

COMMITTEE MEETING MINUTES

Tuesday, 11th April 2023

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

1. **Attendance:**
 - 1.1. **Committee:** Peter Jones (President & Chair), Tony Francis (Vice-president), Jim Clement (Secretary), Pamela Mahlstedt, Barbara Saunders, Lee Walker.
 - 1.2. **Apologies:** Wayne Stagg
2. **Opening:** The President opened the meeting at 16:07 AEST
3. **Adoption of Minutes of Previous Meeting – 14th March 2023:** Resolved to accept the minutes of the 14th March 2023 meeting as a true and accurate record.
4. **Finance Reports:**
 - 4.1. **Financial Report for Mar 23:** The financial report, attached at Annex A, was received.
 - 4.2. **Sponsorship Report:** The Sponsorship Report, attached at Annex B, was received.
Resolved to accept the Financial and Sponsorship Reports.
5. **Correspondence:**
 - 5.1. **Inwards:**
 - 5.1.1. 5 Apr 23 from Darren Chester – advice of non-award of Stronger Communities Program grant submission.
 - 5.1.2. 10 Apr 23 from Kym Williams re publishing sub-committee minutes with Committee minutes
 - 5.2. **Outwards:**
 - 5.2.1. 5 Apr 23 to Staff & Volunteers re Safety at Bairnsdale Studio
Resolved to accept the Correspondence
 - 5.3. **Business Arising from the Correspondence:** The Committee resolved not to distribute sub-committee minutes.
6. **For Decision:**
 - 6.1. **Governance:**
 - 6.1.1. **Filling of Casual Vacancy:** Resolved to appoint Tim Jones to fill the casual vacancy on the Committee caused by Jeannette Board's resignation. Secretary to notify. **Action: Sec**
 - 6.2. **Management:**
 - 6.2.1. **Sponsorship Rates:** The Working Group reported that its review is In progress and doubts that the 1st May 2023 implementation date will be met. The Committee agreed to defer implementation for one month.
 - 6.2.2. **Bookkeeping:** Following the resignation of the former treasurer, the committee resolved to appoint Dee Overliese of Arcbase Pty Ltd as the association's bookkeeper at a rate of \$150/month and to authorise her to liaise with the ATO.
 - 6.2.3. **Membership Applications:** Resolved to approve Ryan Sampson's membership application. Secretary to notify. **Action: Sec**
 - 6.3. **Operations:**
 - 6.3.1. **East Gippsland Field Days:** Barbara has organised attendance roster; other items such as tent, banners, flyers, etc., are organised.

7. For Discussion

7.1. Governance:

7.1.1. **Objects of Association:** The draft was discussed, to be amended and prepared as a special resolution in time for the AGM (which has been tentatively set for Sunday, 27th August)

7.2. Management:

7.2.1. **Workplace Health & Safety:** *deferred to May meeting, due to absence of Wayne Stagg*

7.2.2. **Emergency Radio Station?:** The President advised that he has already spoken to Emergency Management Victoria and is to speak to presenters to obtain commitment to the station being an Emergency Radio Station.

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

8.2. Sub-Committee Minutes Received:

8.2.1. **Programming Committee 23 Mar 23**

8.2.2. **Technical Committee 22 Mar 23**

9. Next Meetings: Tuesday, 9th May 2023, 4 pm at the Hub
Tuesday, 13th June 2023,
Tuesday, 11th July 2023,
Tuesday, 8th August 2023,
AGM, Sunday, 27th August 2023, venue & time TBA

10. Close: The President closed the meeting at 18:00 AEST

Attachments:	Annex A	Financial Report
	Annex B	Sponsorship Report
	Annex C	Secretary's Report
	Annex D	Studio Coordinator's Report

Approved by the Board as a true and accurate record 16th May 2023

Peter Jones

R.E.G. FM FINANCE REPORT FOR MONTH OF MARCH, 2023

(Meeting Set for Tuesday, 11th March 2023 - 4pm – U3A Building)

General Account Bank Balance as at 31 st March, 2023	48,031.90
Less: Rest Super (\$1,707.57) & A.T.O. (\$10,379.00)	-\$12,086.57
Sub Total: General Account Balance as at 31 st March, 2023	<u>\$35,945.33</u>
Less Current Liabilities: (GST Paid owing)	\$53.64
Nett General Account Balance as at 31 st March, 2023	\$35,889.69
Statement (Petty Cash Imprest) Account as at 31 st March, 2023	\$1,000.00
Mastercard Debit Card Balance as at 31 st March, 2023	\$500.00
SQUARE Receipts Account Balance as at 31 st March, 2023	\$100.00
Long Service Leave Deposit Account as at 31 st March, 2023	\$18,044.04
Fixed Interest Term Deposit Balance as at 31 st March, 2023	<u>\$75,309.91</u>
Total Cash On Hand:	\$130,753.64
Net Profit for Month of March, 2023	\$6,014.96

Attached Reports include:

Profit & Loss Report for month of March, 2023 (Comparison with same period last year)

Profit & Loss Report Year To Date: (Comparison with same period last year)

Balance Sheet as at 31st March, 2023.

REG FM Budget Forecast.

NOTES ON REPORTS

- 1. Rest Super (\$1,707.57) and A.T.O. (BAS Statement Return - \$10,379.00)** processed on 31st March were not deducted from Bendigo Bank until April.
- 2. Current Liabilities** of \$53.64 represents a transaction recorded after the BAS Statement was processed – to be paid to ATO when next BAS Statement is due.
- 3. Sponsorship Revenue** for the month of March was just 2.4% down on same period last year, exceeding my Budget Forecast of minus \$15%. Again – well done Damian!
- 4. Xero Accounting Software** has now been purchased and Dee Overliese and I have begun setting up and transitioning from MYOB. The REG FM Committee of Management now needs to formally authorize Bernice (Dee) Overliese to undertake Banking Authority and A.T.O. Authority to act on behalf of REG FM.
- 5. Meeting Attendance** – I now consider my role as Finance Officer to be completed and I will no longer be in attendance at Board Meetings. Thank you all for your support during my time as Treasurer of REG FM.

Mike Richards.

Profit & Loss [With Last Year]

March 2023

ABN: 38 619 032 565

Email: accounting@regfm.com.au

	This Year	% of Sales	Last Year	LY % of Sales
Income				
Sponsors	\$23,161.51	100.0%	\$23,731.78	100.0%
Membership	\$9.09	0.0%	\$0.00	0.0%
Total Income	\$23,170.60	100.0%	\$23,731.78	100.0%
Total Cost of Sales	\$0.00	0.0%	\$0.00	0.0%
Gross Profit	\$23,170.60	100.0%	\$23,731.78	100.0%
Expenses				
Bank Charges	\$4.67	0.0%	\$6.35	0.0%
Computer Expense	\$114.54	0.5%	\$381.81	1.6%
Contract Services	\$270.00	1.2%	\$210.00	0.9%
Discounts				
Dues & Subscriptions	\$0.00	0.0%	\$15.13	0.1%
Insurance	\$907.22	3.9%	\$743.69	3.1%
Internet	\$22.73	0.1%	\$10.82	0.0%
Legal & Accounting	\$536.13	2.3%	\$681.49	2.9%
Maintenance	\$265.85	1.1%	\$384.13	1.6%
Media Bookings	\$425.00	1.8%	\$515.00	2.2%
Office Supplies	\$29.09	0.1%	\$0.00	0.0%
Studio Supplies	\$309.43	1.3%	\$152.00	0.6%
Equipment Maintenance & Repairs	\$140.38	0.6%	\$0.00	0.0%
Employment Expenses				
Superannuation	\$1,307.57	5.6%	\$1,208.58	5.1%
Wages & Salaries	\$12,489.40	53.9%	\$12,085.76	50.9%
Total Employment Expenses	\$13,796.97	59.5%	\$13,294.34	56.0%
Telephone	\$253.07	1.1%	\$233.76	1.0%
Travel Expenses	\$90.91	0.4%	\$0.00	0.0%
Total Expenses	\$17,165.99	74.1%	\$16,628.52	70.1%
Operating Profit	\$6,004.61	25.9%	\$7,103.26	29.9%
Other Income				
Interest Income	\$10.35	0.0%	\$0.60	0.0%
Total Other Income	\$10.35	0.0%	\$0.60	0.0%
Total Other Expenses	\$0.00	0.0%	\$0.00	0.0%
Net Profit/(Loss)	\$6,014.96	26.0%	\$7,103.86	29.9%

This report includes Year-End Adjustments.

Profit & Loss [With Last Year]

July 2022 To March 2023

ABN: 38 619 032 565

Email: accounting@regfm.com.au

	This Year	% of Sales	Last Year	LY % of Sales
Income				
Sponsors	\$182,474.91	99.5%	\$183,757.37	99.2%
Membership	\$681.77	0.4%	\$1,336.38	0.7%
Fund Income				
Donations	\$323.55	0.2%	\$205.00	0.1%
Total Income	\$183,480.23	100.0%	\$185,298.75	100.0%
Total Cost of Sales	\$0.00	0.0%	\$0.00	0.0%
Gross Profit	\$183,480.23	100.0%	\$185,298.75	100.0%
Expenses				
Accounting	\$0.00	0.0%	\$500.00	0.3%
Audit Fees	\$500.00	0.3%	\$0.00	0.0%
ACMA	\$11,109.58	6.1%	\$90.00	0.0%
AMCOS	\$0.00	0.0%	\$8,479.91	4.6%
CBAA	\$5,730.41	3.1%	\$4,233.98	2.3%
Bank Charges	\$60.37	0.0%	\$40.71	0.0%
SQUARE Transaction Fees	\$2.52	0.0%	\$0.00	0.0%
Advertising	\$0.00	0.0%	\$157.50	0.1%
Computer Expense	\$1,481.74	0.8%	\$1,879.95	1.0%
Contract Services	\$1,942.61	1.1%	\$1,827.50	1.0%
Discounts				
Dues & Subscriptions	\$283.21	0.2%	\$564.90	0.3%
Equipment Rental Expense	\$30.00	0.0%	\$0.00	0.0%
Donations Given	\$770.00	0.4%	\$0.00	0.0%
Insurance	\$2,635.11	1.4%	\$3,981.47	2.1%
Internet	\$159.24	0.1%	\$97.38	0.1%
Legal & Accounting	\$5,120.39	2.8%	\$6,291.31	3.4%
License Fees	\$300.00	0.2%	\$104.00	0.1%
Maintenance	\$2,885.16	1.6%	\$1,685.50	0.9%
News Services	\$3,245.83	1.8%	\$3,160.00	1.7%
Meeting Expense	\$956.32	0.5%	\$95.98	0.1%
Media Bookings	\$4,035.00	2.2%	\$4,965.00	2.7%
Office Supplies	\$813.19	0.4%	\$636.47	0.3%
Petty Cash	\$0.00	0.0%	\$19.05	0.0%
Studio Supplies	\$3,838.07	2.1%	\$1,556.41	0.8%
Equipment Maintenance & Repairs	\$1,960.49	1.1%	\$0.00	0.0%
Employment Expenses				
Staff Amenities	\$269.90	0.1%	\$335.12	0.2%
Superannuation	\$12,386.32	6.8%	\$11,409.99	6.2%
Wages & Salaries	\$119,484.06	65.1%	\$115,575.66	62.4%
Workers' Compensation	\$570.48	0.3%	\$419.95	0.2%
Long Service Leave Expense	\$3,999.39	2.2%	\$0.00	0.0%
Other Employer Expenses	\$0.00	0.0%	\$150.00	0.1%
Total Employment Expenses	\$136,710.15	74.5%	\$127,890.72	69.0%
Postage & Shipping	\$247.21	0.1%	\$168.09	0.1%
Rent	\$0.00	0.0%	\$104.00	0.1%
Telephone	\$2,464.31	1.3%	\$2,138.01	1.2%
Transmitter Fees	\$7,071.00	3.9%	\$6,448.09	3.5%
Travel Expenses	\$181.82	0.1%	\$0.00	0.0%
Services				
Electricity	\$1,546.25	0.8%	\$1,457.98	0.8%

This report includes Year-End Adjustments.

Profit & Loss [With Last Year]

July 2022 To March 2023

ABN: 38 619 032 565

Email: accounting@regfm.com.au

	This Year	% of Sales	Last Year	LY % of Sales
Total Expenses	\$196,079.98	106.9%	\$178,573.91	96.4%
Operating Profit	-\$12,599.75	(6.9)%	\$6,724.84	3.6%
Other Income				
Interest Income	\$152.92	0.1%	\$113.53	0.1%
Total Other Income	\$152.92	0.1%	\$113.53	0.1%
Other Expenses				
Provision for Long Service	\$0.00	0.0%	\$3,186.00	1.7%
Total Other Expenses	\$0.00	0.0%	\$3,186.00	1.7%
Net Profit/(Loss)	-\$12,446.83	(6.8)%	\$3,652.37	2.0%

This report includes Year-End Adjustments.

Balance Sheet

As of March 2023

ABN: 38 619 032 565

Email: accounting@regfm.com.au

Assets		
Current Assets		
Cash On Hand		
Cheque Account	\$35,945.33	
Cash Drawer	\$100.00	
Mastercard Debit Account	\$500.00	
SQUARE Receipts	\$100.00	
Lakes Petty Cash	\$185.50	
Expense Imprest Account	\$1,000.00	
Total Cash On Hand		\$37,830.83
Accounts Receivable		\$25,296.90
Investments		
Fixed Interest Investments	\$75,309.91	
Long Service Leave Fund	\$18,044.04	
Total Investments		\$93,353.95
Total Current Assets		\$156,481.68
Property & Equipment		
Plant & Equipment		
Plant & Equipment	\$166,356.49	
Plant & Equipment Accum Dep	-\$105,822.68	
Total Plant & Equipment		\$60,533.81
Tower		
Tower	\$43,665.68	
Tower Accum Dep	-\$47,865.20	
Total Tower		-\$4,199.52
Furniture & Fixtures		
Furniture & Fixtures at Cost	\$1,722.73	
Total Furniture & Fixtures		\$1,722.73
Total Property & Equipment		\$58,057.02
Total Assets		\$214,538.70
Liabilities		
Current Liabilities		
GST Liabilities		
GST Paid	\$53.64	
Total GST Liabilities		\$53.64
Total Current Liabilities		\$53.64
Provision for Long Service		\$17,990.52
Total Liabilities		\$18,044.16
Net Assets		\$196,494.54
Equity		
Prior Year's Surplus/Deficit		\$26,703.88
Retained Earnings		\$179,633.18
Current Year Surplus/Deficit		-\$12,446.83
Historical Balancing		\$2,604.31
Total Equity		\$196,494.54

This report includes Year-End Adjustments.

REG FM BUDGET 2022 - 2023 - For period up to 31st March 2023 - REVISED!

	5			4			4					
	MARCH			MARCH			JUNE					
	Last Yr Actual	This Year Actual	Mar '23 Budget	Y.T.D. Last Yr	Y.T.D. Actual	Y.T.D. Budget	Last Yr Actual	This Year Actual	Jun '23 Budget	Y.T.D. Last Yr	Y.T.D. Actual	Y.T.D. Budget
Operating Income:												
Sponsors	23,732	23,162	22,545	183,757	182,474	182,474	18,927		17,981	253,899		245,825
Membership	0	9	40	1,336	682	682	55		0	1,500		736
Donations	0	0	0	205	324	324	0		0	515		324
Interest Revenue:	1	10	0	114	152	152	1		0	116		422
Total Income:	23,732	23,181	22,585	185,412	183,632	183,632	18,983		17,981	256,030		247,308
Operating Expenses:												
Accounting	0	0	0	0	0	0	0					0
ACMA	0	0	0	8,570	512	512	0		0	8,570		512
APRA	0	0	0	0	10,598	10,598	0		0	0		10,598
Audit Fees	0	0	0	500	500	500	0		0	500		500
CBAA	0	0	0	4,234	5,731	5,731	0		0	4,234		5,731
Bank Charges	6	5	9	41	58	58	13		9	59		85
Advertising	0	0	0	158	0	0	0			158		0
SQUARE Fees	0	0	0	0	3	3	0		0	0		3
Computer Expenses	382	115	190	1,880	1,481	1,481	319		190	3,130		2,051
Contract Services	210	270	248	1,828	1,942	1,942	473		310	2,891		2,748
Dues & Subscriptions	15	0	0	565	283	283	14		0	608		283
Donations Given	0	0	0	0	770	770	0		0	0		770
Equipment Rental Expense	0	0	0	0	30	30	0			0		30
Insurance	744	907	162	3,981	2,634	2,634	191		180	4,794		3,156
Internet	11	23	25	97	160	160	225		25	344		235
Legal & Accounting	681	536	571	6,291	5,121	5,121	605		536	8,259		6,798
License Fees	0	0	0	104	300	300	0		0	104		300
Maintenance	384	266	330	1,685	2,885	2,885	44		330	2,161		3,875
News Services	0	0	0	3,160	3,245	3,245	0		0	3,160		3,245
Meeting Expenses	0	0	0	96	957	957	0		0	96		957
Media Bookings	515	425	450	4,965	4,035	4,035	410		450	6,155		5,385
Office Supplies		29	0	636	813	813	332		250	1,037		1,063
Petty Cash		0	0	19	0	0	0			19		0

REG FM BUDGET 2022 - 2023 - For period up to 31st March 2023 - REVISED!

	5			4			JUNE			JUNE Y.T.D.		
	MARCH			MARCH Y.T.D.			JUNE			JUNE Y.T.D.		
	Last Yr Actual	This Year Actual	Mar '23 Budget	Y.T.D. Last Yr	Y.T.D. Actual	Y.T.D. Budget	Last Yr Actual	This Year Actual	Jun '23 Budget	Y.T.D. Last Yr	Y.T.D. Actual	Y.T.D. Budget
\$2,650.00												
Studio Supplies	152	309	240	1,556	3,839	3,839	133		240	2,469		4,559
Staff Amenities		0		335	270	270	0			439		270
Equip. Maint & Repairs		140	310	0	1,961	1,961	0		310	1,009		2,891
Superannuation	1,209	1,308	1,592	11,411	12,385	12,385	1,186		1,273	15,301		16,011
Wages & Salaries	12,086	12,489	15,166	115,577	119,483	119,483	11,899		12,128	154,800		154,018
Provision for Live Loading	0	0		0	0	0	0		0	0		0
Other Employer Expenses	0	0		150	0	0	0			150		0
Workers Comp:	0	0		420	570	570	0		0	420		570
L.S.L. Expense	0	0		3,186	4,000	4,000	0		0	3,186		4,000
Postage & Shipping	0	0	40	168	247	247	0		0	168		247
Rent	0	0		104	0	0	0		0	104		0
Telephone	234	253	250	2,138	2,466	2,466	235		250	2,846		3,216
Transmitter Fees	0	0		6,448	7,071	7,071	0		0	6,448		7,071
Travel Expenses	0	91		0	182	182	73			73		182
Electricity (Thorpes Lne)	0	0		1,458	1,546	1,546	0		0	1,953		2,181
Total Cash Expenses	16,629	17,166	19,583	181,761	196,078	196,078	16,152		16,482	235,976		243,542
Profit/Loss	7,104	6,015	3,001	3,651	-12,446	-12,446	2,831		1,499	20,054		3,766
Depreciation Expense:							19,625		22,000	19,625		22,000
Net Profit/Loss:							-16,794		-20,501	429		-18,234

Note: Year To Date Budget as at 31st of March has been amended to the same as YTD Actual.

- This will give a more accurate prediction of End Of Year Budget Forecast.

Radio East Gippsland Inc Sponsorship Sales Report

Annex B to
REGFM Committee Minutes
11 April 2023

Date prepared: 6th April 2023

March 2023 – Sales Figures

Invoicing | March 2023 \$25,477 (February 2023 \$27,341)

Payments | February 2023 \$27,186 (January 2023 \$24,270)

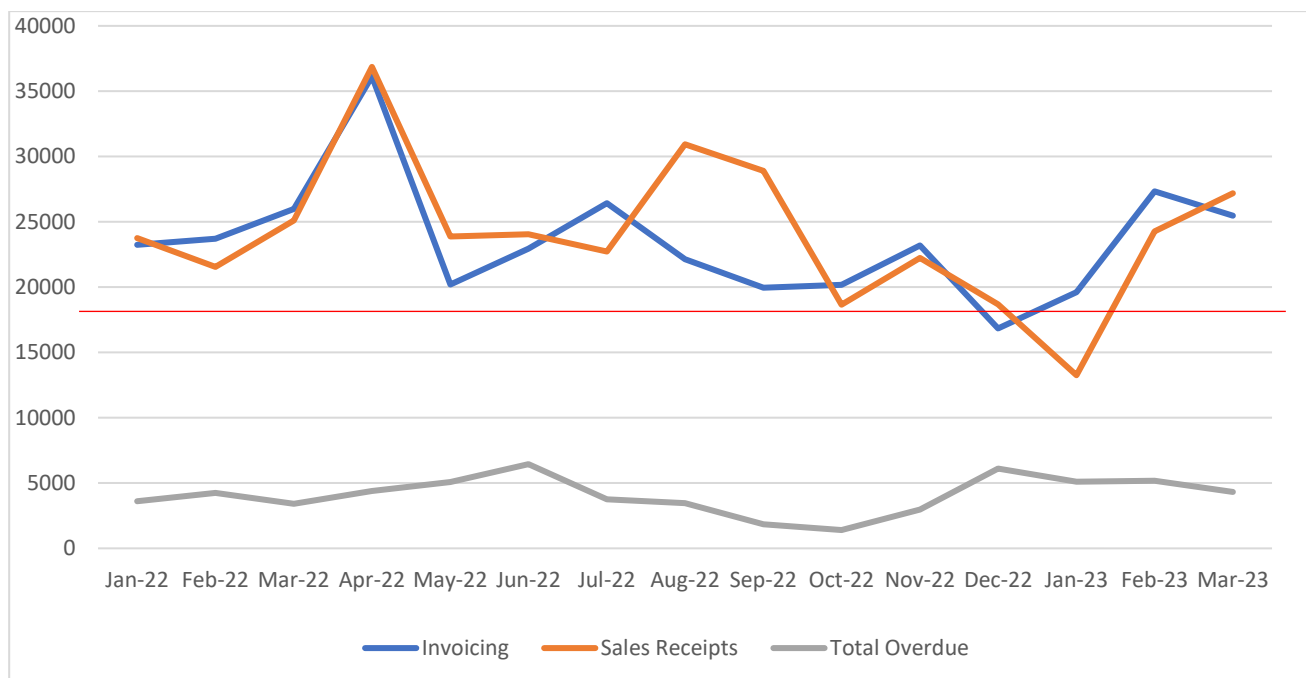
Overdue Accounts | As of 04.04.2023

31- 60	\$3,216	
61 – 90	\$528	
90 Days +	\$567	
Total Overdue	\$4,311	(February 2023 \$5,188)

Gross Figures

Monthly Summary:

Overall result for March are showing strong result, recording total revenue for the month of \$25,477 for the month. Payments for February are slightly above previous period, reaching \$27,186, with the overdue account balance slightly lower than last month sitting at \$4,311.





Secretary's Report

Governance

Folders containing copies of governance documents (Constitution, Policies, Terms of Reference, etc.) have been prepared and placed in both the Bairnsdale & Lakes Entrance studios for the benefit of staff and volunteers.

Financial

Signatories to the Radio East Gippsland Inc bank accounts have been changed to the President, Vice-President and Secretary, with any two of the three to sign.

Correspondence

Following emailed advice from a female member of the GELLAN Hub, within which the Bairnsdale studio is located, who had suffered harassment and abuse from a member of the public when exiting her vehicle, a letter has been sent to all volunteers and staff alerting them to the situation.

Jim Clement Dip Bus (Gov) FICDA
Secretary



Annex D to
Radio East Gippsland Inc Committee Minutes
11th April 2023

Studio Coordinator Report

Community Catch Up this month:

- Live & Local Mike Elrington
- Sandhill Ashes Cricket Match between Sarsfield & Clifton Creek communities
- Kristy McBain Member for Eden Monaro, Federal Minister for Regional Development, Local Government & Territories.

Staff have continued working on preparations for the East Gippsland Field Days – promotional collateral and signage – sent to printers. We now working on information handouts form volunteers to give to visitors to the site. Damian is securing items for the Field Days Giveaway.

The last All Local Sports Show aired on Saturday, April 1st. The All Local Footy show will begin Saturday, April 15th. Kym will record and produce the Footy Show until the Sports Show resumes in October.

4th April we were advised verbally and by email that a Safety Intervention Order had been taken out by one of the female staff next door against a person who frequents this area and has caused distress for our volunteers in the past. He is not to be within 200 metres of 27 Dalmahoy Street and if we hear or see him we are to call 000. This information was passed on to the Committee of Management to advise R.E.G. FM volunteers.

Deniese Morrison