

## **Finance Committee Meeting**

**Date:** 19.2.21 4pm

**Chairperson:** Wayne Skinner

**Minute taker:** Denise Cobourn

### **Attendance:**

Denise Cobourn, Petra Kuesseler, Wayne Skinner, Nick Read.

**Apologies:** John Tennock, Peter O'Hara

### **Agenda**

- Approve meeting minutes from 20.11.20
- Review actions from meeting 20.11.20
- Begin 2021/22 Budget process

**Previous minutes:** Approved

### **Discussion**

Petra would prefer all committee meetings to take place at the Camp kitchen. Others in attendance were happy to rotate between member's homes.

### **Action:**

Wayne to ensure approved Finance Policy November 2020 is uploaded to the website and Co-operative Files.

### **Budget 2021/22**

- Peggy provides a monthly report to the directors. Directors are responsible for cross checking the monthly report relating to their portfolio.
- Reconciled Budget Report (15.2.21) with the 2020/21 budget. Wayne added the Actual figures to the Administrative and Infrastructure budgets as we worked through the Budget Report detail.

### **Actions**

- Ask community if they wish to continue to include the cemetery in the budget.
- Wayne to review amount of Work Claims. This will provide an idea of how much income we get from Work Levies.
- Include examples of possible Contingency items.
- Wayne to follow up on insurances.
- Land Care Maintenance – ask Adam about any plans / projects. Does it need to be increased?
- Ensure Camp Kitchen consumables e.g. tea, coffee are taken out of the CK budget.
- Rates budget increased to \$10,000 due to Rates increase.
- Mobile Stage project completed – remaining funds \$598.83 returned to account.
- Keep Contingencies at \$10,000. Admin. not included in budget – take \$1,941 out of Contingency budget.
- DA Traffic Consultants \$5,000 (approved) needs to be added to Budget report.
- DA for Camp Kitchen upgrade has been approved by council. This is staged project requiring community funds approval for each stage e.g. storeroom, roof over pizza oven. Stage One Accessible Toilet is near completion and in budget.
- Camp Kitchen – mistake noted in Infrastructure Fund, should be \$500 not \$900.
- Overdue Levy discussion is in progress and will be discussed further at the next GM. Should the due date be reduced from 90 days?
- Format of Levy Invoice – to be discussed.

