



COMMITTEE MEETING MINUTES

(Tuesday, 9th April 2024)

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

1. **Attendance:**
 - 1.1. **Committee:** Peter Jones (President & Chair), Tony Francis (Vice-President), Dee Overliese (Treasurer), Tim Jones, Sandra Davey (Secretary), Pamela Mahlstedt (Lakes Entrance Studio Rep), Barbara Saunders (Bairnsdale Studio Rep), Wayne Stagg & Keith Rogers.
 - 1.2. **Apologies**
2. **Opening:** Meeting opened at 4.34pm.
3. **Adoption of Minutes of Previous Meetings – (12/03/24) – ACCEPTED**
 - 3.1 **Business Arising from the Minutes of Previous Meetings:** None
 - 3.1.1 **REG FM Program Schedule:** Underway, more songs planned. **ACTION: Tony/Pete.**
4. **Finance Reports:**
 - 4.1. **Financial Reports for March 2024** **ACCEPTED**
 - 4.2. **Sponsorship & Sales Report for March 2024** **ACCEPTED**
 - 4.3. **ATO Self Review Return**
 - 4.4. **Business Arising from Finance Reports:**
 - 4.4.1 **Future Financial Reports** to be reconciled. Operations Manager and Treasurer to discuss. **ACTION: Peter/Dee.**
 - 4.4.2 **APRA** invoice approved for payment, updated invoice to be obtained **ACTION; Dee**
 - 4.4.3 **CellAED** invoice approved for payment.
 - 4.4.4 **Donation of \$500** received from Wayne's Uncle - Terry Whelan. Acknowledgement to be sent and equipment badge organised. **ACTION: Peter**
 - 4.4.5 **ATO Self Review Return:** Installation of Orange HRM to be undertaken to forward this task. **ACTION:Dee/Sandra**
5. **Correspondence:**
 - 5.1. **Inwards:**
 - 5.1.1 Letter from Marion Dawson – tribute to Louise Anketell...
 - 5.2. **Outwards:** Letter to Corporate Centre requesting Lease Agreement renewal for 5 Thorpes Lane, Lakes Entrance.
 - 5.3. **Business Arising from the Correspondence:**

6. For Discussion:

6.1. Governance:

6.2. Management:

6.2.1 National Standards for Volunteer: Covered by CBAA

6.2.2 Changes to Victoria's Work Cover Scheme: Pamela to look into on her return from leave in early May. **ACTION: Pamela**

6.3. **Membership Applications:** Member applications and renewals were approved by the Committee for: Sarah van Soest, David Blake, Marilyn Hunt, Glenn Byers, Aaron Couch, Laurie Williams, Jonathan Krantz, Jenny Dunsmuir, Marg Booth, Col Neal, Wendy Bennett, Brian Hinkley, Heidi Hinkley, Sarah van Soest currently undergoing presenter training with Pamela at Lakes Entrance.

7. Operations.

7.1 **Community Catch-up:** Lakes Entrance and Bairnsdale. Projects with St Vincent de Paul; and Professor Drummond underway. **ACTION: Damian/Pamela**

7.2 **Abusive behaviour towards volunteers:** A professional Station Announcement during CSAs and Facebook inclusion during is underway. **ACTION: Peter**

7.3 **Programming Sub-Committee Minutes of 26th March.:** Manfred Hauet approved as a member. Committee agreed that in future the minutes of this sub-committee should reflect a more professional and acceptable record of the meeting.

7.4 **Technical Support Sub-Committee:** Minutes tabled. Air-conditioning unit at Bairnsdale to be upgraded. Regular quarterly meetings agreed upon with another meeting in a month to review progress of reports and create a working group for asset register. The position of Secretary for this sub-committee to be filled.

7.5 **Progress on Upgrade of Radio Station:** Peter reported that all new equipment is now installed on-site. Rory to return in two weeks for completion. Committee agreed Rory to be congratulated on a professional, timely job.

8. **Next Meeting:** 14th May at 12.00 noon. Venue to be advised.

9. **Close:** at 6.00pm

Radio East Gippsland Inc

Sponsorship Sales Report

Date prepared: 4th April 2024

March 2024 – Sales Figures

Gross Invoicing | March 2024 \$25,789 (February 2024 \$21,712)
Gross Receipts | February 2024 \$21,705 (January 2024 \$27,320)

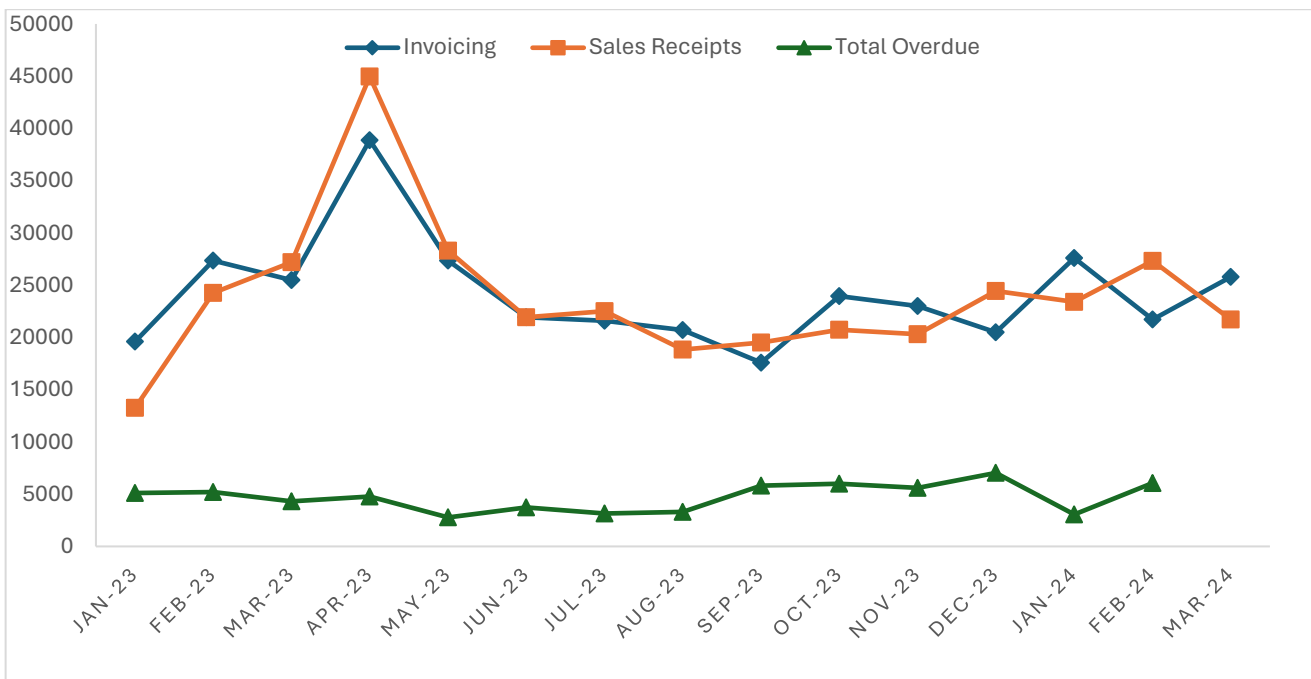
Overdue Accounts | As of 04.04.2024

31- 60	\$2,776	
61 – 90	\$329	
90 Days +	\$713	
Total Overdue	\$3,818	(February 2024 \$6,076)

Monthly Summary:

March sponsorship figure have sore an average invoicing for this time of the year, with a for the month of March being \$25,789.

Payment receipts for the February were \$21,705, the overdue account balance has reduced significant from last month, which is sitting at \$3,818 as of 04.04.2024.



Budget Variance

Radio East Gippsland Inc
For the 9 months ended 31 March 2024

Account	Mar-24	Mar 2023	Variance	%	YTD 2024	YTD 2023	Variance	%
Trading Income								
Income - Donations	0.00	0.00	0.00	0.00%	65.00	323.55	(258.55)	0.00%
Income - Membership	36.36	9.09	27.27	300.00%	1,898.10	681.77	1,216.33	178.41%
Interest Income	294.10	10.35	283.75	2741.55%	4,315.01	152.92	4,162.09	2721.74%
Sales - Sponsors	23,444.48	23,161.51	282.97	1.22%	184,834.75	181,910.36	2,924.39	1.61%
Total Trading Income	23,774.94	23,180.95	593.99	2.56%	191,112.86	183,068.60	8,044.26	4.39%
Gross Profit	23,774.94	23,180.95	593.99	2.56%	191,112.86	183,068.60	8,044.26	4.39%
Other Income								
Grant - Dept of Jobs, Precincts & Regions	0.00	0.00	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	11,109.58	(11,027.76)	-99.26%
Accounting & Bookkeeping Fees	0.00	0.00	0.00	0.00%	272.72	0.00	272.72	0.00%
Audit Fees	0.00	0.00	0.00	0.00%	500.00	500.00	0.00	0.00%
Bank Charges	7.89	4.67	3.22	68.95%	137.53	60.37	77.16	127.81%
Bank Charges (SQUARE)	0.00	0.00	0.00	0.00%	0.32	2.52	(2.20)	-87.30%
C B A A	0.00	0.00	0.00	0.00%	8,558.55	5,730.41	2,828.14	49.35%
Computer Expenses	543.17	114.54	428.63	374.22%	5,614.93	1,481.74	4,133.19	278.94%
Consumables	371.85	0.00	371.85	0.00%	1,194.29	0.00	1,194.29	0.00%
Contract Services - Cleaning	870.50	270.00	600.50	222.41%	5,229.78	1,942.61	3,287.17	169.21%
Donations	0.00	0.00	0.00	0.00%	0.00	770.00	(770.00)	-100.00%
Dues & Subscriptions	0.00	0.00	0.00	0.00%	296.82	283.21	13.61	4.81%
Entertainment	151.70	0.00	151.70	0.00%	301.70	0.00	301.70	0.00%
Equipment Rental	0.00	0.00	0.00	0.00%	0.00	30.00	(30.00)	-100.00%
Grant Expenses	0.00	0.00	0.00	0.00%	50,000.00	0.00	50,000.00	0.00%
Insurance	0.00	907.22	(907.22)	-100.00%	1,210.40	2,635.11	(1,424.71)	-54.07%
Internet Costs	0.00	22.73	(22.73)	-100.00%	1,148.52	159.24	989.28	621.25%
Legal - Employsure (E R)	0.00	536.13	(536.13)	-100.00%	10,687.86	5,120.39	5,567.47	108.73%
Legal - Employsure (WHS)	0.00	0.00	0.00	0.00%	3,005.89	0.00	3,005.89	0.00%
Legal expenses	0.00	0.00	0.00	0.00%	127.20	0.00	127.20	0.00%
Licence Fees	0.00	0.00	0.00	0.00%	0.00	300.00	(300.00)	-100.00%
Maintenance - Office	0.00	265.85	(265.85)	-100.00%	1,395.08	2,885.16	(1,490.08)	-51.65%
Maintenance & Repairs - Equipment	0.00	140.38	(140.38)	-100.00%	494.64	1,960.49	(1,465.85)	-74.77%
Media Bookings	70.00	425.00	(355.00)	-83.53%	4,111.82	4,035.00	76.82	1.90%
Meeting Expenses	0.00	0.00	0.00	0.00%	20.35	956.32	(935.97)	-97.87%
News Services	0.00	0.00	0.00	0.00%	0.00	3,245.83	(3,245.83)	-100.00%
Petrol & Oil	0.00	0.00	0.00	0.00%	255.76	0.00	255.76	0.00%
Petty Cash	0.00	0.00	0.00	0.00%	0.00	32.05	(32.05)	-100.00%
Postage & Shipping	0.00	0.00	0.00	0.00%	181.91	247.21	(65.30)	-26.41%
Printing & Stationery	0.00	0.00	0.00	0.00%	191.85	0.00	191.85	0.00%
Rent	0.00	0.00	0.00	0.00%	208.00	0.00	208.00	0.00%
Salaries & Wages	8,622.84	12,489.40	(3,866.56)	-30.96%	115,117.99	119,484.06	(4,366.07)	-3.65%
Salaries & Wages - Superannuation	948.53	1,307.57	(359.04)	-27.46%	10,502.07	12,386.32	(1,884.25)	-15.21%
Salaries & Wages - Staff Amenities	0.00	0.00	0.00	0.00%	0.00	269.90	(269.90)	-100.00%
Salaries & Wages - Worker's Comp	0.00	0.00	0.00	0.00%	0.00	570.48	(570.48)	-100.00%
Salaries & Wages - Long Service Exp	0.00	0.00	0.00	0.00%	0.00	3,999.39	(3,999.39)	-100.00%
	9,571.37	13,796.97	(4,225.60)	-30.63%	125,620.06	136,710.15	(11,090.09)	-8.11%
Site Fees (Field Days & Shows)	0.00	0.00	0.00	0.00%	70.00	0.00	70.00	0.00%
Supplies - Office	0.00	102.64	(102.64)	-100.00%	94.26	886.74	(792.48)	-89.37%
Supplies - Studio	0.00	309.43	(309.43)	-100.00%	139.06	3,838.07	(3,699.01)	-96.38%
Telephone	255.45	251.71	3.74	1.49%	2,431.36	2,462.95	(31.59)	-1.28%
Transmitter Fees	0.00	0.00	0.00	0.00%	7,424.00	7,071.00	353.00	4.99%
Travel Expenses	0.00	90.91	(90.91)	-100.00%	236.39	181.82	54.57	30.01%
Utilities - Electricity	0.00	0.00	0.00	0.00%	1,647.26	1,546.25	101.01	6.53%
Work Health and Safety	33.55	0.00	33.55	0.00%	1,036.29	0.00	1,036.29	0.00%
Total Operating Expenses	11,875.48	17,238.18	(5,362.70)	0.00%	233,926.42	196,184.22	37,742.20	0.00%
Net Profit	11,899.46	5,942.77	5,956.69	100.23%	32,186.44	(13,115.62)	45,302.06	345.41%



Budget Variance

Radio East Gippsland Inc
For the 9 months ended 31 March 2024

Account	Mar-24	Budget	Variance	%	YTD	YTD Budget	Variance	%
Trading Income								
Income - Donations	0.00	315.00	(315.00)	-100.00%	65.00	315.00	(250.00)	-79.37%
Income - Membership	36.36	663.00	(626.64)	-94.52%	1,898.10	663.00	1,235.10	186.29%
Interest Income	294.10	198.00	96.10	48.54%	4,315.01	198.00	4,117.01	2079.30%
Sales - Sponsors	23,444.48	188,332.00	#####	-87.55%	184,834.75	188,332.00	(3,497.25)	-1.86%
Total Trading Income	23,774.94	189,508.00	#####	-87.45%	191,112.86	189,508.00	1,604.86	0.85%
Gross Profit	23,774.94	189,508.00	#####	-87.45%	191,112.86	189,508.00	1,604.86	0.85%
Other Income								
Grant - Dept of Jobs, Precincts & Regi	0.00	0.00	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	12,172.00	(12,172.00)	-100.00%	81.82	12,172.00	(12,090.18)	-99.33%
Accounting & Bookkeeping Fees	0.00	1,224.00	(1,224.00)	-100.00%	272.72	1,224.00	(951.28)	-77.72%
Audit Fees	0.00	500.00	(500.00)	-100.00%	500.00	500.00	0.00	0.00%
Bank Charges	7.89	90.00	(82.11)	-91.23%	137.53	90.00	47.53	52.81%
Bank Charges (SQUARE)	0.00	9.00	(9.00)	-100.00%	0.32	9.00	(8.68)	-96.44%
C B A A	0.00	8,559.00	(8,559.00)	-100.00%	8,558.55	8,559.00	(0.45)	-0.01%
Computer Expenses	543.17	3,790.00	(3,246.83)	-85.67%	5,614.93	3,790.00	1,824.93	48.15%
Consumables	371.85	270.00	101.85	37.72%	1,194.29	270.00	924.29	342.33%
Contract Services - Cleaning	870.50	7,100.00	(6,229.50)	-87.74%	5,229.78	7,100.00	(1,870.22)	-26.34%
Dues & Subscriptions	0.00	270.00	(270.00)	-100.00%	296.82	270.00	26.82	9.93%
Entertainment	151.70	0.00	151.70	0.00%	301.70	0.00	301.70	0.00%
Grant Expenses	0.00	0.00	0.00	0.00%	50,000.00	0.00	50,000.00	0.00%
Insurance	0.00	2,698.00	(2,698.00)	-100.00%	1,210.40	2,698.00	(1,487.60)	-55.14%
Internet Costs	0.00	1,073.00	(1,073.00)	-100.00%	1,148.52	1,073.00	75.52	7.04%
Legal - Employsure (E R)	0.00	1,958.00	(1,958.00)	-100.00%	10,687.86	1,958.00	8,729.86	445.86%
Legal - Employsure (WHS)	0.00	1,072.00	(1,072.00)	-100.00%	3,005.89	1,072.00	1,933.89	180.40%
Legal expenses	0.00	3,679.00	(3,679.00)	-100.00%	127.20	3,679.00	(3,551.80)	-96.54%
License Fees	0.00	225.00	(225.00)	-100.00%	0.00	225.00	(225.00)	-100.00%
Maintenance - Office	0.00	3,820.00	(3,820.00)	-100.00%	1,395.08	3,820.00	(2,424.92)	-63.48%
Maintenance & Repairs - Equipment	0.00	4,400.00	(4,400.00)	-100.00%	494.64	4,400.00	(3,905.36)	-88.76%
Media Bookings	70.00	5,250.00	(5,180.00)	-98.67%	4,111.82	5,250.00	(1,138.18)	-21.68%
Meeting Expenses	0.00	270.00	(270.00)	-100.00%	20.35	270.00	(249.65)	-92.46%
News Service	0.00	2,430.00	(2,430.00)	-100.00%	0.00	2,430.00	(2,430.00)	-100.00%
Petrol & Oil	0.00	0.00	0.00	0.00%	255.76	0.00	255.76	0.00%
Postage & Shipping	0.00	225.00	(225.00)	-100.00%	181.91	225.00	(43.09)	-19.15%
Printing & Stationery	0.00	500.00	(500.00)	-100.00%	191.85	500.00	(308.15)	-61.63%
Rent	0.00	0.00	0.00	0.00%	208.00	0.00	208.00	0.00%
Salaries & Wages	8,622.84	121,101.00	#####	-92.88%	115,117.99	121,101.00	(5,983.01)	-4.94%
Salaries & Wages - Superannuation	948.53	13,420.00	(12,471.47)	-92.93%	10,502.07	13,420.00	(2,917.93)	-21.74%
Site Fees (Field Days & Shows)	0.00	0.00	0.00	0.00%	70.00	0.00	70.00	0.00%
Supplies - Office	0.00	450.00	(450.00)	-100.00%	94.26	450.00	(355.74)	-79.05%
Supplies - Studio	0.00	450.00	(450.00)	-100.00%	139.06	450.00	(310.94)	-69.10%
Telephone	255.45	2,565.00	(2,309.55)	-90.04%	2,431.36	2,565.00	(133.64)	-5.21%
Transmitter Fees	0.00	7,424.00	(7,424.00)	-100.00%	7,424.00	7,424.00	0.00	0.00%
Travel Expenses	0.00	270.00	(270.00)	-100.00%	236.39	270.00	(33.61)	-12.45%
Utilities - Electricity	0.00	3,150.00	(3,150.00)	-100.00%	1,647.26	3,150.00	(1,502.74)	-47.71%
Work Health and Safety	33.55	873.00	(839.45)	-96.16%	1,036.29	873.00	163.29	18.70%
Total Operating Expenses	11,875.48	211,287.00	#####	-94.38%	233,926.42	211,287.00	22,639.42	10.72%
Net Profit	11,899.46	(21,779.00)	33,678.46	154.64%	32,186.44	(21,779.00)	53,965.44	247.79%



R.E.G. FM FINANCE REPORT FOR THE MONTH OF MARCH 2024
(Meeting set for Tuesday 09 April 2024 – 4.30 PM
The Hub 27 Dalmahoy Street, Bairnsdale)

General Account Bank Balance as at 31 March 2024	\$98,695.33
Less Current Liabilities	(\$129,682.57)
Nett General Account Balance as at 31 March 2024	(\$30,987.24)
Statement (Petty Cash Imprest) Account Balance	\$1,000.00
Mastercard Debit Card	\$500.00
SQUARE Receipts Account	\$100.00
Long Service Leave Deposit Account	\$18,839.96
Fixed Interest Investment (Long Term Loan)	\$79,093.32
TOTAL CASH ON HAND	\$68,546.04
Net Profit / (Loss) for the Month of March 2024	\$11,899.46

Attached Reports Include:

- Profit & Loss Report for March 2024 (with comparison to same period Last Year)
- Profit & Loss Report for March 2024 (with YTD and Budget Comparisons)
- Balance Sheet as at 30 March 2024 (with comparison to same Period Last Year)

NOTES ON REPORTS

- 1. Current Assets:** Boss Radio Project Balance to be Expensed

- 2. Current Liabilities:**

Creditors - to be paid April 2024	\$5,702.07
Creditor RGR to be paid in April ??	\$106,161.00 ****
GST - to be paid April 2024	(\$3,598.30)
PAYG Withholding - to be paid April 2024	\$4,811.00
Super & Payroll Liabilities - to be paid April 2024	(\$1,383.72)
Long Service Leave Provision	\$17,990.52
	<hr/>
	\$129,682.57

- 3. Sponsorship Revenue** for the month of March 2024 up 14.30% from February and up 1.22% from March 2023

- 4. Exceptions**
 - Employsure WHS \$2,814 (fully expensed in September) \$ 227.08 to be paid for 21 months - (15 months left)
 - Employsure ER \$4,542 (fully expensed in September) to be paid for 21 months (15 Months left)
 - 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 from Aug 2023
 - Creditor Invoices for Dec and Jan due to offices being closed have been received and paid
 - Power Outages from storm necessitated the purchase a Generator and accoutrements
 - Grant expenses - Addendum of expenses to be attached when break down of costs received. **(to be provided)**
 - **** RGR Invoices for Radio Boss = \$106,161.00 have been "expensed" to Fixed Assets -Radio Boss payment to be made on balance - plus First payment of \$55,000.00 to be allocated ****



Balance Sheet

Radio East Gippsland Inc
As at 31 March 2024

Account	31 Mar 2024	31 Mar 2023	Variance	Variance %
Assets				
Bank				
Current Account - General (1-1110)	98,695.33	35,945.33	62,750.00	0.00%
LSL Prov Term Deposit	18,839.96	18,044.04	795.92	0.00%
Mastercard - Debit / Credit Card (1-1140)	500.00	500.00	0.00	0.00%
Petty Cash Bairnsdale (Imprest) (1-1175)	1,000.00	1,000.00	0.00	0.00%
Statement Account (SQUARE) (1-1150)	100.00	100.00	0.00	0.00%
Term Deposit Account	79,093.32	75,309.91	3,783.41	0.00%
Total Bank	198,228.61	130,899.28	67,329.33	0.00%
Current Assets				
Accounts Receivable	30,018.00	24,675.90	5,342.10	21.65%
Cash Drawer - Bairnsdale	100.00	100.00	0.00	0.00%
Petty Cash Box - L Entrance	200.00	72.55	127.45	0.00%
Total Current Assets	30,318.00	24,848.45	5,469.55	22.01%
Fixed Assets				
Asset - Furniture & Fixtures - Cost	2,221.82	1,722.73	499.09	0.00%
Plant & Equipment				
Asset - Plant & Equipment - Cost	170,981.95	166,356.49	4,625.46	0.00%
Asset - Plant & Equipment - Accum Depn	(122,506.68)	(105,822.68)	(16,684.00)	0.00%
Total Plant & Equipment	48,475.27	60,533.81	(12,058.54)	0.00%
Radio Boss				
Asset - Radio Boss	92,910.00	0.00	92,910.00	0.00%
Total Radio Boss	92,910.00	0.00	92,910.00	0.00%
Tower				
Asset - Tower - Cost	43,665.68	43,665.68	0.00	0.00%
Asset - Tower - Accum Depn	(43,665.68)	(43,665.68)	0.00	0.00%
Total Tower	0.00	0.00	0.00	0.00%
Total Fixed Assets	143,607.09	62,256.54	81,350.55	0.00%
Total Assets	372,153.70	218,004.27	154,149.43	70.71%
Liabilities				
Current Liabilities				
Accounts Payable - Trade Creditors	111,863.07	0.00	111,863.07	0.00%
GST	(3,598.30)	(11.52)	(3,586.78)	-31135.24%
PAYG Withholdings Payable	4,811.00	0.00	4,811.00	0.00%
Payroll Liabilities	(1,203.56)	0.00	(1,203.56)	0.00%
Provision for Long Service Leave	17,990.52	17,990.52	0.00	0.00%
Superannuation Payable	(180.16)	0.00	(180.16)	0.00%
Total Current Liabilities	129,682.57	17,979.00	111,703.57	621.30%
Total Liabilities	129,682.57	17,979.00	111,703.57	621.30%
NET ASSETS	242,471.13	200,025.27	42,445.86	21.22%
Equity				
Current Year Earnings	32,186.44		32,186.44	#DIV/0!
Current Year Surplus/Deficit	(2,252.81)	(13,115.62)	10,862.81	0.00%
Historical Balancing	2,871.22	2,604.31	266.91	0.00%
Prior Year's Surplus/Deficit	26,703.88	26,703.88	0.00	0.00%
Retained Earnings	182,962.40	183,832.70	(870.30)	0.00%
TOTAL EQUITY	242,471.13	200,025.27	42,445.86	21.22%

