

## BOARD MEETING MINUTES

Tuesday, 13<sup>th</sup> December 2022

*Held at The Hub, 27 Dalmahoy St, Bairnsdale, 3875*

1. **Attendance:**
  - 1.1. **Committee:** Peter Jones (President & Chair), Tony Francis (Vice-president), Mike Richards (Treasurer), Jim Clement. (Secretary), Barbara Saunders, Jeanette Board, Wayne Stagg, Lee Walker.
  - 1.2. **Apologies:** Pamela Mahlstedt (proxy provided to President).
2. **Opening:** The Chair opened the meeting 9:00 am
3. **Adoption of Minutes of Previous Meeting – 22<sup>nd</sup> November 2022:** Resolved to accept the minutes of the previous meeting as a true and accurate record.
  - 3.1. **Item 5.1.1 Gippsland Grammer request for work experience placement:** Jeannette advised that she has contacted Gippsland Grammer but has not heard back.
4. **Finance Reports:**
  - 4.1. **Treasurer's Report:** The Treasurer spoke to his report, attached at Annex A.
  - 4.2. **Sales Report:** Received and attached at Annex B  
Resolved to accept the financial reports.
5. **Correspondence:**
  - 5.1. **Inwards:**
    - 5.1.1. 24/11/22 from Kym Williams re return to work
    - 5.1.2. 7/11/22 from Mike Richards re programming
  - 5.2. **Outwards:** Nil  
Resolved to accept the correspondence.
  - 5.3. **Business Arising from Correspondence:**
    - 5.3.1. The Board agreed with the Secretary's acceptance of Kym's advice of his health.
    - 5.3.2. Mike Richards' letter was discussed, and during the discussion Mike tendered his resignation which the Board resolved to accept.
6. **For Decision:**
  - 6.1. **Governance:**
    - 6.1.1. **Honour Board Policy:** returned to Governance Committee for review. **Action: Gov C'tee**
    - 6.1.2. **Return to Work Policy:** returned to Governance Committee for review **Action: Gov C'tee**
  - 6.2. **Management:**
    - 6.2.1. **CMTO Management Course:** President to contact CMTO and decline or defer.
    - 6.2.2. **CBAA Consultation – Community Radio Codes of Practice:** Tony to complete consultataion survey. **Action: TF**
7. **For Discussion**
  - 7.1. **Management:**
    - 7.1.1. **WHS:** aspects of the presented paper to be dependant on a Privacy Policy to be developed by the Governance Committee. **Action: Gov C'tee**
    - 7.1.2. **Technical:** resolved to accept quotes received from Rorie Ryan and authorise him to install new phone system and studio lights during January 2023. **Action: PJ**  
Quote also received from Rorie regarding installation of Radio Boss which requires further discussion; total cost of Radio Box, software, hardware & training, will be in the vicinity of \$16,000.

Radio East Gippsland acknowledges the Gunai Kurnai nation as the First People and Traditional Owners of the land over which we broadcast and pays its respects to elders past, present and emerging.

**8. For information:**

**8.1. Reports**

8.1.1. **Secretary's Report:** Attached at Annex C

8.1.2. **Studio Coordinator's Report:** Attached at Annex D

8.1.3. **Business Arising from Reports:** Operations Manager to speak to Studio Coordinator re aspects of annual leave.

**8.2. Sub-Committee Minutes:**

8.2.1. Technical Committee Meeting 8 Nov 22:

8.2.2. Programming Committee Meeting 6 Dec 22:

9. **Next Meeting:** Feb 23, date & time to be advised.

10. **Close:** 11:30 am

<b>Attachments:</b>	Annex A	Treasurer's Report
	Annex B	Sales Report
	Annec C	Secretary's Report
	Annex D	Studio Coordinator's Report

**R.E.G. FM FINANCE REPORT FOR MONTH OF NOVEMBER, 2022**

**(Meeting Set for Tuesday, 13<sup>th</sup> December, 2022 - 9am – U3A Building)**

General Account Bank Balance as at 30 <sup>th</sup> November, 2022:	55,932.10
Less Unpresented Items – REST Super	-1,677.14
	54,254.96
Less: Current Liabilities:	<u>-6,803.53</u>
Nett General Account Balance as at 30 <sup>th</sup> November, 2022,	<b>\$47,451.43</b>
Statement (Petty Cash Imprest) Account as at 30 <sup>th</sup> November, 2022	\$1,000.00
Mastercard Debit Card Balance as at 30 <sup>th</sup> November, 2022	* \$549.99
SQUARE Receipts Account Balance as at 30 <sup>th</sup> November, 2022	\$168.73
Long Service Leave Deposit Account as at 30 <sup>th</sup> November, 2022	\$18,044.04
Fixed Interest Term Deposit Balance as at 30 <sup>th</sup> November, 2022	<u>\$75,309.91</u>
<b>Total Cash On Hand:</b>	<b>\$142,524.10</b>
<b>Net Profit/Loss for Month of November, 2022</b>	<b>\$2,887.09</b>

**Attached Reports include:**

- Profit & Loss Report for month of November 2022 (Comparison with same period last year)
- Profit & Loss Report Year To Date: (Comparison with same period last year)
- Balance Sheet as at 30<sup>th</sup> November, 2022.

**NOTES ON REPORTS**

- 1. Current Liabilities:** Current Liabilities of \$6,803.53 represents GST and PAYG Taxes we currently owe the ATO.
- 2. Sponsors Revenue for November:** Our Sponsors Revenue was \$2,142 (9.2%) less than the same period last year.
- 3. REG FM Budget.** The enclosed Budget Report provides information on Previous Year Actual, Current Year Actual and Current Year Budget, along with Year To Date Data for all categories. There is also a projection of Capital Works and Expenditure that falls outside of our regular activities – these are simply projections at this stage. I trust that you all find this information useful.

**Mike Richards, Treasurer.**

Appendix 1 to  
Annex A to  
REG Board Meeting Minutes  
13 December 2022

Radio East Gippsland Inc

P.O. Box 963  
Bairnsdale  
Vic 3875**Profit & Loss [With Last Year]**

November 2022

ABN: 38 619 032 565

Email: accounting@regfm.com.au

	This Year	% of Sales	Last Year	LY % of Sales
<b>Income</b>				
Sponsors	\$21,086.21	97.9%	\$23,228.20	98.1%
Membership	\$299.97	1.4%	\$363.62	1.5%
Fund Income				
Donations	\$143.55	0.7%	\$90.00	0.4%
<b>Total Income</b>	<b>\$21,529.73</b>	<b>100.0%</b>	<b>\$23,681.82</b>	<b>100.0%</b>
<b>Total Cost of Sales</b>	<b>\$0.00</b>	<b>0.0%</b>	<b>\$0.00</b>	<b>0.0%</b>
<b>Gross Profit</b>	<b>\$21,529.73</b>	<b>100.0%</b>	<b>\$23,681.82</b>	<b>100.0%</b>
<b>Expenses</b>				
Accounting	\$0.00	0.0%	\$500.00	2.1%
Audit Fees	\$500.00	2.3%	\$0.00	0.0%
Bank Charges	\$14.10	0.1%	\$4.45	0.0%
SQUARE Transaction Fees	\$0.95	0.0%	\$0.00	0.0%
Computer Expense	\$172.73	0.8%	\$267.72	1.1%
Contract Services	\$281.27	1.3%	\$210.00	0.9%
Discounts				
Dues & Subscriptions	\$0.00	0.0%	\$13.48	0.1%
Equipment Rental Expense	\$30.00	0.1%	\$0.00	0.0%
Insurance	\$161.22	0.7%	\$312.15	1.3%
Internet	\$22.73	0.1%	\$10.82	0.0%
Legal & Accounting	\$849.53	3.9%	\$869.39	3.7%
Maintenance	\$320.15	1.5%	\$19.50	0.1%
News Services	\$17.73	0.1%	\$0.00	0.0%
Meeting Expense	\$774.55	3.6%	\$95.98	0.4%
Media Bookings	\$325.00	1.5%	\$705.00	3.0%
Office Supplies	\$0.00	0.0%	\$125.80	0.5%
Studio Supplies	\$387.00	1.8%	\$165.19	0.7%
Equipment Maintenance & Repairs	\$432.22	2.0%	\$0.00	0.0%
Employment Expenses				
Superannuation	\$1,290.14	6.0%	\$1,205.58	5.1%
Wages & Salaries	\$12,323.40	57.2%	\$12,055.76	50.9%
<b>Total Employment Expenses</b>	<b>\$13,613.54</b>	<b>63.2%</b>	<b>\$13,261.34</b>	<b>56.0%</b>
Postage & Shipping	\$4.99	0.0%	\$17.18	0.1%
Telephone	\$249.25	1.2%	\$232.64	1.0%
Transmitter Fees	\$0.00	0.0%	\$19.09	0.1%
Services				
Electricity	\$486.26	2.3%	\$453.82	1.9%
<b>Total Expenses</b>	<b>\$18,643.22</b>	<b>86.6%</b>	<b>\$17,283.55</b>	<b>73.0%</b>
<b>Operating Profit</b>	<b>\$2,886.51</b>	<b>13.4%</b>	<b>\$6,398.27</b>	<b>27.0%</b>
<b>Other Income</b>				
Interest Income	\$0.58	0.0%	\$0.71	0.0%
<b>Total Other Income</b>	<b>\$0.58</b>	<b>0.0%</b>	<b>\$0.71</b>	<b>0.0%</b>
<b>Total Other Expenses</b>	<b>\$0.00</b>	<b>0.0%</b>	<b>\$0.00</b>	<b>0.0%</b>
<b>Net Profit/(Loss)</b>	<b>\$2,887.09</b>	<b>13.4%</b>	<b>\$6,398.98</b>	<b>27.0%</b>

This report includes Year-End Adjustments.



**Appendix 2 to  
Annex A to  
REG Board Meeting Minutes  
13 December 2022**

Radio East Gippsland Inc

P.O. Box 963  
Bairnsdale  
Vic 3875

**Profit & Loss [With Last Year]**

July 2022 To November 2022

ABN: 38 619 032 565

Email: accounting@regfm.com.au

	This Year	% of Sales	Last Year	LY % of Sales
<b>Income</b>				
Sponsors	\$101,728.47	99.3%	\$99,105.97	98.6%
Membership	\$418.16	0.4%	\$1,304.56	1.3%
Fund Income				
Donations	\$283.55	0.3%	\$130.00	0.1%
<b>Total Income</b>	<b>\$102,430.18</b>	<b>100.0%</b>	<b>\$100,540.53</b>	<b>100.0%</b>
<b>Total Cost of Sales</b>	<b>\$0.00</b>	<b>0.0%</b>	<b>\$0.00</b>	<b>0.0%</b>
<b>Gross Profit</b>	<b>\$102,430.18</b>	<b>100.0%</b>	<b>\$100,540.53</b>	<b>100.0%</b>
<b>Expenses</b>				
Accounting	\$0.00	0.0%	\$500.00	0.5%
Audit Fees	\$500.00	0.5%	\$0.00	0.0%
ACMA	\$512.00	0.5%	\$90.00	0.1%
CBAA	\$5,730.41	5.6%	\$4,233.98	4.2%
Bank Charges	\$38.11	0.0%	\$19.37	0.0%
SQUARE Transaction Fees	\$1.72	0.0%	\$0.00	0.0%
Computer Expense	\$945.45	0.9%	\$1,162.74	1.2%
Contract Services	\$941.30	0.9%	\$882.50	0.9%
Discounts				
Dues & Subscriptions	\$46.85	0.0%	\$172.28	0.2%
Equipment Rental Expense	\$30.00	0.0%	\$0.00	0.0%
Donations Given	\$520.00	0.5%	\$0.00	0.0%
Insurance	\$804.66	0.8%	\$1,558.09	1.5%
Internet	\$68.32	0.1%	\$54.10	0.1%
Legal & Accounting	\$2,975.87	2.9%	\$3,565.35	3.5%
License Fees	\$208.00	0.2%	\$104.00	0.1%
Maintenance	\$1,899.31	1.9%	\$97.00	0.1%
News Services	\$3,245.83	3.2%	\$3,160.00	3.1%
Meeting Expense	\$956.32	0.9%	\$95.98	0.1%
Media Bookings	\$2,060.00	2.0%	\$2,790.00	2.8%
Office Supplies	\$636.34	0.6%	\$470.03	0.5%
Petty Cash	\$0.00	0.0%	\$19.05	0.0%
Studio Supplies	\$3,162.06	3.1%	\$993.95	1.0%
Equipment Maintenance & Repairs	\$1,195.66	1.2%	\$0.00	0.0%
Employment Expenses				
Staff Amenities	\$0.00	0.0%	\$3.30	0.0%
Superannuation	\$6,977.76	6.8%	\$6,400.48	6.4%
Wages & Salaries	\$66,750.81	65.2%	\$64,216.39	63.9%
Workers' Compensation	\$570.48	0.6%	\$419.95	0.4%
Long Service Leave Expense	\$3,999.39	3.9%	\$0.00	0.0%
Other Employer Expenses	\$0.00	0.0%	\$150.00	0.1%
<b>Total Employment Expenses</b>	<b>\$78,298.44</b>	<b>76.4%</b>	<b>\$71,190.12</b>	<b>70.8%</b>
Postage & Shipping	\$84.17	0.1%	\$17.18	0.0%
Rent	\$0.00	0.0%	\$104.00	0.1%
Telephone	\$1,236.77	1.2%	\$1,180.91	1.2%
Transmitter Fees	\$7,071.00	6.9%	\$6,448.09	6.4%
Services				
Electricity	\$881.25	0.9%	\$947.52	0.9%
<b>Total Expenses</b>	<b>\$114,049.84</b>	<b>111.3%</b>	<b>\$99,856.24</b>	<b>99.3%</b>

This report includes Year-End Adjustments.

**Profit & Loss [With Last Year]**

July 2022 To November 2022

ABN: 38 619 032 565

Email: accounting@regfm.com.au

	<b>This Year</b>	<b>% of Sales</b>	<b>Last Year</b>	<b>LY % of Sales</b>
Operating Profit	-\$11,619.66	(11.3)%	\$684.29	0.7%
Other Income				
Interest Income	\$141.14	0.1%	\$3.60	0.0%
Total Other Income	\$141.14	0.1%	\$3.60	0.0%
Total Other Expenses	\$0.00	0.0%	\$0.00	0.0%
Net Profit/(Loss)	-\$11,478.52	(11.2)%	\$687.89	0.7%

This report includes Year-End Adjustments.

## Balance Sheet

As of November 2022

Assets		
Current Assets		
Cash On Hand		
Cheque Account	\$54,254.96	
Cash Drawer	\$100.00	
Mastercard Debit Account	\$545.99	
SQUARE Receipts	\$169.05	
Petty Cash	\$100.00	
Expense Imprest Account	\$1,000.00	
<b>Total Cash On Hand</b>		<b>\$56,170.00</b>
Accounts Receivable		\$21,277.20
Investments		
Fixed Interest Investments	\$75,309.91	
Long Service Leave Fund	\$18,044.04	
<b>Total Investments</b>		<b>\$93,353.95</b>
<b>Total Current Assets</b>		<b>\$170,801.15</b>
Property & Equipment		
Plant & Equipment		
Plant & Equipment	\$159,755.22	
Plant & Equipment Accum Dep	-\$105,822.68	
<b>Total Plant &amp; Equipment</b>		<b>\$53,932.54</b>
Tower		
Tower	\$43,665.68	
Tower Accum Dep	-\$47,865.20	
<b>Total Tower</b>		<b>-\$4,199.52</b>
Furniture & Fixtures		
Furniture & Fixtures at Cost	\$1,722.73	
<b>Total Furniture &amp; Fixtures</b>		<b>\$1,722.73</b>
<b>Total Property &amp; Equipment</b>		<b>\$51,455.75</b>
<b>Total Assets</b>		<b>\$222,256.90</b>
Liabilities		
Current Liabilities		
GST Liabilities		
GST Collected	\$3,974.21	
GST Paid	-\$1,400.68	
<b>Total GST Liabilities</b>		<b>\$2,573.53</b>
Payroll Liabilities		
PAYG Withholding Payable	\$4,230.00	
<b>Total Payroll Liabilities</b>		<b>\$4,230.00</b>
<b>Total Current Liabilities</b>		<b>\$6,803.53</b>
Provision for Long Service		\$17,990.52
<b>Total Liabilities</b>		<b>\$24,794.05</b>
<b>Net Assets</b>		<b>\$197,462.85</b>
Equity		
Prior Year's Surplus/Deficit		\$26,703.88
Retained Earnings		\$179,633.18
Current Year Surplus/Deficit		-\$11,478.52
Historical Balancing		\$2,604.31

This report includes Year-End Adjustments.

## Balance Sheet

As of November 2022

ABN: 38 619 032 565

Email: [accounting@regfm.com.au](mailto:accounting@regfm.com.au)

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Total Equity	\$197,462.85
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2550 Operating Income:	5			OCTOBER Y.T.D.			4			NOVEMBER Y.T.D.		
	OCTOBER			OCTOBER Y.T.D.			NOVEMBER			NOVEMBER Y.T.D.		
	Last Yr Actual	This Year Actual	Oct '22 Budget	Y.T.D. Last Yr	Y.T.D. Actual	Y.T.D. Budget	Last Yr Actual	This Year Actual	Nov '22 Budget	Y.T.D. Last Yr	Y.T.D. Actual	Y.T.D. Budget
Sponsors	20,702	18,338	18,338	75,877	80,642	80,642	23,228	21,086	20,900	99,105	101,728	101,542
Membership	232	45	45	940	145	145	364	300	691	1,304	445	836
Donations	40	0	0	40	120	120	90	144	0	130	264	120
Interest Revenue:	1	26	26	4	140	140	1	1	1	5	141	141
<b>Total Income:</b>	<b>20,975</b>	<b>18,409</b>	<b>18,409</b>	<b>76,861</b>	<b>81,047</b>	<b>81,047</b>	<b>23,683</b>	<b>21,531</b>	<b>21,592</b>	<b>100,544</b>	<b>102,578</b>	<b>102,639</b>
<b>Operating Expenses:</b>												
Accounting	0	0	0	0	0	0	0		0	0	0	0
ACMA	0	0	0	90	512	512	0	0	0	90	512	512
APRA	0	0	0	0	0	0	0	0	0	0	0	0
Audit Fees	0	0	0	0	0	0	500	500	500	500	500	500
CBAA	0	0	0	4,234	5,731	5,731	0	0	0	4,234	5,731	5,731
Bank Charges	4	7	7	15	24	24	4	14	9	19	38	33
Advertising	0	0	0	0	0	0	0	0	0	0	0	0
SQUARE Fees	0	0	0	0	1	1	0	1	5	0	2	6
Computer Expenses	447	208	208	895	772	772	268	173	120	1,163	945	892
Contract Services	210	169	169	673	660	660	210	281	372	883	941	1,032
Dues & Subscriptions	14	0	0	159	47	47	14	0	0	173	47	47
Donations Given	0	0	0	0	520	520	0	0	0	0	520	520
Equipment Rental Expense		0	0	0	0	0	0	30	0	0	30	0
Insurance	312	161	161	1,245	643	643	312	161	162	1,557	804	805
Internet	11	13	13	44	46	46	11	23	25	55	69	71
Legal & Accounting	681	536	536	2,695	2,126	2,126	869	850	536	3,564	2,976	2,662
License Fees	104	0	0	104	208	208	0	0	0	104	208	208
Maintenance	20	555	555	78	1,579	1,579	19	320	225	97	1,899	1,804
News Services	0	0	0	3,160	3,227	3,227	0	18	0	3,160	3,245	3,227
Meeting Expenses	0	182	182	0	182	182	96	775	0	96	957	182
Media Bookings	735	925	925	2,085	1,735	1,735	705	325	340	2,790	2,060	2,075
Office Supplies	133	537	537	344	636	636	126	0	0	470	636	636
Petty Cash	0	0	0	19	0	0	0	0	0	19	0	0



**REG FM BUDGET 2022 - 2023 - As forecast on 23rd November, 2022**

2550	5			OCTOBER Y.T.D.			4			NOVEMBER Y.T.D.		
	OCTOBER			OCTOBER Y.T.D.			NOVEMBER			NOVEMBER Y.T.D.		
	Last Yr Actual	This Year Actual	Oct '22 Budget	Y.T.D. Last Yr	Y.T.D. Actual	Y.T.D. Budget	Last Yr Actual	This Year Actual	Nov '22 Budget	Y.T.D. Last Yr	Y.T.D. Actual	Y.T.D. Budget
Studio Supplies	133	82	82	828	2,776	2,776	165	387	240	993	3,163	3,016
Staff Amenities	0	0	0	3	0	0	0	0	0	3	0	0
Equip. Maint & Repairs	0	749	749	0	764	764	0	432	310	0	1,196	1,074
Superannuation	1,443	1,545	1,545	5,195	5,687	5,687	1,206	1,290	1,258	6,401	6,977	6,945
Wages & Salaries	14,429	14,867	14,867	52,161	54,427	54,427	12,056	12,323	11,977	64,217	66,750	66,404
Provision for Lve Loading	0	0	0	0	0	0	0	0	0	0	0	0
Other Employer Expenses	150	0	0	150	0	0	0	0	0	150	0	0
Workers Comp:	0	0	0	420	570	570	0	0	0	420	570	570
L.S.L. Expense	0	0	0	0	4,000	4,000	0	0	0	0	4,000	4,000
Postage & Shipping	0	2	2	0	79	79	17	5	0	17	84	79
Rent	0	0	0	104	0	0	0	0	0	104	0	0
Telephone	232	249	249	948	988	988	233	250	250	1,181	1,238	1,238
Transmitter Fees	0	0	0	6,429	7,071	7,071	0	0	0	6,429	7,071	7,071
Travel Expenses	0	0	0	0	0	0	19	0	0	19	0	0
Electricity (Thorpes Lne)	0	0	0	494	395	395	454	486	567	948	881	962
<b>Total Cash Expenses</b>	<b>19,058</b>	<b>20,787</b>	<b>20,787</b>	<b>82,572</b>	<b>95,406</b>	<b>95,406</b>	<b>17,284</b>	<b>18,644</b>	<b>16,896</b>	<b>99,856</b>	<b>114,050</b>	<b>112,302</b>
Profit/Loss	1,917	-2,378	-2,378	-5,711	-14,359	-14,359	6,399	2,887	4,696	688	-11,472	-9,663

**Notes To Budget Forecast:**

- 1 Sponsorship Revenue is forecast at **10% Down for rest of this Financial Year.** - Currently YTD we are **6.7% UP** as at 31/10/22
- 2 Membership revenue forecast assumes we will retain all existing Financial Members as at 10th October, 2022 (@ \$9.91)
- 3 Interest Revenue for May '23 is based on our LSL Term Deposit Maturing during that month.
- 4 APRA Fees forecast assumes 5% Increase on last year.
- 5 Wages & Superannuation Forecasts based on Number of Pays per month, & includes allowance for Sales Commission.
- 6 Energy Costs for Thorpes Lane assumes a 25% increase in Electricity charges based on last year.
- 7 Telephone Charges estimate make no provision for 'Phone Upgrade this Financial Year.

**Additional Expenditure/Capital Works Projects: - Including GST**

**REG FM BUDGET 2022 - 2023 - As forecast on 23rd November, 2022**

2550	5						4					
	OCTOBER			OCTOBER Y.T.D.			NOVEMBER			NOVEMBER Y.T.D.		
	Last Yr Actual	This Year Actual	Oct '22 Budget	Y.T.D. Last Yr	Y.T.D. Actual	Y.T.D. Budget	Last Yr Actual	This Year Actual	Nov '22 Budget	Y.T.D. Last Yr	Y.T.D. Actual	Y.T.D. Budget
	(Expense) 1 Install New LED Lights, Run Cabling, Source & Install Switch between both B'Dale Studios											1,000
	(Expense) 2 Move existing racking and/or instal new ones (Including switches & wiring in Tech Rooms at B'Dale & Lakes.											3,000
	(Expense) 3 Purchase 10 copies of Radio Boss and provision for training & installation											2,500
	(Expense/Capital) 4 Health & Safety Issues - New Defibrilator and/or CPR Training and associated equipment											3,500
	(Capital) 5 New Telephone System											4,000
	(Expense) 6 Provision for unforeseen items.											1,000
	(Capital) 7 2 x New Lithium Batteries, including Installation & Travel Costs - Installed and Paid on 8th November 2022											3,100
	(Expense) 8 Additional Estimated Depreciation on Items 4, 5 & 7 (Capital Value of \$6,500)											1,270
	<b>Total:</b>											<b>19,370</b>

# Radio East Gippsland Inc Sponsorship Sales Report

Annex B to  
REG Board Meeting minutes  
13 December 2022

Date prepared: 5<sup>th</sup> December, 2022

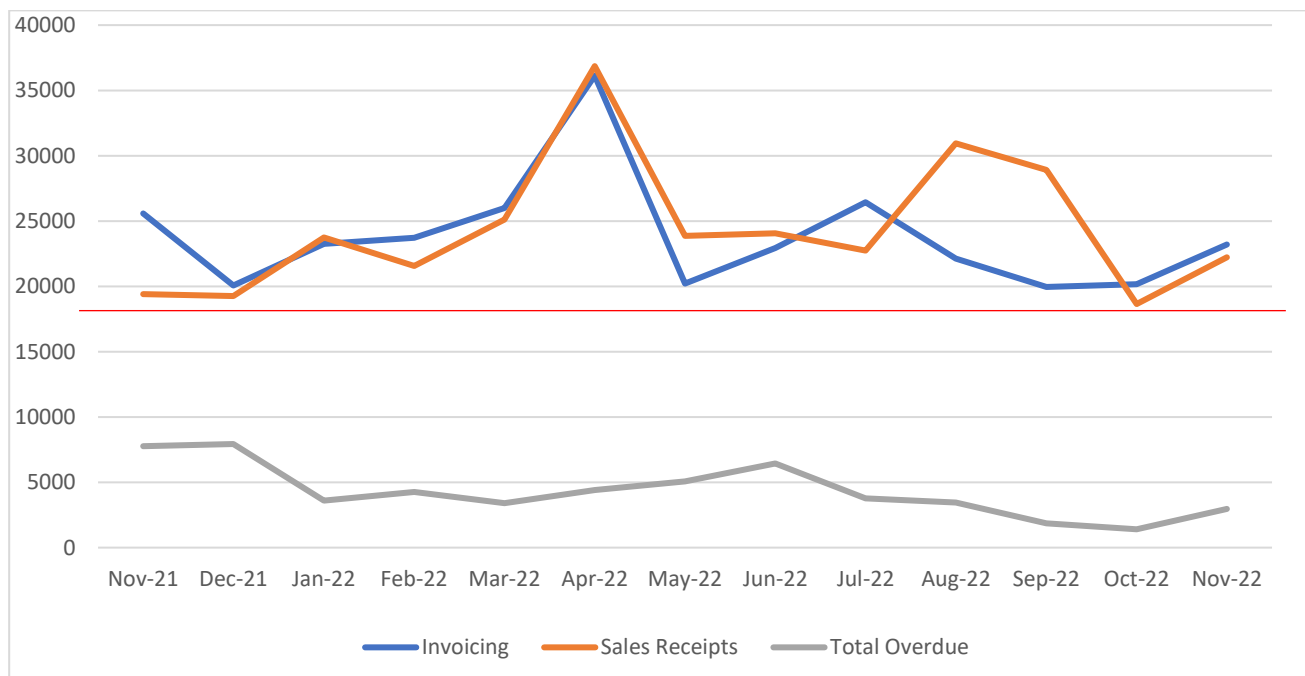
## November 2022 – Sales Figures

<b>Invoicing</b>   November 2022	\$23,194	(October 2022 \$20,172)
<b>Payments</b>   October 2022	\$22,236	(September 2022 \$18,649)
<b>Overdue Accounts</b>   As of 05.12.2022		
31- 60	\$2009	
61 – 90	\$504	
90 Days +	\$455	
Total Overdue	\$2,968	(October 2022 \$1,403)

### Gross Figures

#### Monthly Summary:

Revenue for November continues to demonstrate the support we have from our loyal sponsors, recording another strong a month reaching \$23,194. Payments for November continue to remain average at \$22,236, with the overdue account balance sitting at \$2,698.





## Secretary's Report

### Action Items from 22 November 2022 Minutes

- Item 4.3 Business Arising from Financial Reports – Damian will expand outstanding debtors in his report 24/11/22
- Item 6.1.1 Income Tax Self-Assessment – completed 24/11/22
- Item 6.1.2 APRA/AMCOS Schedule 5 Return – completed & sent 24/11/22
- Item 6.1.3 Return to Work Policy – Kym Williams contacted 24/11/22; policy drafted
- Item 6.2.2 Membership – Lu Kendall advised of acceptance of Membership application 24/11/22
- Item 7.2.1 Honour Board – indicative costs obtained 24/11/22; policy drafted
- Item 7.2.3 Emergency Contact Lists – for discussion at 13 Dec 22 meeting

### Other Matters

- The CBAA Member & Financial Reporting template was completed online.



Jim Clement  
Secretary

## Studio Coordinator Report December 2022

Since the last Committee Meeting as well as attending to my day to day duties I have been putting preparations in place for my Annual Leave from the 19<sup>th</sup> of December to the 6<sup>th</sup> of January. These include:

- **Presenter Rosters** are completed to Sunday January 15<sup>th</sup>. If there are any changes after December 16<sup>th</sup> they will need to be updated and distributed.
- **Radio Diary Templates** to the end of January are in the document file. It is my understanding that the Operations Manager will decide how these are managed in my absence. I have completed Radio Diaries up to Christmas Eve with the information available at this time. They will be in a plastic file in the black in-tray on the reception desk in Bairnsdale and I will send copies to Lakes for Frank. We do not do the Radio Diary in the week between Christmas & New Year.
- **C.S.A.'s (Community Service Announcements)** will be up to date on Friday, December 16<sup>th</sup>.
- I have recorded and produced "Happy Hour" (now called "Hey Ray It's Saturday") programs with Ray which replace the Sports Show over the holiday period.
- I have recorded and produced "There's No Business Like Show Business" programs with Mary for the four weeks she is away.
- **Weekend Weather** will need to be covered in my absence. Mike knows how to do this.

While I am on Annual Leave emails to [radio@regfm.com.au](mailto:radio@regfm.com.au) will need to be checked and attended to. I will show whoever will be doing this how to do it before I leave.

During my leave I will have to come into the Station at different times to attend to changes to and updates of Sponsor Announcements. These need to be produced and entered into the Playout system as they occur.

I would like to take this opportunity to formally pay my respects to George Peden who passed this month. R.E.G. FM has lost an ultimate professional and I have lost a special friend.

I wish the Committee a Merry Christmas and look forward to an exciting New Year for R.E.G. FM.

Deniese Morrison.