	418	418	418	418	418	418	418	418	5404
Cemetery Application Fees	0		42	42	42	42	42	42	42	42	42	42	420
Fire Striker #2	29	584	18	18	18	18							684
Total Budgeted Project Commitments	793	1159	2419	2419	2419	2419	3709	3709	3709	3709	3709	3709	33881
Net Cash Flow*	4113	(1926)	8581	1250	1280	1280	(13473)	7835	(210)	(106)	(10)	7760	16259

*(Excl. Road Levies and DA Road Fund)

Notes

* Actual values based in periods in Treasurer's report (i.e. ending on Sunday prior to meeting) Forecast based on calendar months (in MYOB)

From 1 July a new forecast will be prepared aligned with the 2019/20 financial year.

Forecast values will be replaced with actual values after each month-end bank reconciliation.

- 1 Based on previous years actual.
- 2 14 transfers in 3.5 years since 1 July 2015 = average 4 per year. Assume 3 for 2019
- 3 Need to check of expected changes
- 4 Assumes current budget fully spent by 30 June and renewed at previous level
- 5 Assumes project fully complete from current budget in 12 months
- 6 Assumes current budget fully expended by 30 June. Additional expenditure from DA Road Fund.
- 7 Assumes project fully complete from current budget by 30 June