

COMMITTEE MEETING MINUTES

(Tuesday Dec.12th 2023)

was held at The Hub, 27 Dalmahoy St, Bairnsdale, 3875

1. **Attendance:**
 - 1.1. **Committee:** Peter Jones (President & Chair), Tony Francis (Vice-president), Tim Jones (Acting Secretary), Pamela Mahlstedt (Lakes Entrance Studio Rep), Barbara Saunders (Bairnsdale Studio Rep), Wayne Stagg & Keith Rogers.
 - 1.2. **Apologies:** Dee Overliese
2. **Opening:** Meeting opened at 5.10pm
3. **Adoption of Minutes of Previous Meetings – (14/11/23 of meeting) – Accepted**
 - 3.1.1. **Business Arising from the Minutes of Previous Meetings:** None
4. **Finance Reports:**
 - 4.1. **Financial Report for November:** Accepted
 - 4.2. **Sponsorship & Sales Report:** Accepted
 - 4.3. **Business Arising from Finance Reports:** None
5. **Correspondence:**
 - 5.1. **Inwards:**
 - 5.1.1 **APRA – Statement of Gross Earnings request (14-11-23) - ACTION: Dee**
 - 5.1.2 **Letter from Diane Salstrom (Listener) re: the REG FM Sport Show.** Thank you for correspondence. Your thoughts, suggestions and your concerns regarding this show have been noted and the future of this show is under consideration.
 - 5.1.3 **Correspondence form Viv Lunt (Listener) congratulating REG FM – in particular Wayne, Steven and Carl – for the quality of the radio shows.**
 - 5.1.4 **CBAA request financial information ACTION: Dee**
 - 5.2. **Outwards:** None
 - 5.3. **Business Arising from the Correspondence:**
 - 5.3.1 “Community Catch-up” – future segments were discussed. **ACTION: TBC**
6. **For Decision:**
 - 6.1. **Governance:** None
 - 6.2. **Management:**
 - 6.2.1 It was agreed to remove Adobe Audition from our system as we have a similar system we use for our “Community Catch-Up” segment recordings.
 - 6.3. **Membership Applications:**

New member: Peter Ward from Bairnsdale
 - 6.4. **Operations:**
7. **For Discussion**
 - 7.1. **Governance:**
 - 7.2. **Management:**

7.2.1 Abusive behaviour towards volunteers: The following statement will be added to all REG FM social media platforms:

“Unreasonable or abusive behaviour towards any REG FM volunteer will not be tolerated in any form of communication, whether that be via: telephone, email, internet, social media, and written correspondence or in face-to-face interactions.” **ACTION: Secretary**

7.3. Operations:

7.3.1 Presenter Training guidelines - Draft: Further discussion will take place at our next meeting once more details around the specific training requirements of our new software - Radio Boss – are established. **ACTION:**

7.3.2 REG FM Program Schedule: Weekly inclusion in the Bairnsdale Advertiser of REG FM’s program schedule is under discussion. **ACTION: Wayne**

7.3.3 Newsletter: Discussion took place regarding an REG FM member’s newsletter and what would be included and the regularity of the newsletter. **ACTION: Tim**

7.3.4 Pamela has resigned from Programming Sub committee. No replacement is required at this point.

7.3.5 Jim Clement has resigned as Secretary of REG FM. Tim Jones was appointed Acting Secretary. The REG FM committee would like to thank Jim for all the work he has put in in his role as Secretary

8. For information:

8.1. **Reports:** None

8.2. **Sub-Committee Minutes:** No meeting this month due to other commitments.

8.3. **3000 REG FM Morning Radio Shows:** An outstanding achievement Frank! Getting up in the very early hours of each weekday morning to start your show at 6am takes a lot of commitment and dedication to your job.

9. **Next Meeting:** February 13th 2024 @4pm at The Hub)

10. **Close:** @6.35pm



Balance Sheet
Radio East Gippsland Inc
As at 30 November 2023

Account	30 Nov 2023	Nov-22	Diff	Diff %
Bank				
Current Account - General (1-1110)	70,814.57	54,254.96	16,559.61	30.52%
Mastercard - Debit / Credit Card (1-1140)	500.00	545.99	(45.99)	-8.42%
Petty Cash Bairnsdale (Imprest) (1-1175)	1,000.00	1,590.00	(590.00)	-37.11%
Statement Account (SQUARE) (1-1150)	100.00	168.73	(68.73)	-40.73%
Term Deposit Account	77,874.72	75,309.91	2,564.81	3.41%
Total Bank	150,289.29	131,869.59	18,419.70	13.97%
Current Assets				
Accounts Receivable	28,656.50	21,277.20	7,379.30	34.68%
Cash Drawer - Bairnsdale	100.00	100.00	0.00	0.00%
Long Service Leave Fund	18,313.96	18,044.04	269.92	1.50%
Petty Cash Box - L Entrance	200.00	100.00	100.00	100.00%
Total Current Assets	47,270.46	39,521.24	7,749.22	19.61%
Fixed Assets				
Asset - Furniture & Fixtures - Cost	1,722.73	1,722.73	0.00	0.00%
Asset - Plant & Equipment - Accum Depn	(122,506.68)	(105,822.68)	(16,684.00)	15.77%
Asset - Plant & Equipment - Cost	166,837.40	159,218.86	7,618.54	4.78%
Asset - Tower - Accum Depn	(43,665.68)	(43,665.68)	0.00	0.00%
Asset - Tower - Cost	43,665.68	43,665.68	0.00	0.00%
Total Fixed Assets	46,053.45	55,118.91	(9,065.46)	-16.45%
	243,613.20	226,509.74	17,103.46	7.55%
Current Liabilities				
Accounts Payable - Trade Creditors	10,154.95	0.00	10,154.95	
GST	6,097.72	2,627.17	3,470.55	132.10%
PAYG Withholdings Payable	5,652.00	4,230.00	1,422.00	33.62%
Payroll Liabilities	(3,358.34)	0.00	(3,358.34)	
Provision for Long Service Leave	17,990.52	17,990.52	0.00	0.00%
Superannuation Payable	3,358.25	0.00	3,358.25	
Total Current Liabilities	39,895.10	24,847.69	15,047.41	60.56%
	39,895.10	24,847.69	15,047.41	60.56%
Net Assets	203,718.10	201,662.05	2,056.05	1.02%
Current Year Earnings				
Current Year Earnings	(7,166.89)		(7,166.89)	
Current Year Surplus/Deficit	(2,252.81)	(11,478.84)	9,226.03	-80.37%
Historical Balancing	2,871.22	2,604.31	266.91	10.25%
Prior Year's Surplus/Deficit	26,703.88	26,703.88	0.00	0.00%
Retained Earnings	183,562.70	183,832.70	(270.00)	-0.15%
	203,718.10	201,662.05	2,056.05	1.02%



Profit & Loss YTD with YTD & Prior Year

Radio East Gippsland Inc

For the month ended 30 November 2023

Account	Nov 2023	Nov-22	Difference	Diff %	YTD 2023	YTD 2022	Variance	Diff %
Trading Income								
Income								
Income - Donations	0.00	143.55	(143.55)	-100.00%	45.00	283.55	(238.55)	-84.13%
Income - Membership	90.90	299.97	(209.07)	-69.70%	1,589.04	418.16	1,170.88	280.01%
Interest Income	310.26	0.58	309.68	53393.10%	2,837.62	141.14	2,696.48	1910.50%
Sales - Sponsors	20,616.30	21,086.21	(469.91)	-2.23%	95,252.09	101,728.47	(6,476.38)	-6.37%
Total Trading Income	21,017.46	21,530.31	(512.85)	-2.38%	99,723.75	102,571.32	(2,847.57)	-2.78%
Gross Profit								
	21,017.46	21,530.31	(512.85)	-2.38%	99,723.75	102,571.32	(2,847.57)	-2.78%
Other Income								
Grant - Dept of Jobs, Precincts & Regions	0.00		0.00		75,000.00	0.00	75,000.00	0.00%
Total Other Income	0.00	0.00	0.00	0.00%	75,000.00	0.00	75,000.00	0.00%
Operating Expenses								
A C M A	0.00	0.00	0.00	0.00%	81.82	512.00	(430.18)	-84.02%
Accounting & Bookkeeping Fees	0.00	0.00	0.00		272.72		272.72	
Audit Fees	0.00	500.00	(500.00)	-100.00%	500.00	500.00	0.00	0.00%
Bank Charges	6.71	14.42	(7.71)	-53.47%	107.19	38.43	68.76	178.92%
Bank Charges (SQUARE)	0.00	0.95	(0.95)	-100.00%	0.32	1.72	(1.40)	-81.40%
C B A A	0.00	0.00	0.00		8,558.55	5,730.41	2,828.14	49.35%
Computer Expenses	1,977.85	172.73	1,805.12	1045.05%	3,997.92	945.45	3,052.47	322.86%
Consumables	47.59	0.00	47.59		499.53		499.53	
Contract Services - Cleaning	591.00	281.27	309.73	110.12%	3,023.02	941.30	2,081.72	221.15%
Donations Given	0.00	0.00	0.00			520.00		
Dues & Subscriptions	0.00	0.00	0.00		9.09	46.85	(37.76)	-80.60%
Equipment Rental Expenses	0.00	30.00	(30.00)	-100.00%		30.00		
Grant Expenses	50,000.00		50,000.00		50,000.00		50,000.00	0.00%
Insurance	0.00	161.22	(161.22)	-100.00%	0.00	804.66	(804.66)	-100.00%
Internet Costs	215.95	22.73	193.22	850.07%	1,081.01	68.32	1,012.69	1482.27%
Legal - Employsure (E R)	0.00		0.00		10,687.86		10,687.86	
Legal - Employsure (WHS)	0.00		0.00		3,005.89		3,005.89	
Legal expenses	0.00	849.53	(849.53)	-100.00%	127.20	2,975.87	(2,848.67)	-95.73%
License Fees	0.00	0.00	0.00		0.00	208.00	(208.00)	-100.00%
Maintenance - Office	0.00	320.15	(320.15)	-100.00%	1,395.08	1,899.31	(504.23)	-26.55%
Maintenance & Repairs - Equipment	177.28	432.22	(254.94)	-58.98%	296.59	1,195.66	(899.07)	-75.19%
Media Bookings	200.00	325.00	(125.00)	-38.46%	2,065.00	2,060.00	5.00	0.24%
Meeting Expenses	0.00	774.55	(774.55)	-100.00%	20.35	956.32	(935.97)	-97.87%
News Service	0.00	17.73	(17.73)	-100.00%	0.00	3,245.83	(3,245.83)	-100.00%
Postage & Shipping	8.27	4.99	3.28	65.73%	23.73	84.17	(60.44)	-71.81%
Printing & Stationery	71.80		71.80		130.16		130.16	
Rent	104.00		104.00		208.00		208.00	0.00%
			0.00					
Salaries & Wages	10,480.99		10,480.99		78,104.18		78,104.18	
Salaries & Wages - Superannuation	1,152.93	1,290.14	(137.21)	-10.64%	6,430.50	6,977.76	(547.26)	-7.84%
Salaries & Wages - Termination Payments	0.00	12,323.40	(12,323.40)	-100.00%		66,750.81	(66,750.81)	0.00%
Salaries & Wages - Workers Compensatio	0.00	0.00	0.00			570.48		
Salaries & Wages - Long Service Leave	0.00	0.00	0.00			3,999.39		
	11,633.92	13,613.54	(1,979.62)	(1.11)	84,534.68	78,298.44	10,806.11	-7.84%
Site Fees (Field Days & Shows)	0.00		0.00		70.00		70.00	0.00%
Supplies - Office	0.00		0.00		45.91	636.34	(590.43)	-92.79%
Supplies - Studio	0.00	387.00	(387.00)	-100.00%	17.73	3,162.06	(3,144.33)	-99.44%
Telephone	282.45	249.25	33.20	13.32%	1,409.56	1,236.77	172.79	13.97%
Transmitter Fees	0.00		0.00		7,424.00	7,071.00	353.00	4.99%
Travel Expenses	0.00		0.00		172.74	0.00	172.74	
Utilities - Electricity	0.00	486.26	(486.26)	-100.00%	1,122.25	881.25	241.00	27.35%
Work Health and Safety	130.28		130.28		1,002.74		1,002.74	
Total Operating Expenses	65,447.10	18,643.54	46,803.56	251.04%	181,890.64	114,050.16	67,840.48	59.48%
Net Profit	(44,429.64)	2,886.77	(47,316.41)	-1639.08%	(7,166.89)	(11,478.84)	4,311.95	37.56%



Budget Variance

Radio East Gippsland Inc
For the month ended 30 November 2023

Account	Nov 2023	Nov Difference	Diff %	YTD 2023	YTD Difference		
Trading Income							
Income - Donations	0.00	35.00	(35.00)	-100.00%	45.00	175.00	(130.00)
Income - Membership	90.90	70.00	20.90	29.86%	1,589.04	383.00	1,206.04
Interest Income	310.26	22.00	288.26	1310.27%	2,837.62	110.00	2,727.62
Sales - Sponsors	20,616.30	19,804.00	812.30	4.10%	95,252.09	101,877.00	(6,624.91)
Total Trading Income	21,017.46	19,931.00	1,086.46	5.45%	99,723.75	102,545.00	(2,821.25)
Gross Profit	21,017.46	19,931.00	1,086.46	5.45%	99,723.75	102,545.00	(2,821.25)
Other Income							
Grant - Dept of Jobs, Precincts & Regions	0.00	0.00	0.00	0.00%	75,000.00	0.00	75,000.00
Total Other Income	0.00	0.00	0.00	0.00%	75,000.00	0.00	75,000.00
Operating Expenses							
A C M A	0.00	0.00	0.00	0.00%	81.82	172.00	(90.18)
Accounting & Bookkeeping Fees	0.00	136.00	(136.00)	-100.00%	272.72	680.00	(407.28)
Audit Fees	0.00	0.00	0.00	0.00%	500.00	500.00	0.00
Bank Charges	6.71	10.00	(3.29)	-32.90%	107.19	50.00	57.19
Bank Charges (SQUARE)	0.00	1.00	(1.00)	-100.00%	0.32	5.00	(4.68)
C B A A	0.00	0.00	0.00	0.00%	8,558.55	8,559.00	(0.45)
Computer Expenses	1,977.85	430.00	1,547.85	359.97%	3,997.92	2,070.00	1,927.92
Consumables	47.59	30.00	17.59	58.63%	499.53	150.00	349.53
Contract Services - Cleaning	591.00	850.00	(259.00)	-30.47%	3,023.02	3,700.00	(676.98)
Dues & Subscriptions	0.00	30.00	(30.00)	-100.00%	9.09	150.00	(140.91)
Grant Expenses (see comment)	50,000.00	0.00	50,000.00	0.00%	50,000.00	0.00	50,000.00
Insurance	0.00	162.00	(162.00)	-100.00%	0.00	810.00	(810.00)
Internet Costs	215.95	69.00	146.95	212.97%	1,081.01	797.00	284.01
Legal - Employsure (E R)	0.00	206.00	(206.00)	-100.00%	10,687.86	1,134.00	9,553.86
Legal - Employsure (WHS)	0.00	128.00	(128.00)	-100.00%	3,005.89	560.00	2,445.89
Legal expenses	0.00	444.00	(444.00)	-100.00%	127.20	1,903.00	(1,775.80)
License Fees	0.00	25.00	(25.00)	-100.00%	0.00	125.00	(125.00)
Maintenance - Office	0.00	365.00	(365.00)	-100.00%	1,395.08	2,360.00	(964.92)
Maintenance & Repairs - Equipment	177.28	550.00	(372.72)	-67.77%	296.59	2,200.00	(1,903.41)
Media Bookings	200.00	600.00	(400.00)	-66.67%	2,065.00	2,850.00	(785.00)
Meeting Expenses	0.00	30.00	(30.00)	-100.00%	20.35	150.00	(129.65)
News Service	0.00	270.00	(270.00)	-100.00%	0.00	1,350.00	(1,350.00)
Postage & Shipping	8.27	25.00	(16.73)	-66.92%	23.73	125.00	(101.27)
Printing & Stationery	71.80	50.00	21.80	43.60%	130.16	300.00	(169.84)
Rent	104.00	0.00	104.00	0.00%	208.00	0.00	208.00
Salaries & Wages	10,480.99	13,600.00	(3,119.01)	-22.93%	78,104.18	66,701.00	11,403.18
Salaries & Wages - Superannuation	1,152.93	1,500.00	(347.07)	-23.14%	6,430.50	7,420.00	(989.50)
Salaries & Wages - Termination Payments	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
	11,633.92	15,100.00	(3,466.08)	-22.95%	84,534.68	74,121.00	10,413.68
Site Fees (Field Days & Shows)	0.00	0.00	0.00	0.00%	70.00	0.00	70.00
Supplies - Office	0.00	50.00	(50.00)	-100.00%	45.91	250.00	(204.09)
Supplies - Studio	0.00	50.00	(50.00)	-100.00%	17.73	250.00	(232.27)
Telephone	282.45	285.00	(2.55)	-0.89%	1,409.56	1,425.00	(15.44)
Transmitter Fees	0.00	0.00	0.00	0.00%	7,424.00	7,424.00	0.00
Travel Expenses	0.00	30.00	(30.00)	-100.00%	172.74	150.00	22.74
Utilities - Electricity	0.00	1,050.00	(1,050.00)	-100.00%	1,122.25	2,100.00	(977.75)
Work Health and Safety	130.28	0.00	130.28	0.00%	1,002.74	873.00	129.74
Total Operating Expenses	65,447.10	20,976.00	44,471.10	212.01%	181,890.64	117,293.00	64,597.64
Net Profit	(44,429.64)	(1,045.00)	(43,384.64)	-4151.64%	(7,166.89)	(14,748.00)	7,581.11

Diff %

-74.29%
314.89%
2479.65%
-6.50%
-2.75%

-2.75%

0.00%
0.00%

-52.43%
-59.89%
0.00%
114.38%
-93.60%
-0.01%
93.14%
233.02%
-18.30%
-93.94%
0.00%
-100.00%
35.63%
842.49%
436.77%
-93.32%
-100.00%
-40.89%
-86.52%
-27.54%
-86.43%
-100.00%
-81.02%
-56.61%
0.00%

17.10%
-13.34%
0.00%
14.05%

0.00%
-81.64%
-92.91%
-1.08%
0.00%
15.16%
-46.56%
14.86%
55.07%

51.40%



90.7 & 105.5

R.E.G. FM FINANCE REPORT FOR THE MONTH OF NOVEMBER 2023

(Meeting set for Tuesday 12 December 2023 – 5pm
The Hub 27 Dalmahoy Street, Bairnsdale)

General Account Bank Balance as at 30 November 2023	\$70,814.57
Less Current Liabilities	(\$39,895.10)
Nett General Account Balance as at 30 November 2023	\$30,919.47
Statement (Petty Cash Imprest) Account Balance	\$1,000.00
Mastercard Debit Card	\$500.00
SQUARE Receipts Account	\$100.00
Long Service Leave Deposit Account	\$18,313.96
Fixed Interest Investment (Long Term Loan)	\$77,874.72
TOTAL CASH ON HAND	\$128,708.15
Net Profit / (Loss) for the Month of November 2023	(\$7,193.08)

Attached Reports Include:

- Profit & Loss Report for November 2023 (with comparison to same period Last Year)
- Profit & Loss Report for November 2023 (with YTD and Budget Comparisons)
- Balance Sheet as at 30 November 2023 (with comparison to same Period Last Year)

NOTES ON REPORTS

1. Current Assets:	Bank Balance was	\$123,909.68
	Decreased by \$55,000.00 - paid to RGR for Boss Radio Project	(\$55,000.00)
		\$68,909.68
2. Current Liabilities:	Creditors - to be paid December	\$10,154.95
	GST - to be paid Jan 2024	\$6,097.72
	PAYG Withholding - to be paid Jan 2024	\$5,652.00
	Payroll Liabilities - through bank in December	(\$3,358.34)
	Superannuation - to be paid Nov	\$3,358.25
	Long Service Leave Provision	\$17,990.52
		\$39,895.10

- 3. Sponsorship Revenue** for the month of November 2023 down 5.29% from September 2023 and down 2.38% from November 2022.

4. Exceptions

- Employure WHS \$2,814 (fully expensed in September) \$ 227.08 to be paid for 21 months
- Employure ER \$4,542 (fully expensed in September) to be paid for 21 months
- Employure Retrenchment \$6,420 (fully expensed in September) to be paid for 6 months
- Computer Expenses - \$1,500 paid for computer purchased in 2021 - Invoice rec Nov 2023
- Cleaning costs Bairnsdale increase of \$110 and Lakes Entrance Increase of \$50.00 per month
- Grant expenses - Addendum of expenses to be attached when break down of costs received.

Radio East Gippsland Inc Sponsorship Sales Report

Date prepared: 7th December 2023

November 2023 – Sales Figures

Gross Invoicing | November 2023 \$22,992 (October 2023 \$23,945)
Gross Receipts | October 2023 \$20,297 (September 2023 \$20,736)

Overdue Accounts | As of 07.12.2023

31- 60	\$2,797	
61 – 90	\$2,283	
90 Days +	\$527	
Total Overdue	\$5,607	(October 2023 \$5,987)

Monthly Summary:

Invoicing for November is about average for this time year which includes the additional revenue from the Christmas Promotion, resulting in the invoicing reaching \$22,882 for the month.

Payment receipts for the month of October were \$20,297, the overall OD account balance sitting at \$5,607 as of 07.12.2023.

