

COMMITTEE MEETING MINUTES

Tuesday, 8th August 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, Wayne Stagg, Tim Jones.
 - 1.2. **Apologies:** Lee Walker
 - 1.3. **Observer:** Dee Overliese (Treasurer-elect)
2. **Opening:** The President opened the meeting at 16:11 AEST.
3. **Adoption of Minutes of Previous Meeting – 11th July 2023:** Resolved to accept the minutes of the meeting held 11th July 2023 as a true and accurate record.
 - 3.1. **Business Arising from the Previous Minutes:**
 - Item 7.2.1** signage installed – the company has suggested attending the AGM, presenting training to presenters & staff after that meeting and on the Monday morning. Wayne to follow up and advise Secretary who will email volunteers & staff once dates are firm to ascertain numbers. **Action: Wayne**
 - Item 7.2.2** The presenter recruitment page has been uploaded to the website and a photo and article included in the Bairnsdale Advertiser of 2nd August 2023.
 - Item 7.2.3** A SIM Card has been purchased and Tony is donating a mobile phone.
4. **Finance Reports:**
 - 4.1. **Financial Report for July 23:** Resolved to accept the Financial Report, attached at Annex A.
 - 4.2. **Amended Financial Report for June 23:** Resolved to accept the revised Financial Report for June 23, Secretary to amend minutes of that meeting. **Action: Sec**
 - 4.3. **Sponsorship Report:** Resolved to accept the Sponsorship Report, attached at Annex B.
 - 4.4. **Business Arising from Finance Reports:** Peter is to query the 90 day account in the Sponsorship Report. **Action: Peter**
5. **Correspondence:**
 - 5.1. **Outwards:**
 - 5.1.1. 22 July 2023 to ATO re authorised contacts (see Item 7.2.1)
Resolved to accept the Correspondence.
6. **For Decision:**
 - 6.1. **Management:**
 - 6.1.1. **Membership Applications:** Resolved to accept the membership application of Kenneth Stewart. Secretary to notify and add to Membership Register. **Action: Sec**
7. **For Discussion**
 - 7.1. **Governance:**
 - 7.1.1. **AGM:**
 - 7.1.1.1. **Preparation:** Notice of Meeting was put to air, four times per day, on 19 July 23, posted to website with committee nomination and proxy forms on 20 July 23, distributed by email 21 July 23 and posted to Facebook page on 25 July 23. Venue is booked, agenda was distributed by 5 August 23.
 - 7.1.1.2. **Motion:** The Secretary advised that he had received, on 7th August 2023, a request to include a motion on the agenda of the AGM, and further advised that he considered that the motion would *de facto* amend the Constitution and could not be added to the agenda as the request was received too late for it to be advised to members 21 days prior to the meeting, as required under the Constitution s27.2.

7.1.2. **ATO Requirements for Income Tax Exempt NFP:** The Secretary circulated an ATO newsletter dealing with this subject, which requires NFP organisations to complete and submit a self-assessment form of the organisation's income tax exempt status annually.

7.2. Management:

7.2.1. **Submission to ATO to Amend Authorised Contacts:** The Secretary circulated a copy of the submission to the ATO to amend authorised contacts to Jim Clement and Dee Overliese, deleting Mike Richards and Kym Williams, and advised that a reply has not yet been received.

7.2.2. **Updating of ACMA Records:** The Secretary advised that he had tried to update ACMA records pertaining to the location of the Bairnsdale Studio, which ACMA show as at the "Old Water Board site, Jennings St, Bairnsdale" and outlined the ACMA requirements for this to be done. **Action: Tech Committee**

7.2.3. **CBAA Community Radio Plus App:** The committee endorsed the publicising of the CBAA Community Radio Plus App.

7.3. **Operations:** Peter reported on the break-in at the Lakes Entrance studio, with repair costs for the glazier and locksmith approximately \$1000; Troy's collection of CDs was stolen. Insurance cover has been confirmed with the broker and a claim is to be submitted. **Action: Peter**

7.4. **Staff Matters:** This discussion was held *in camera*.

8. For information:

8.1. **Sub-Committee Minutes:** Programming Committee, 18 July 2023 meeting.

8.2. **REG Facebook Followers:** Jeanette Board provided numbers following the REG Facebook page. Attached at Annex C

9. **Next Meetings: AGM,** Sunday, 27th August 2023, 2 pm at Bairnsdale Bowls Club

Tuesday, 12th September 2023, 4pm at The Hub, 27 Dalmahoy St, Bairnsdale

10. **Close:** The President closed the meeting at 17:50 AEST.

Attachments:	Annex A	Financial Report
	Annex B	Sponsorship Report
	Annex C	REG Facebook numbers

Accepted as a true and accurate record, 12th September 2023

Peter Jones

**Annex A to
REG Committee Meeting Minutes
8th August 2023**

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

General Account Bank Balance as at 31 July 2023	\$63,677.43
Less Creditors, GST, PAYG and Superannuation	(\$5,190.85)
Less Current Liabilities	(\$23,181.37)
Nett General Account Balance as at 31 July 2023	\$35,305.21
Statement (Petty Cash Imprest) Account Balance	\$827.49
Mastercard Debit Card	\$370.63
SQUARE Receipts Account	\$100.00
Long Service Leave Deposit Account	\$18,044.04
Fixed Interest Investment (Long Term Loan)	\$75,309.91
TOTAL CASH ON HAND	\$94,652.07
Net Profit for the Month of June 2023	(\$5,121.08)

Attached Reports Include:

- Profit & Loss Report for June 2023 (with comparison to same period Last Year)
- Balance Sheet as at 30 June 2023 (with comparison to same Period Last Year)

NOTES ON REPORTS

- 1. Current Liabilities:** Creditors of \$513.52 + GST of \$846.59 + PAYG Withholding of \$2,001.00 and Superannuation Payable of \$1,829.74
- 2.** Sponsorship Revenue for the month of July 2023 down **1.21%** from June 2023 and down **18.26%** from July 2022.
(There is an historical difference of \$3,366.00 in Debtors sponsor Sales prior to the 2022-2023 Financial Year - accounting for the difference in the previous P & L submitted Still Investigating)
- 3.** Xero is now successfully running with MYOB only being used for Payroll ATO STP2

**Attachments : Profit & Loss Statement
Balance Sheet**



Radio East Gippsland Inc

Profit and Loss

For the month ended 31 July 2023

Account	Jul 2023	44,743.00	Diff	
Trading Income				
Income - Donations	50.00	100.00	(50.00)	-50.00%
Income - Membership	36.36	40.92	(4.56)	-11.14%
Sales - Sponsors	19,641.74	24,028.77	(4,387.03)	-18.26%
Total Trading Income	19,728.10	24,169.69	(4,441.59)	-18.38%
Interest Income	0.64	88.29	(87.65)	-99.28%
Total Other Income	0.64	88.29	(87.65)	-99.28%
Gross Profit	19,728.74	24,257.98	(4,529.24)	-18.67%
Operating Expenses				
A C M A	81.82		81.82	
Accounting & Bookkeeping Fee	136.36		136.36	
Bank Charges	62.66	7.92	54.74	691.16%
C B A A	8,558.55	5,730.41	2,828.14	49.35%
Computer Expenses	618.64	41.81	576.83	1379.65%
Dues & Subscriptions		14.63	(14.63)	-100.00%
Internet Costs	76.37	21.64	54.73	252.91%
Legal expenses	417.95	527.04	(109.09)	-20.70%
Licence Fees		104.00	(104.00)	-100.00%
Maintenance - Office	897.46	514.16	383.30	74.55%
Media Bookings	70.00	240.00	(170.00)	-70.83%
News Services		3,228.10	(3,228.10)	-100.00%
Postage & Shipping		11.18	(11.18)	-100.00%
Salaries & Wages	12,170.96	15,208.39	(3,037.43)	-19.97%
Salaries & Wages - Superannu.	1,402.77	1,593.05	(190.28)	-11.94%
Worker's Compensation		570.48	(570.48)	-100.00%
Employment Expenses	13,573.73	17,371.92	(3,798.19)	-21.86%
Supplies - Office	21.09	99.15	(78.06)	-78.73%
Supplies - Studio		100.56	(100.56)	-100.00%
Telephone	280.64	238.76	41.88	17.54%
Travel Expenses	54.55		54.55	
Total Operating Expenses	24,849.82	28,251.28	(3,401.46)	-12.04%
Net Profit	(5,121.08)	(3,993.30)	(1,127.78)	28.24%



Radio East Gippsland Inc

Balance Sheet

As at 31 July 2023

Account	31 Jul 2023	31 Jul 2022	Diff	%
Assets				
Bank				
Current Account - General (1-1110)	63,677.43	\$81,501.36	(\$17,823.93)	-21.87%
Cash Drawer		\$100.00	(\$100.00)	-100.00%
Mastercard - Debit / Credit Card (1-1140)	370.63	\$500.00	(\$129.37)	-25.87%
Petty Cash Bairnsdale (Imprest) (1-1175)	827.49		827.49	
Statement Account (SQUARE) (1-1150)	100.00	\$0.00	\$100.00	
Lakes Petty Cash	159.50	\$100.00	\$59.50	59.50%
Petty Cash - Imprest		\$1,000.00	(\$1,000.00)	-100.00%
Total Bank	65,135.05	\$83,201.36	(\$18,066.31)	-21.71%
Current Assets				
Accounts Receivable	22,890.00	\$30,722.50	(\$7,832.50)	-25.49%
Cash Drawer - Bairnsdale	100.00		100	
Fixed Interest - Investments	75,309.91	\$50,284.56	\$25,025.35	49.77%
Long Service Leave Fund	18,044.04	\$14,044.65	\$3,999.39	28.48%
Total Investments	116,343.95	64,329.21	52,014.74	80.86%
Total Current Assets	204,369.00	178,253.07	26,115.93	14.65%
Fixed Assets				
Asset - Furniture & Fixtures - Cost	1,722.73	\$1,722.73	\$0.00	0.00%
Total Furniture & Fixtures	1,722.73	\$1,722.73	\$0.00	0.00%
Asset - Plant & Equipment - Cost	166,837.40	\$152,724.02	\$14,113.38	9.24%
Asset - Plant & Equipment - Accum Depn	(\$122,506.68)	(\$105,822.68)	(\$16,684.00)	15.77%
Total Plant & Equipment	44,330.72	\$46,901.34	(\$2,570.62)	-5.48%
Asset - Tower - Cost	43,665.68	\$43,665.68	\$0.00	0.00%
Asset - Tower - Accum Depn	(\$43,665.68)	(\$47,865.20)	\$4,199.52	-8.77%
Total Tower	\$0.00	(\$4,199.52)	\$4,199.52	-100.00%
Total Fixed Assets	46,053.45	44,424.55	1,628.90	3.67%
Total Assets	227,532.45	222,677.62	4,854.83	2.18%
Liabilities				
Current Liabilities				
Accounts Payable - Trade Creditors	\$513.52	\$0.00	\$513.52	
GST - Paid	(\$1,121.31)	(\$1,117.49)	(\$3.82)	0.34%
GST Collected	\$1,967.90	\$2,406.91	(\$439.01)	-18.24%
GST	\$846.59	\$1,289.42	(\$442.83)	-34.34%
PAYG Withholdings Payable	2,001.00	2,449.00	(\$448.00)	-18.29%
Payroll Liabilities				
Provision for Long Service Leave	17,990.52	13,991.13	\$3,999.39	28.59%
Superannuation Payable	1,829.74		1829.74	
Total Payroll Liabilities	21,821.26	16,440.13	5,381.13	32.73%
Total Current Liabilities	23,181.37	17,729.55	5,451.82	30.75%
Total Liabilities	23,181.37	17,729.55	5,451.82	30.75%
Net Assets	204,351.08	204,948.07	(596.99)	-0.29%
Equity				
Current Year Earnings	(\$5,121.08)		(\$5,121.08)	
Current Year Surplus/Deficit	2,276.24	(\$3,993.30)	\$6,269.54	-157.00%
Historical Balancing	\$15,221.10	\$2,604.31	\$12,616.79	484.46%
Prior Year's Surplus/Deficit	\$13,846.75	\$26,703.88	(\$12,857.13)	-48.15%
Retained Earnings	\$178,128.07	\$179,633.18	(\$1,505.11)	-0.84%
Total Equity	\$204,351.08	204,948.07	(596.99)	-0.29%

Radio East Gippsland Inc Sponsorship Sales Report

Date prepared: 4th August 2023

July 2023 – Sales Figures

Invoicing | July 2023 \$21,606 (June 2023 \$21,924.40)

Payments | June 2023 \$20,750 (May 2023 \$19,421)

Overdue Accounts | As of 04.08.2023

31- 60	\$2,818	
61 – 90	\$0	
90 Days +	\$348	
Total Overdue	\$3,160	(June 2023 \$3,734)

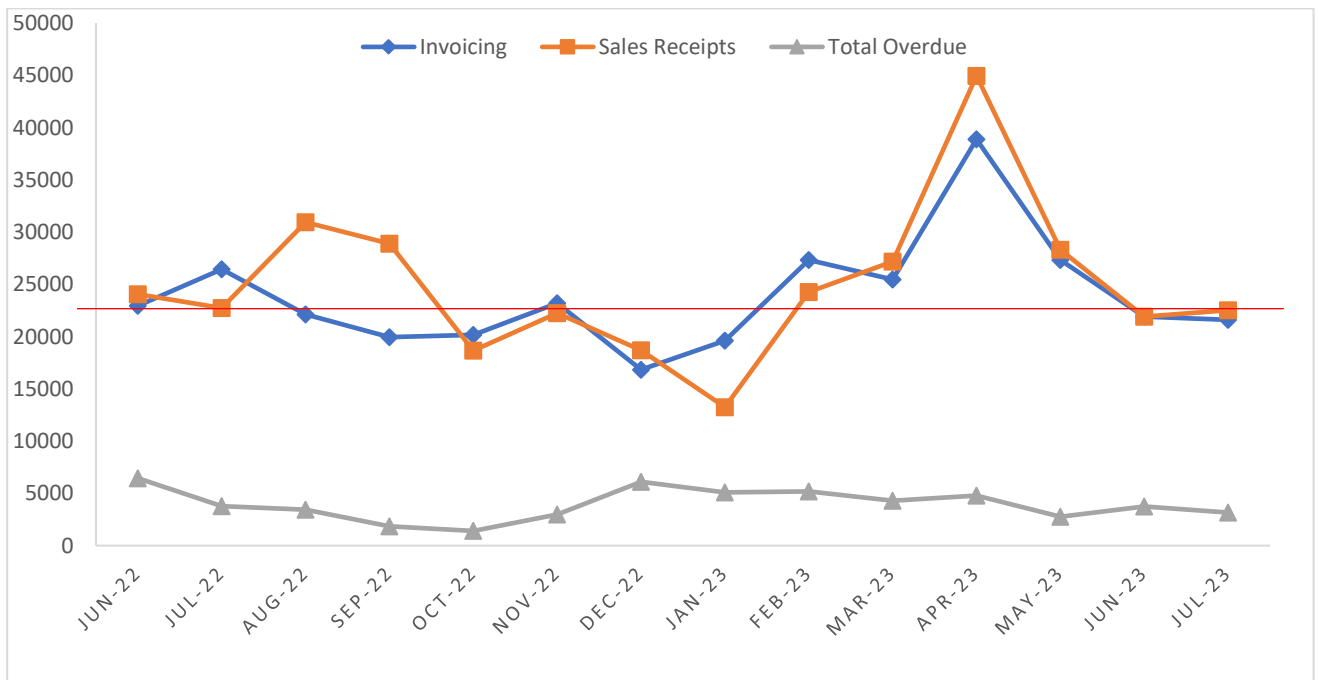
Gross Figures

Monthly Summary:

Sales results for July were average for this reporting period at \$21,606.

Comparison sales figure for July 2022 and July 2023 will show a revenue decline, this is due to a single pre-paid annual booking being made earlier and not in the July billing cycle but in May 2023.

Payment receipts for the month of July were \$20,750, with the overdue account balance sitting at \$3,160.





REG Facebook Followers As at 8th August 2023

Locations

Australia	989
New Zealand	7
United States	7
Indonesia	5
United Kingdom	5
Canada	3
India	3
Nigeria	3
Bangladesh	2
Denmark	2
Total	1026

Breakdown Australia

Melbourne	187
Bairnsdale	126
Lakes Entrance	56
Paynesville	36
Sale	33
Tamworth NSW	23
Gold Coast Qld	18
Sydney NSW	18
Orbost	16
Maffra	15

Breakdown by Gender

Women 52.5%. Men 47.5%

Breakdown by Age Group

18-24 Men predominate
25-34 Men predominate
35-44 Almost equal
45-54 Women predominate
55-64 Women predominate
65+ Equal