



General Managers Compliance Report – ARC Meeting 12th of December 2022.
 56 Cimitiere Street, Launceston

ISSUE: To ensure Management are carrying out compliance matters correctly this report is tabled at each Board Meeting.

| Part A: Financial Compliance | Yes | No | Comment |
|--|---|-------------------------------------|----------------|
| Assets – Any asset acquired or disposed? | | <input checked="" type="checkbox"/> | |
| Delegations – All delegations have been exercised according to the approved delegation’s policy and procedure? | <input checked="" type="checkbox"/> | | |
| Liquidity – are there sufficient funds to pay current and outstanding debts? | <input checked="" type="checkbox"/> | | |
| Debt management – a) Has debt collection been timely? b) Has debt collection been timely in accordance with policy and procedures? c) Have debts been written off in accordance with policy and procedures? If c) I ‘Yes’ then d) will be active. d) Are bad debts written off in accordance with policy and procedures? If blank c) equals ‘No’. | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | | |
| Funds Management Investment - Are all financial investments in accordance with policy? | <input checked="" type="checkbox"/> | | |
| Reporting - Have all material transactions been included in the accounts and reflected in reports? | <input checked="" type="checkbox"/> | | |
| Grant Proposals - Have all proposals received been prepared in accordance with approved budget parameters | <input checked="" type="checkbox"/> | | |
| Grant Agreements – a) Are all new agreements in line with the original budget in proposals? b) Are all active agreements in line with approved budgets? | <input checked="" type="checkbox"/> | | |
| Contractual Requirements (new contracts signed in this period) Nil | | | |
| Ongoing Contractual liabilities – term more than one year. Nil | | | |
| Acquittals - Internal - Have funds been dealt with in accordance with the relevant contracts? | <input checked="" type="checkbox"/> | | |
| Acquittals - External - Have all deadlines for reporting to government been met with correct reports? | <input checked="" type="checkbox"/> | | |
| Employment arrangements - Have all staff been paid in accordance with employment contracts; including proper processing of superannuation and taxation? | <input checked="" type="checkbox"/> | | |



| Part B: Statutory Compliance | | | Yes | No | Comment |
|--|-----------------|---------------------------------------|--|-----------|----------------|
| Statutory compliance: a) Have adequate records been kept for taxation compliance purposes b) Have ATO obligations been lodged correctly and on time? c) Has superannuation been lodged and paid on time? d) Have CHSP / HACCC / ACNC returns been lodged correctly and on time. | | | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | | |
| Insurances - are necessary and sufficient insurances in place for staff and property, and liability insurance for directors, staff and the public including: | | | <input checked="" type="checkbox"/> | | |
| WHAT | DUE DATE | SUPPLIER | | | |
| Business Insurance | 15/04/2023 | Intas Group Community Underwriting | | | |
| Management Liability (Directors & Officers Indemnity) – (\$10m) | 15/04/2023 | Intas Group Community Underwriting | | | |
| Public & Products Liability (\$10m) | 15/04/2023 | Intas Group Community Underwriting | | | |
| Workers Comp - TAS | 15/04/2023 | Intas Group CGU Insurance | | | |
| Cyber Insurance | 15/04/2023 | Intas Group | | | |
| Part C: Legal Compliance | | | Yes | No | Comment |
| Legal matters: a) | | | | | |
| Project Contracts: a) Are all new contracts in line with the original proposals? b) Are all active contracts in line with strategy? c) Are all new contracts in line with growth strategy? | | | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | | |
| WH&S: WH&S has been exercised according to the approved policy and procedure, including reporting any WH&S incident to the Board (including "Nil Incident to Report")? | | | <input checked="" type="checkbox"/> | | |
| Privacy: The company has maintained its IT and HR privacy requirements and experienced no breaches? | | | <input checked="" type="checkbox"/> | | |



Launceston
**Volunteers For
Community**

Office: 56 Cimitiere St, Launceston TAS 7250
Mail: PO Box 3052, Launceston TAS 7250
Phone: (03) 6336 5147 Fax: (03) 6334 3602
Email: lvfc@lvfcservices.com.au
ABN: 325 936 125 73

This report is presented in the context of delegations. It is verified as true and accurate to the best of our knowledge after enquiry.

A handwritten signature in black ink, appearing to be 'R. J. /', is written over a horizontal line.

Signed: General Manager

Date: 5th December 2022