



**BOARD MEETING AGENDA**

Held at:

Board Room, Launceston VFC Offices, 56 Cimitiere St, Launceston

Date and time:

Monday 12<sup>th</sup> February 2024 – 9.30am

**Board Members:**

Carolyn Campbell-Wood (President)  
Fiona Vanderbeek (Vice-President & Minute Taker)  
Glen Cornish (Treasurer & Secretary)  
Amanda McEvoy  
Lindi-Jane Bell

**Staff in Attendance:**

Kylie Bryan (General Manager)

Item No.	Description	Document Type	Paper or Verbal	Page No.	Time
1.	Meeting Opening and Welcome <b>IN CAMERA SESSION</b>	Information	V		9.30
2.	2.1 Conflicts of Interest <ul style="list-style-type: none"> <li>• Register of Interests</li> </ul>	Information	P	2	10.00
	2.2 Previous Meeting Minutes: 2.2.1 BM 24 October 2023	Decision	P	3	
	2.3 Board Action Register	Discussion	P	6	
3.	<b>Strategic Planning</b>				10.15
	3.1 Chairs Report	Discussion	P		
	3.2 Association Report – GM	Discussion	P	7	
	3.3 Strategic Planning Day – March 27 <sup>th</sup>	Discussion	V		
4.	<b>Board Reports</b>				11.30
	4.1 Audit & Risk <ul style="list-style-type: none"> <li>4.1.1 Minutes of meetings Jan 2023</li> <li>4.1.2 Financial report</li> <li>4.1.3 Compliance report</li> <li>4.1.4 Risk report</li> <li>4.1.5 ARC calendar of work</li> </ul>	Decision	P	12 15 27 29	
5.	<b>General Business</b>				12.15
	5.1 Dates for Board & ARC Meetings for 2024	Decision	P	31	
6.	Meeting Close				12.30

### Launceston Volunteers for Community - Register of Board Interests

Name of board member	Description of interest	Interested parties	Is the interest current?
<b>Carolyn Campbell-Wood</b>	Director JCW Investments	Son	Yes
	Director Campbell-Wood Family Superannuation Fund	Family	Yes
	Director and Chair of Audit and Risk Committee Relationships Australia Tasmania	Self	Yes
<b>Glen Cornish</b>	Volunteer Launceston VFC	Self	Yes
	Director Chilcott Maine Unit Trust	Family	Yes
	Director Glen Cornish P/L	Family	Yes
	Area Manager CBA Martin Pl Sydney	Self	Yes
	Tasmanian Manager Elders	Son	Yes
		Son	Yes
<b>Fiona Vanderbeek</b>	Director Whivan Capital Pty Ltd	Family	Yes
	Director Birrong Investments Pty Ltd	Family	Yes
	Director Vanderbeek Family Holdings	Family	Yes
<b>Amanda McEvoy</b>	Launceston Central	Employee	Yes
<b>Lindi-Jane Bell</b>	WorkSafe Tasmania	Employee	Yes
	Homes Tasmania	Mentor to Tenancy Invention Officers	Yes
	Australian Dental Council – Accreditation Committee	Board (Community) Member	Yes
	State Emergency Service (SES) – Incident Management Unit	Volunteer	Yes



**BOARD OF MANAGEMENT OF LAUNCESTON VFC SERVICES INC**

Minutes of a meeting held on Tuesday 24 October 2023 at the Boardroom, LVFC Offices, 56 Cimitiere Street, Launceston, commencing at 9.30am.

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**Present:** Board members: Carolyn Campbell-Wood (President), Fiona Vanderbeek (Vice-President), Glen Cornish (Treasurer/Secretary), Amanda McEvoy, Lindi Bell

**In attendance:** General Manager (GM) – Kylie Bryan

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**1. Meeting Opening:**

The President declared the meeting open at 9.30am noting a quorum was present. The President welcomed Lindi-Jane (Lindi) Bell to the Board.

**2.1 Conflicts of Interest:**

A register of interests for Directors was tabled by the President, updated to include Lindi Bell. Amanda McEvoy requested that "Cityprom Inc" be updated to "Launceston Central Inc". Glen Cornish requested that "Maintenance Volunteer LVFC" be amended to "Volunteer LVFC" and that reference to the Yacht Club be deleted.

*Action: President to update Conflicts of Interest register.*

**2.2 Minutes of Previous Meetings:**

**2.2.1 The Board resolved to accept the minutes of the Board Meeting of 22 August 2023 without amendment.** **Carried**

**2.2.2 The Board resolved to approve the minutes of the AGM of 27 September 2023 for tabling at the 2024 AGM.** **Carried**

**2.3 Action Register:**

The Action status of tasks was discussed with all tasks complete or in progress.

**3 Strategic Planning:**

**3.1 Chair's Report**

**3.1.1 Directors' annual reviews**

This is the second year that a Board Evaluation has been conducted with the same questions used as previously, on this occasion with a numerical scale for ease of statistical analysis. The General Manager was included in the review process. There was a general discussion regarding key points, with the General Manager noting that the timeliness of reports should improve in the coming year due to changes in the frequency and spacing of ARC and Board meetings. It was noted that there had been an improvement in the role distinction between Board and Management. There was discussion relating to the low score recorded for camaraderie between Board members, noting that there was little social interaction between members. It was suggested that a meal be held as part of the February strategy session in order to socialise outside the Board room setting. One Board member felt the process was an unnecessary additional task.

### 3.2 Association Report

The GM tabled her report and the following points were noted during the ensuing discussion:

- There had been one scheduled visit non-response, reported to the ARC, for Tasmanian Police welfare check. The client was confirmed to be well and no further action is required.
- Leanne Christie resigned from LVFC on 22/9/23 and her LSS has been paid according to guidelines. Leanne had specifically noted "thanks to the Board for their vision in growing LVFC to an outstanding organisation". Anita Wells also concluded her traineeship/employment in October. Both resignations were integrated into succession planning and recruitment is underway for one replacement staff member.
- The CHSP outputs have been approved and the acquittal process is underway. CHSP first quarter targets are being met or exceeded.
- HACC services have experienced a notable rise in client intake, particularly for home maintenance services. This positive trend will require ongoing monitoring and planning to ensure sustained quality care and service delivery.

### 3.3 Strategic Plan Review

#### 3.3.1 Strategic Action Plan

A full review and reporting on KPIs will be conducted in February 2024.

#### 3.3.2 Mission and Values review

The GM and Amanda McEvoy reported that this is in hand and a final draft will be presented to the Board at the next meeting.

## 4 Board Committee Reports

### 4.1 Audit and Risk

#### 4.1.1 Minutes of last meeting

The minutes of the meeting on 16 October 2023 were tabled and signed by the ARC Chair.

#### 4.1.2 Financial Report

The ARC Chair summarised key points from the financial reports, noting that the cheque account balance is high and consideration should be given to utilising an interest bearing account. The GM and ARC Chair will review all accounts relating to interest received. No extraordinary payments had been made, with wages decreased due to recent staff resignations; it is anticipated that the recent LSL payout can be made out of retained earnings.

***The Board resolved to accept the Financial Reports noting that the Association is able to pay its liabilities as and when they fall due. Carried***

***Action: GM and ARC Chair to review all bank accounts in order to maximise interest receivable.***

#### 4.1.3 Compliance Report

The Compliance report prepared by the GM was tabled, with particular discussion around the continued lack of response from MetCash to repeated contact made by the GM and President in relation to the proposed insertion of a demolition clause into the new lease. The current lease expired in April. It was proposed that the GM begin to look at alternative accommodation options.

***The Board resolved that the General Manager should look at alternative accommodation options in light of the continued lack of response from MetCash in relation to the new lease and proposed demolition clause therein.***

***Action: General Manager to look at alternative accommodation options for LVFC.***

#### 4.1.4 Risk Report

No changes had been recommended to the Risk Register, with cyber security noted to be under constant watch with ongoing systems improvements.

#### 4.1.5 ARC Calendar of Work

This will be collated once 2024 meeting dates are finalised.

### 5. General Business

#### 5.1 Dates for Board, AGM & ARC meetings for 2024

2024 Board meetings will take place on: 6 February, 30 April, 23 July and 29 October.

AGM will be held on 24 September 2024

2024 ARC meetings will take place on : 23 January, 9 April, 9 July, 8 October.

*Action: President to collate meeting dates calendar.*

*Action: Vice-President to collate 2024 Schedule of Work.*

#### 5.2 Strategy Day – February 2024

The strategy meeting will need to occur after 19 February. There was discussion around the use of a facilitator, if a suitable person can be sourced at reasonable cost. Consideration will also be given to holding the meeting off-site and including a meal as an integral part of the day.

*Action: President and GM to investigate use of a facilitator and potential meeting dates and provide feedback to the Board.*

*Action: GM to investigate possible off-site venues.*

*Action: President and GM to co-ordinate the Strategy Day*

### 6. Meeting Close

Meeting closed at 11.10am. The next meeting is scheduled for 9.30am on Tuesday 6 February 2024.

**Signed as a true record:**

**President:** \_\_\_\_\_

**Dated:** \_\_\_\_\_



## Board of Management Action List

MEETING DATE	ACTION NO.	DESCRIPTION	DUE DATE	RESPONSIBLE OFFICER	STATUS
		Recruit Board members		Board & Mgmt.	In progress and ongoing
28-Feb-23	3.3.2	GM and Amanda McEvoy to produce final draft of Mission and Values review for discussion and approval	Jan-24	GM/Amanda McEvoy	In progress
27-Jun-23	3.2.1	GM to seek legal advice regarding demolition and redevelopment clause	ASAP	GM	In progress
	5.3	President to follow up GM contract renewal	ASAP	President/Vice-President/Secretary	In progress
24-Oct-23	2.1	President to update Conflicts of Interest register	ASAP	President	Complete
	4.1.2	GM and ARC Chair to review all bank accounts in order to maximise interest receivable	ASAP	GM/ARC Chair	
	4.1.3	GM to look at alternative accommodation options for LVFC	ASAP	GM	In progress
	5.1	President to collate meeting dates calendar	ASAP	President	Complete
	5.1	Vice-President to collate 2024 Schedule of Work	ASAP	Vice-President	Complete
	5.2	President and GM to investigate use of a facilitator and potential meeting dates for Strategy Planning Day and provide feedback to the Board	ASAP	GM/President	Complete
	5.2	GM to investigate possible off-site venues	ASAP	GM	Complete
	5.2	President and GM to co-ordinate Strategy Day	ASAP	GM/President	Complete

6.

Action numbering relates to the agenda item number followed by the sequential numbering of actions recorded at the meeting.



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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](mailto:lvfc@lvfcservices.com.au)  
ABN: 325 936 125 73

## Association Report – Monday 12<sup>th</sup> of February 2024 prepared by Kylie Bryan (General Manager)

### Action Items From Previous Meeting:

Director Recruitment: A conversation has taken place with Gregory Barnes of IRIS Computing, a current service provider to LVFC. The discussion centred on the potential interest of Gregory joining the board for the term beginning 2024-2025. I have provided him with the current organisational overview and advised of the strategic plan currently afoot. He has been advised to submit a resume addressed to the Board of Management for further consideration.

4.1.2 This item is currently in progress and will be provided to the ARC prior to the Board Meeting.

### 3.3.2 / 5.2

The strategic planning session has been scheduled, on the 27<sup>th</sup> of March 2024. Facilitation will be provided by Susannah Coleman – Brown. The session as per invitation will take place at Henty House, with attendees meeting in the foyer at 8.45am and the session commencing at 9.00am. Concluding at 12.00pm.

At this point it is crucial to highlight ongoing developments in the community services sector. With large numbers of organisations making changes due for a variety of reasons. Community Transport Services Tasmania has made it clear they are exploring the acquisition of Mersey Community Care, and Volunteering Tasmania is undergoing restructuring and extensive review due to ongoing operational deficits. Given these dynamics, the upcoming strategic planning is deemed crucial to secure recent successes and provide a clear vision for the future. Appreciation is expressed to the Board for offering clear direction and enabling myself and staff to be able to create opportunities and growth and financial stability.

### WH&S

As indicated in the compliance report, no further action necessary.

### New Business

#### Human Resources

Staff Recruitment: The organisation has recently welcomed new staff members in casual roles, each with specific focus areas Jane Butt will handle assessments and onboarding, Chris Hughes will be responsible for assessment and reception duties, Kerrie Mason will provide administration support, and John Lade will provide home maintenance support.

A handwritten signature in blue ink, appearing to be 'J.', is located in the bottom right corner of the page.



Over the next three months, the organisation plans to develop tailored training programs to ensure all member will receive comprehensive training to ensure we have well rounded staff members. These initiatives are in accordance with approved budget, both current and projected.

Volunteer Management: Planning for the new Volunteer Management for the 2024-2026 year is in progress, with the plan scheduled for completion by April 2024.

**Insurance Renewals:**

Between the ARC meeting and the Board meeting, the current insurance premiums have been shared with members and attached for all other board member to review and provide comments. The ARC members have requested additional information on Third Party only coverage only for the IMAX van to facilitate a comparison with full comprehensive coverage. Additionally, they seek details on options regarding cover and excess for cyber insurance to conduct a thorough comparison. The requested information has been submitted, and once received, further advise will be provided. Renewal terms are currently scheduled for the second week in March. Approximately three weeks before the renewal date.

**Commonwealth Home Support Programme (CHSP)  
Federal Funding**

The Department of Health have officially approved the acquittals for the 2022-2023 year confirming a zero carry forward amount.

The Tasmanian Performance Health team visited in the December window and expressed satisfaction with our performance this financial year and the growth we are now seeing. As at the first of February I can confirm like contracts have been sent to LVFC for the 2024-2025 year and are likely to be received over the coming weeks.

Additional Funding Request Under GO5672 – Confirmation rec February.

The Department has approved a request for recurrent funding totalling \$125,587.16 (GST Exclusive) to be funded with effect from the 1<sup>st</sup> of January 2024. Therefore, the initial funding put forward for Board approval is a six months option for the 2023 – 24 financial year, with full effect in future financial years as outlined below:

Year	ACPR TAS	Service Type	Unit Price	Funding (GST Exc)
2023- 2024	Northern	Home Maintenance	\$62.37	\$62,793.58
2024- 2025	Northern	Home Maintenance	\$62.37	\$125,587.16*

8.

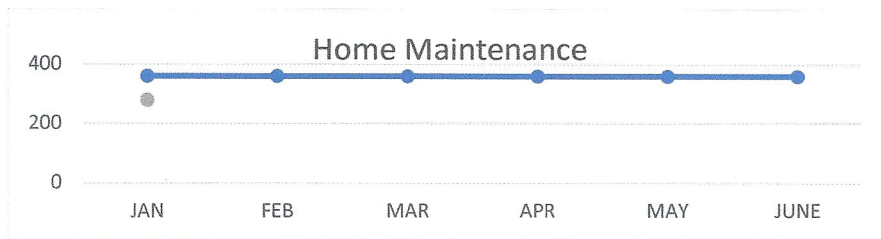




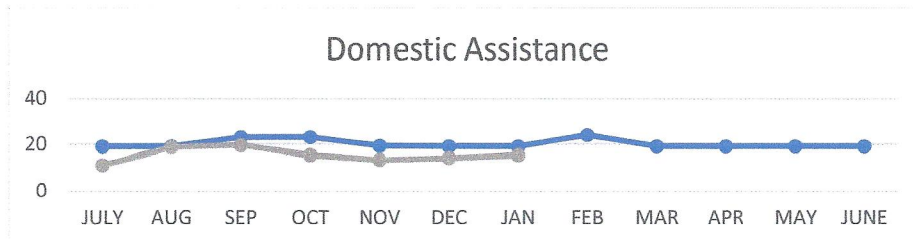
It is my belief that LVFC has been preparing well for this opportunity over the last 6-12 months and is currently in a favourable position to undertake and manage this contract on an ongoing basis. Significant efforts are underway, involving collaboration with Kellie, Ken and the volunteer team, to ensure sustained, high quality growth in this area. The focus is on ensuring we continue to provide the great quality services we are known to provide.

CHSP Statistical Overview

Please note this data inclusive up until the 31<sup>st</sup> of January 2024.  
 The blue line is target line and grey is outputs obtained.

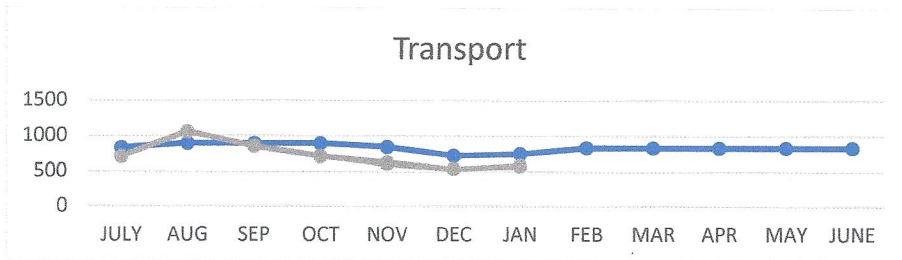


Please note home maintenance has been separated for January with the new potential outputs awaiting approval. The proposed target for the remainder of the year will be 359 hours per month and despite providing 378 hours in January, being a shorter month, the shortfall of 81 hours suggests that the new target remains achievable as a monthly goal moving forward.

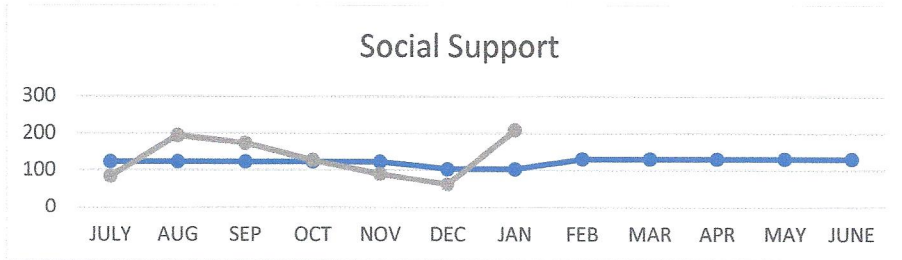


Domestic Assistance remains on track.

9.

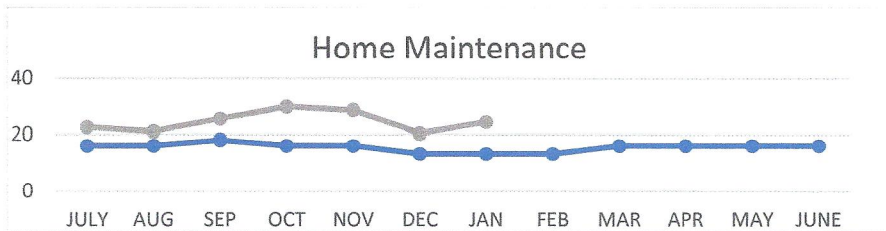


Transport assistance remains on track.

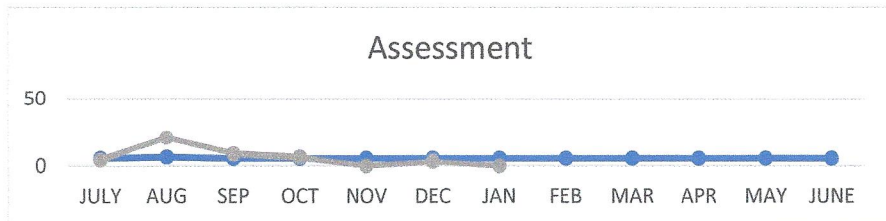


There has been higher than forecast outputs to capitalise on favourable weather conditions and recover from the moderate loss in October – December window to ensure we are on track for end of financial year.

**Home and Community Care Statistical Data:**  
**State Funding**



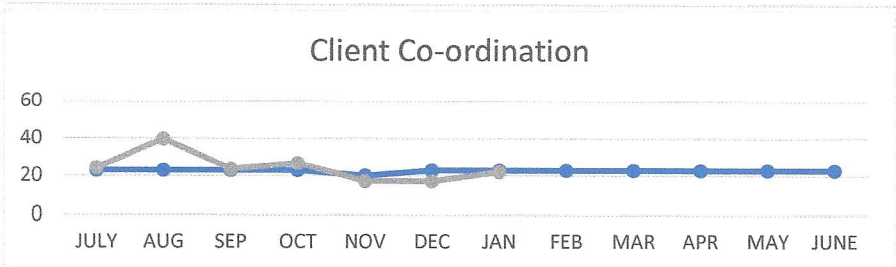
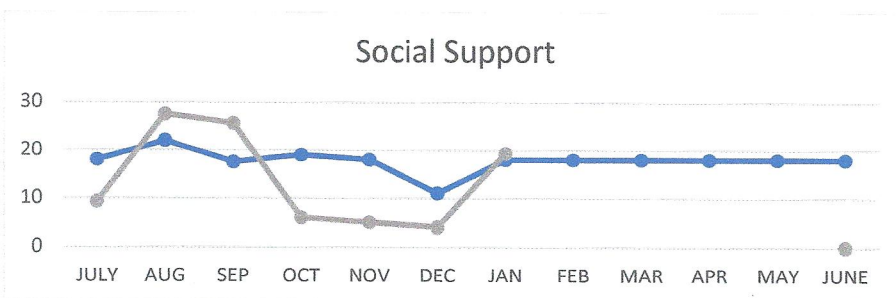
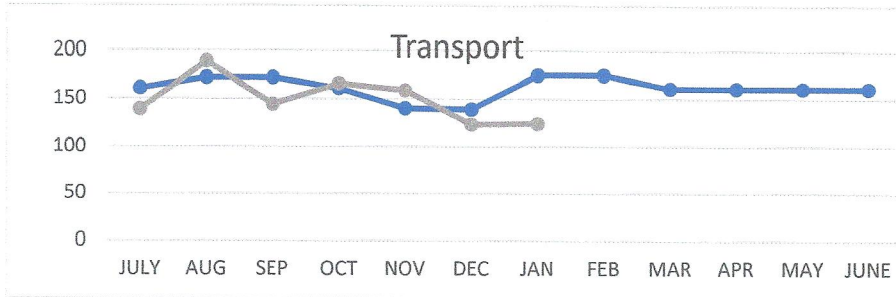
Ongoing negotiations are in progress with the Home and Community Care team to secure and increase in units for the 2024-25 year.





# Launceston Volunteers For Community

Office: 56 Cimitiere St, Launceston TAS 7250  
 Mail: PO Box 3052, Launceston TAS 7250  
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 ABN: 325 936 125 73



All other fields are on track to achieve targets or are at recoverable loss for the quarter.

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

General Manager  
 05<sup>th</sup> of February 2024



## AUDIT & RISK COMMITTEE OF LAUNCESTON VFC SERVICES INC

Minutes of a meeting held on 23 January 2024 at the Boardroom, LVFC Offices, 56 Cimitiere Street, Launceston, commencing at 11 am.

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**Present:** Glen Cornish, Amanda McEvoy, Kylie Bryan

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### 1. Meeting Opening:

The Chair declared the meeting open at 11.05am noting a quorum was present.

### 2.1 Conflicts of Interest:

No conflicts of interest were declared with the meeting agenda.

**Action:** Nil

### 2.2 Minutes of Previous Meetings:

**2.2.1** The ARC committee accepted the minutes of the previous meeting as being a true reflection.

### 2.3 Action Register:

Action register was reviewed and updated. All items have been addressed and are complete or ongoing and ready for presentation to the board where necessary at the next meeting.

**Action:** AM to update action register items

## 3 Review of ARC Terms of Reference

### 3.1 Changes to ARC Terms of Reference to be proposed

Committee reviewed ARC terms of reference. Most of the content and wording was still relevant and is to remain, but the following changes need to be updated for presentation and acceptance at next board meeting.

Changes suggested as follows:

- Change wording under 'Meetings' subheading from "Shall meet at least six times each financial year in advance of the Board Meetings" to "Shall meet at least four times each financial year in advance of the Board Meetings"
- Discuss at board meeting removal of the sentence under 'Compliance' subheading that reads "Review and approve policies and procedures for identifying and addressing complaints including whistleblowing."  
The new ARC committee annual calendar includes an annual review of policies that will include this policy so it is suggested that it doesn't need to be listed separately.
- ARC committee went through all content in the ARC Terms of Reference and ensured that each task and responsibility was listed in the governance calendar in the the appropriate month (eg: review of audit process moved to January and an annual review to ensure the management reports are meeting the needs of compliance, risk management and financial obligations).

**The committee reviewed and resolved to update the ARC Terms of Reference with the listed changes ready for presentation at the next board meeting.**

**Action:** Proposed updated ARC Terms of Reference to be presented to board at next meeting for discussion and approval.

#### **4 Set all dates for ARC and board meetings**

##### **4.1 Dates for ARC 2024**

This has been done and is in the management reports. ARC dates for 2024 are as follows: 23 January, 9 April, 9 July, (24 September AGM) and 8 October.

#### **5 General Business**

##### **5.1 Review of management reports** (to be listed as own item in agenda moving forward)

###### **5.1.1 Financial reports**

- Noted that all is looking healthy in terms of cash flow and financial position, with everything running on budget and no surprises. In fact as some payments such as long service leave provision have been made out of the current years total budget this means retained earnings have not needed to be used which is an optimal outcome.
- It was noted that the record of long service payment recently made needs to be reviewed by the GM to reflect that it has been paid out of current year overall budget.
- A further observation was made that in the next quarter there will be excess wages budget that will be reallocated to capital assets. The GM will provide a report to show this proposed action which will set the organisation up with some needed updates in IT equipment without the need for use of savings funds or having to budget extra next year for this.
- Query on the client contributions for over 65's being down on the previous year. The budgeted amount was overestimated so on the high side anyway, but this is showing as low as some of that income is now in Other Client Income as well as a very slight reduction in contributions overall for this sector.
- It was noted that the budget line for equipment replacement under home maintenance had no budget, but had spend recorded. This is likely to be a miscoding of an expense to the wrong budget line, the GM will investigate.

**Action:** KB to ensure reporting accurately reflects the payment of Leanne's long service leave having been paid.

**Action:** KB to check the entry under 'home maintenance equipment replacement' to check if coded correctly.

**Action:** KB to provide report proposing use of excess wages budget for investment in IT equipment and assets.

###### **5.1.2 Compliance report**

- All up to date and as it should be.

###### **5.1.3 Risk report**

Presented by GM.

- Noted that no 5 of the risk report should be a rating of '2'. GM to check and update.

**Action:** KB to amend risk number 5 to a '2' if appropriate.

**The committee reviewed and resolved to accept the Management report for presentation at the next board meeting with action amendments noted.**

###### **5.1.4 Secure Lease of Premises**

ARC committee are comfortable with the GM's reported findings and agree with her proposed action that she continue keep an eye out for other premises and availability, but that there is plenty of choice of possible alternatives so this is a background activity and that the organisation

stays where it is with the knowledge that if our lease was terminated by Metcash that there are other suitable premises available in the market.

**Action:** *The ARC committee recommends to the LVFC Board of Directors that the organisation remains in the building it is currently in, but the GM keeps an eye on the market to ensure that there continues to be a good flow of alternative premises should we ever need them.*

#### **5.1.5 Investment bank accounts**

The ARC committee thanks the GM for the research on the bank accounts. On discussion of the present interest rates and options available, taking into account the requirements of the organisation and the well managed wages and bills payment schedule the committee proposes that the balance of the Capital account is added to the TPT account and placed in a high interest account. Aiming for around 6 month term with around 5% return. This may be with TPT or another alternative bank which offers a straight forward bank account opening process. A lower interest sweep account with no limits on accessing funds will hold the bulk of the \$344,000 balance we currently have and an additional cheque account will have the necessary funds fortnightly transferred to cover the payment runs which occur fortnightly and monthly as they are needed.

**Action:** *The ARC committee recommends to the LVFC Board of Directors that the Capital and TPT account balances are combined and placed in a 6 month term deposit for maximum interest outcome, and that the bulk of the \$344,000 funds is held in an account with full accessibility, but gaining some interest, and that the fortnightly balance needed for bills and wages payment is transferred as needed into a cheque account which maintains a minimal balance.*

#### **5.1.6 Acknowledgement of work of GM**

The ARC committee would like to acknowledge the great outcome of the GM on the receipt of the additional home maintenance funding of \$125k. This is great work and to be commended. Necessary discussion will occur at the strategy day for the use of the funds in line with direction of the organisation and in light of changes happening in the industry. Additionally the ARC committee congratulate the GM on the great feedback from the Tas Performance Health Team. They also welcome the new staff that the GM has recruited into the business.

### **6. Meeting Close**

Meeting closed at 12.05pm. The next ARC meeting is scheduled for 9 April.

**Signed as a true record:**

Chair: \_\_\_\_\_

Dated: \_\_\_\_\_



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ABN: 325 936 125 73

**FINANCES OCTOBER 2023**

**CHEQUE ACCOUNT**

**INCOME**

**Balance \$208,475.23**

**Income of \$37,661.30 (Grants, Client fees & WIO)**

- \$30,693.52 Department of Health
- \$1,284.00 WIO

**EXPENDITURE**

**Outgoing of \$77,905.56**

- \$3,596.33 superannuation payment
- \$32,695.00 DHHS fund returns

**CAPITAL ACCOUNT: Capital Balance \$39,615.00 Balance \$92,017.45**

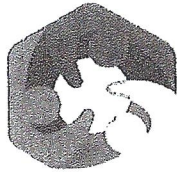
- Transfer of \$3,000 applied to capital balance
- \$2,599.44 Client fees Over/Under 65 \$759.38 Brokerage: \$1840.06

**CREDIT/DEBIT CARD**

**Balance \$2,532.74**

- Transfer of \$2,000 on 16/10/2023
- Apex host charge
- Purchase of Volunteer gifts
- Staff farewell gifts
- Staff/Volunteer amenities

\*\* Error \$3,000 in/out – this never went into the credit card it was coded incorrectly (error) in MYOB



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**FINANCES NOVEMBER 2023**

**CHEQUE ACCOUNT**

**INCOME**

**Balance \$344,095.47**

**Income of \$208,264.41 (Grants, Client fees & WIO)**

- \$201,659.35 Department of Health (Commonwealth Grant)
- \$1,284.00 WIO

**EXPENDITURE**

**Outgoing of \$72,644.17**

- \$2,286.19 superannuation payment
- \$35,914.00 Australia Taxation Office (Quarterly BAS & monthly IAS)

**CAPITAL ACCOUNT: Capital Balance \$39,615.00 Balance \$93,596.65**

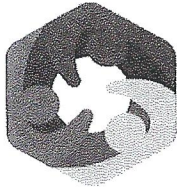
- \$1,579.20 Client fees Over/Under 65 \$1,025.66 Brokerage: \$553.54

**CREDIT/DEBIT CARD**

**Balance \$1,530.88**

- Telstra Phone \$432.01
- DMC Mowers – Home Maintenance Equipment \$252.35





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## FINANCES DECEMBER 2023

### CHEQUE ACCOUNT

**INCOME** **Balance \$344,244.52**

**Income of \$208,264.41 (Grants, Client fees & WIO)**

- \$30,693.52 DHHS (State Grant)
- \$4,000.00 Work & Training refund
- \$1,284.00 WIO
- \$4,937.00 Client Fees

### EXPENDITURE

**Outgoing of \$72,644.17**

- \$2,312.61 superannuation payment
- \$4,192.00 Australia Taxation Office (Monthly IAS)

**CAPITAL ACCOUNT: Capital Balance \$39,615.00** **Balance \$96,577.97**

- \$2,981.32 Client fees Over/Under 65 \$727.36 Brokerage: \$2,253.96

**CREDIT/DEBIT CARD** **Balance \$126.79**

- Volunteer Christmas Vouchers \$875.00
- Volunteer Anniversary Gifts for 2024 \$288.00
- Phone charges (Transport services) \$ 90.90

**Balance Sheet [Last Year Analysis]**

October 2023

PO Box 3052

Launceston TAS 7250

ABN: 32 593 612 573

Email: lvfc@lvfcservices.com.au

	This Year	Last Year	\$ Difference	% Difference
<b>Assets</b>				
<b>Current Assets</b>				
<b>Bank Accounts</b>				
CBA Cheque Acc 28005931	\$205,321.25	\$42,344.18	\$162,977.07	384.9%
CBA Society Acc (Capital) 6667	\$92,017.45	\$50,823.14	\$41,194.31	81.1%
CBA Db Crd 10474545	\$2,532.74	\$1,347.65	\$1,185.09	87.9%
TPT Wealth	\$74,856.02	\$71,763.45	\$3,092.57	4.3%
Petty Cash/Cash On Hand	\$400.00	\$400.00	\$0.00	0.0%
Electronic Clearing Account	\$0.00	\$1,247.70	-\$1,247.70	(100.0)%
<b>Total Bank Accounts</b>	<b>\$375,127.46</b>	<b>\$167,926.12</b>	<b>\$207,201.34</b>	<b>123.4%</b>
<b>Total Current Assets</b>	<b>\$375,127.46</b>	<b>\$167,926.12</b>	<b>\$207,201.34</b>	<b>123.4%</b>
<b>Non-Current Assets</b>				
<b>Plant &amp; Equipment</b>				
P & E Equipment At Cost	\$61,763.19	\$59,083.19	\$2,680.00	4.5%
Accum. Depr. P & E	-\$43,591.00	-\$37,860.00	-\$5,731.00	(15.1)%
<b>Total Plant &amp; Equipment</b>	<b>\$18,172.19</b>	<b>\$21,223.19</b>	<b>-\$3,051.00</b>	<b>(14.4)%</b>
<b>Motor Vehicles</b>				
Motor Vehicles At Cost	\$131,007.82	\$131,007.82	\$0.00	0.0%
Accum. Depr. Motor Vehicles	-\$80,719.00	-\$56,647.00	-\$24,072.00	(42.5)%
<b>Total Motor Vehicles</b>	<b>\$50,288.82</b>	<b>\$74,360.82</b>	<b>-\$24,072.00</b>	<b>(32.4)%</b>
<b>Total Non-Current Assets</b>	<b>\$68,461.01</b>	<b>\$95,584.01</b>	<b>-\$27,123.00</b>	<b>(28.4)%</b>
<b>Total Assets</b>	<b>\$443,588.47</b>	<b>\$263,510.13</b>	<b>\$180,078.34</b>	<b>68.3%</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Trade Creditors</b>				
Trade Creditors	\$0.00	\$3,007.00	-\$3,007.00	(100.0)%
<b>ATO Liabilities</b>				
GST Collected	\$34,486.09	\$5,001.98	\$29,484.11	589.4%
GST Paid	-\$8,459.24	-\$1,674.86	-\$6,784.38	(405.1)%
PAYG Withholding Payable	\$17,129.98	-\$0.02	\$17,130.00	85,650,000.0%
ATO Integrated Client Account	-\$4,976.00	\$0.00	-\$4,976.00	NA
<b>Total ATO Liabilities</b>	<b>\$38,180.83</b>	<b>\$3,327.10</b>	<b>\$34,853.73</b>	<b>1,047.6%</b>
<b>Payroll Liabilities</b>				
Annual Leave Provision	\$18,744.00	\$19,296.00	-\$552.00	(2.9)%
Long Service Leave Prov (Curr)	\$21,654.00	\$16,755.00	\$4,899.00	29.2%
<b>Total Payroll Liabilities</b>	<b>\$40,398.00</b>	<b>\$36,051.00</b>	<b>\$4,347.00</b>	<b>12.1%</b>
Superannuation Payable	\$2,308.20	\$2,247.30	\$60.90	2.7%
Salary Sacrifice payable	\$1,944.36	\$2,858.52	-\$914.16	(32.0)%
<b>Total Current Liabilities</b>	<b>\$82,831.39</b>	<b>\$47,490.92</b>	<b>\$35,340.47</b>	<b>74.4%</b>
<b>Non-Current Liabilities</b>				
Long Service Leave Provision	\$13,289.00	\$11,491.00	\$1,798.00	15.6%
<b>Total Non-Current Liabilities</b>	<b>\$13,289.00</b>	<b>\$11,491.00</b>	<b>\$1,798.00</b>	<b>15.6%</b>
<b>Total Liabilities</b>	<b>\$96,120.39</b>	<b>\$58,981.92</b>	<b>\$37,138.47</b>	<b>63.0%</b>
<b>Net Assets</b>	<b>\$347,468.08</b>	<b>\$204,528.21</b>	<b>\$142,939.87</b>	<b>69.9%</b>
<b>Equity</b>				
Retained Earnings	\$146,169.77	\$117,663.13	\$28,506.64	24.2%
Current Year Surplus/Deficit	\$201,298.31	\$86,865.08	\$114,433.23	131.7%
<b>Total Equity</b>	<b>\$347,468.08</b>	<b>\$204,528.21</b>	<b>\$142,939.87</b>	<b>69.9%</b>

This report includes Year-End Adjustments.

**Balance Sheet [Last Year Analysis]**

PO Box 3052  
Launceston TAS 7250

November 2023

ABN: 32 593 612 573  
Email: lvfc@lvfcservices.com.au

	This Year	Last Year	\$ Difference	% Difference
<b>Assets</b>				
<b>Current Assets</b>				
<b>Bank Accounts</b>				
CBA Cheque Acc 28005931	\$344,095.47	\$43,333.77	\$300,761.70	694.1%
CBA Society Acc (Capital) 6667	\$93,596.65	\$52,640.08	\$40,956.57	77.8%
CBA Db Crd 10474545	\$1,530.88	\$1,091.95	\$438.93	40.2%
TPT Wealth	\$74,856.02	\$71,763.45	\$3,092.57	4.3%
Petty Cash/Cash On Hand	\$400.00	\$400.00	\$0.00	0.0%
<b>Total Bank Accounts</b>	<b>\$514,479.02</b>	<b>\$169,229.25</b>	<b>\$345,249.77</b>	<b>204.0%</b>
<b>Total Current Assets</b>	<b>\$514,479.02</b>	<b>\$169,229.25</b>	<b>\$345,249.77</b>	<b>204.0%</b>
<b>Non-Current Assets</b>				
<b>Plant &amp; Equipment</b>				
P & E Equipment At Cost	\$61,763.19	\$61,763.19	\$0.00	0.0%
Accum. Depr. P & E	-\$43,591.00	-\$37,860.00	-\$5,731.00	(15.1)%
<b>Total Plant &amp; Equipment</b>	<b>\$18,172.19</b>	<b>\$23,903.19</b>	<b>-\$5,731.00</b>	<b>(24.0)%</b>
<b>Motor Vehicles</b>				
Motor Vehicles At Cost	\$131,007.82	\$131,007.82	\$0.00	0.0%
Accum. Depr. Motor Vehicles	-\$80,719.00	-\$56,647.00	-\$24,072.00	(42.5)%
<b>Total Motor Vehicles</b>	<b>\$50,288.82</b>	<b>\$74,360.82</b>	<b>-\$24,072.00</b>	<b>(32.4)%</b>
<b>Total Non-Current Assets</b>	<b>\$68,461.01</b>	<b>\$98,264.01</b>	<b>-\$29,803.00</b>	<b>(30.3)%</b>
<b>Total Assets</b>	<b>\$582,940.03</b>	<b>\$267,493.26</b>	<b>\$315,446.77</b>	<b>117.9%</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Trade Creditors	\$0.00	\$3,878.00	-\$3,878.00	(100.0)%
<b>ATO Liabilities</b>				
GST Collected	\$21,105.12	\$8,328.65	\$12,776.47	153.4%
GST Paid	-\$5,471.03	-\$2,783.83	-\$2,687.20	(96.5)%
PAYG Withholding Payable	\$9,191.98	-\$0.02	\$9,192.00	45,960,000.0%
ATO Integrated Client Account	-\$4,976.00	\$0.00	-\$4,976.00	NA
<b>Total ATO Liabilities</b>	<b>\$19,850.07</b>	<b>\$5,544.80</b>	<b>\$14,305.27</b>	<b>258.0%</b>
<b>Payroll Liabilities</b>				
Annual Leave Provision	\$18,744.00	\$19,296.00	-\$552.00	(2.9)%
Long Service Leave Prov (Curr)	\$21,654.00	\$16,755.00	\$4,899.00	29.2%
<b>Total Payroll Liabilities</b>	<b>\$40,398.00</b>	<b>\$36,051.00</b>	<b>\$4,347.00</b>	<b>12.1%</b>
Superannuation Payable	\$2,334.62	\$2,598.08	-\$263.46	(10.1)%
Salary Sacrifice payable	\$613.65	\$438.05	\$175.60	40.1%
<b>Total Current Liabilities</b>	<b>\$63,196.34</b>	<b>\$48,509.93</b>	<b>\$14,686.41</b>	<b>30.3%</b>
<b>Non-Current Liabilities</b>				
Long Service Leave Provision	\$13,289.00	\$11,491.00	\$1,798.00	15.6%
<b>Total Non-Current Liabilities</b>	<b>\$13,289.00</b>	<b>\$11,491.00</b>	<b>\$1,798.00</b>	<b>15.6%</b>
<b>Total Liabilities</b>	<b>\$76,485.34</b>	<b>\$60,000.93</b>	<b>\$16,484.41</b>	<b>27.5%</b>
<b>Net Assets</b>	<b>\$506,454.69</b>	<b>\$207,492.33</b>	<b>\$298,962.36</b>	<b>144.1%</b>
<b>Equity</b>				
Retained Earnings	\$146,169.77	\$117,663.13	\$28,506.64	24.2%
Current Year Surplus/Deficit	\$360,284.92	\$89,829.20	\$270,455.72	301.1%
<b>Total Equity</b>	<b>\$506,454.69</b>	<b>\$207,492.33</b>	<b>\$298,962.36</b>	<b>144.1%</b>

This report includes Year-End Adjustments.

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**Balance Sheet [Last Year Analysis]**

December 2023

	This Year	Last Year	\$ Difference	% Difference
<b>Assets</b>				
<b>Current Assets</b>				
<b>Bank Accounts</b>				
CBA Cheque Acc 28005931	\$344,244.52	\$96,326.12	\$247,918.40	257.4%
CBA Society Acc (Capital) 6667	\$96,577.97	\$54,960.86	\$41,617.11	75.7%
CBA Db Crd 10474545	\$126.79	\$740.05	-\$613.26	(82.9)%
TPT Wealth	\$74,856.02	\$71,763.45	\$3,092.57	4.3%
Petty Cash/Cash On Hand	\$400.00	\$400.00	\$0.00	0.0%
<b>Total Bank Accounts</b>	<b>\$516,205.30</b>	<b>\$224,190.48</b>	<b>\$292,014.82</b>	<b>130.3%</b>
<b>Total Current Assets</b>	<b>\$516,205.30</b>	<b>\$224,190.48</b>	<b>\$292,014.82</b>	<b>130.3%</b>
<b>Non-Current Assets</b>				
<b>Plant &amp; Equipment</b>				
P & E Equipment At Cost	\$61,763.19	\$61,763.19	\$0.00	0.0%
Accum. Depr. P & E	-\$43,591.00	-\$37,860.00	-\$5,731.00	(15.1)%
<b>Total Plant &amp; Equipment</b>	<b>\$18,172.19</b>	<b>\$23,903.19</b>	<b>-\$5,731.00</b>	<b>(24.0)%</b>
<b>Motor Vehicles</b>				
Motor Vehicles At Cost	\$131,007.82	\$131,007.82	\$0.00	0.0%
Accum. Depr. Motor Vehicles	-\$80,719.00	-\$56,647.00	-\$24,072.00	(42.5)%
<b>Total Motor Vehicles</b>	<b>\$50,288.82</b>	<b>\$74,360.82</b>	<b>-\$24,072.00</b>	<b>(32.4)%</b>
<b>Total Non-Current Assets</b>	<b>\$68,461.01</b>	<b>\$98,264.01</b>	<b>-\$29,803.00</b>	<b>(30.3)%</b>
<b>Total Assets</b>	<b>\$584,666.31</b>	<b>\$322,454.49</b>	<b>\$262,211.82</b>	<b>81.3%</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>ATO Liabilities</b>				
GST Collected	\$24,259.17	\$16,532.60	\$7,726.57	46.7%
GST Paid	-\$6,612.00	-\$4,100.92	-\$2,511.08	(61.2)%
PAYG Withholding Payable	\$9,925.98	\$3,997.98	\$5,928.00	148.3%
ATO Integrated Client Account	-\$4,976.00	\$0.00	-\$4,976.00	NA
<b>Total ATO Liabilities</b>	<b>\$22,597.15</b>	<b>\$16,429.66</b>	<b>\$6,167.49</b>	<b>37.5%</b>
<b>Payroll Liabilities</b>				
Annual Leave Provision	\$18,744.00	\$19,296.00	-\$552.00	(2.9)%
Long Service Leave Prov (Curr)	\$21,654.00	\$16,755.00	\$4,899.00	29.2%
<b>Total Payroll Liabilities</b>	<b>\$40,398.00</b>	<b>\$36,051.00</b>	<b>\$4,347.00</b>	<b>12.1%</b>
Superannuation Payable	\$2,960.48	\$2,590.05	\$370.43	14.3%
Salary Sacrifice payable	\$608.73	\$429.44	\$179.29	41.7%
<b>Total Current Liabilities</b>	<b>\$66,564.36</b>	<b>\$55,500.15</b>	<b>\$11,064.21</b>	<b>19.9%</b>
<b>Non-Current Liabilities</b>				
Long Service Leave Provision	\$13,289.00	\$11,491.00	\$1,798.00	15.6%
<b>Total Non-Current Liabilities</b>	<b>\$13,289.00</b>	<b>\$11,491.00</b>	<b>\$1,798.00</b>	<b>15.6%</b>
<b>Total Liabilities</b>	<b>\$79,853.36</b>	<b>\$66,991.15</b>	<b>\$12,862.21</b>	<b>19.2%</b>
<b>Net Assets</b>	<b>\$504,812.95</b>	<b>\$255,463.34</b>	<b>\$249,349.61</b>	<b>97.6%</b>
<b>Equity</b>				
Retained Earnings	\$146,169.77	\$117,663.13	\$28,506.64	24.2%
Current Year Surplus/Deficit	\$358,643.18	\$137,800.21	\$220,842.97	160.3%
<b>Total Equity</b>	<b>\$504,812.95</b>	<b>\$255,463.34</b>	<b>\$249,349.61</b>	<b>97.6%</b>

This report includes Year-End Adjustments.

**Profit & Loss [With Year to Date]**

July 2023 To December 2023

ABN: 32 593 612 573  
Email: lvfc@lvfcservices.com.au

	Selected Period	% of Sales	Year to Date	% of YTD Sales
<b>Income</b>				
<b>Grant Income</b>				
Commonwealth Recurrent Grant	\$436,685.14	73.2%	\$436,685.14	73.2%
DHHS Recurrent Grant	\$111,612.80	18.7%	\$111,612.80	18.7%
<b>Total Grant Income</b>	<b>\$548,297.94</b>	<b>91.8%</b>	<b>\$548,297.94</b>	<b>91.8%</b>
Donations received	\$79.09	0.0%	\$79.09	0.0%
Membership fees	\$99.10	0.0%	\$99.10	0.0%
Client Contributions over 65 Years	\$24,317.12	4.1%	\$24,317.12	4.1%
Client Contributions under 65 years	\$5,496.19	0.9%	\$5,496.19	0.9%
Other Client Income	\$9,518.59	1.6%	\$9,518.59	1.6%
Fundraising	\$188.90	0.0%	\$188.90	0.0%
Wage Recovery	\$1,269.23	0.2%	\$1,269.23	0.2%
Working it Out (WIO) Sundry Income	\$7,704.00	1.3%	\$7,704.00	1.3%
<b>Total Income</b>	<b>\$596,970.16</b>	<b>100.0%</b>	<b>\$596,970.16</b>	<b>100.0%</b>
<b>Gross Profit</b>	<b>\$596,970.16</b>	<b>100.0%</b>	<b>\$596,970.16</b>	<b>100.0%</b>
<b>Expenses</b>				
Accounting/Bookeeping Fees	\$463.80	0.1%	\$463.80	0.1%
Advertising & Promotion	\$200.00	0.0%	\$200.00	0.0%
Audit fees	\$2,700.00	0.5%	\$2,700.00	0.5%
Bank Fees	\$84.78	0.0%	\$84.78	0.0%
Board/Governance expenses	\$35.78	0.0%	\$35.78	0.0%
Cleaning, Pest & Waste costs	\$1,866.00	0.3%	\$1,866.00	0.3%
Computer Expenses	\$1,031.37	0.2%	\$1,031.37	0.2%
Social Activity Costs	\$1,000.00	0.2%	\$1,000.00	0.2%
Equipment Lease/Hire	\$1,640.00	0.3%	\$1,640.00	0.3%
Health and Safety	\$88.60	0.0%	\$88.60	0.0%
Memberships & Subscriptions	\$519.30	0.1%	\$519.30	0.1%
<b>Motor Vehicle Expenses</b>				
Motor Vehicle Fuel/Oil	\$10,135.20	1.7%	\$10,135.20	1.7%
Motor Vehicle Maintenance	\$3,879.82	0.6%	\$3,879.82	0.6%
Motor Vehicle Registration	\$1,195.25	0.2%	\$1,195.25	0.2%
Motor Vehicle Rental	\$200.00	0.0%	\$200.00	0.0%
<b>Total Motor Vehicle Expenses</b>	<b>\$15,410.27</b>	<b>2.6%</b>	<b>\$15,410.27</b>	<b>2.6%</b>
Postage	\$1,074.97	0.2%	\$1,074.97	0.2%
Printing & Stationery	\$2,382.23	0.4%	\$2,382.23	0.4%
Rent	\$15,064.80	2.5%	\$15,064.80	2.5%
Repairs & Maintenance	\$89.09	0.0%	\$89.09	0.0%
<b>Wages &amp; Salaries Expenses</b>				
Annual Leave Expenses	\$13,802.62	2.3%	\$13,802.62	2.3%
Long Service Leave Expense	\$8,732.64	1.5%	\$8,732.64	1.5%
Personal Leave Expense	\$6,506.18	1.1%	\$6,506.18	1.1%
Superannuation Expense	\$17,929.63	3.0%	\$17,929.63	3.0%
Salaries and Wages	\$121,071.21	20.3%	\$121,071.21	20.3%
Workers Comp Ins Premiums	-\$44.28	0.0%	-\$44.28	0.0%
Security Expenses	\$421.09	0.1%	\$421.09	0.1%
Contract Labour Work & Training	\$8,933.79	1.5%	\$8,933.79	1.5%
<b>Total Wages &amp; Salaries Expenses</b>	<b>\$176,931.79</b>	<b>29.6%</b>	<b>\$176,931.79</b>	<b>29.6%</b>
Staff Amenities	\$1,252.97	0.2%	\$1,252.97	0.2%
Telephone Expenses	\$3,206.27	0.5%	\$3,206.27	0.5%
Staff Training Expenses	\$352.72	0.1%	\$352.72	0.1%

This report includes Year-End Adjustments.

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**Profit & Loss [With Year to Date]**

July 2023 To December 2023

**Selected Period % of Sales Year to Date % of YTD Sales**

Utilities				
Water Expenses	\$78.00	0.0%	\$78.00	0.0%
Volunteer Expenses				
Other Volunteer Costs	\$3,182.79	0.5%	\$3,182.79	0.5%
Volunteer Lunches & Outings	\$68.20	0.0%	\$68.20	0.0%
Volunteer Mileage Reimbursemt	\$2,786.76	0.5%	\$2,786.76	0.5%
Volunteer Police checks	\$100.00	0.0%	\$100.00	0.0%
<b>Total Volunteer Expenses</b>	<b>\$6,137.75</b>	<b>1.0%</b>	<b>\$6,137.75</b>	<b>1.0%</b>
Home Maintenance				
HM Vehicle Maintenance	\$684.55	0.1%	\$684.55	0.1%
HM Equipment & Tools	\$2,789.00	0.5%	\$2,789.00	0.5%
HM Vehicle Fuel & Oil	\$1,843.98	0.3%	\$1,843.98	0.3%
Equipment Replacement	\$1,423.64	0.2%	\$1,423.64	0.2%
<b>Total Expenses</b>	<b>\$238,772.75</b>	<b>40.0%</b>	<b>\$238,772.75</b>	<b>40.0%</b>
<b>Operating Profit</b>	<b>\$358,197.41</b>	<b>60.0%</b>	<b>\$358,197.41</b>	<b>60.0%</b>
Other Income				
Interest Income				
Interest Earned - Bank	\$445.77	0.1%	\$445.77	0.1%
<b>Total Interest Income</b>	<b>\$445.77</b>	<b>0.1%</b>	<b>\$445.77</b>	<b>0.1%</b>
<b>Total Other Income</b>	<b>\$445.77</b>	<b>0.1%</b>	<b>\$445.77</b>	<b>0.1%</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>\$358,643.18</b>	<b>60.1%</b>	<b>\$358,643.18</b>	<b>60.1%</b>

This report includes Year-End Adjustments.

**Profit & Loss [Budget Analysis]**

October 2023 To December 2023

ABN: 32 593 612 573

Email: lvfc@lvfcservices.com.au

	Selected Period	Budgeted	\$ Difference	% Difference
<b>Income</b>				
<b>Grant Income</b>				
Commonwealth Recurrent Grant	\$183,326.68	\$0.00	\$183,326.68	NA
DHHS Recurrent Grant	\$55,806.40	\$26,830.00	\$28,976.40	108.0%
<b>Total Grant Income</b>	<b>\$239,133.08</b>	<b>\$26,830.00</b>	<b>\$212,303.08</b>	<b>791.3%</b>
Donations received	\$0.91	\$0.00	\$0.91	NA
Membership fees	\$40.91	\$240.00	-\$199.09	(83.0)%
Client Contributions over 65 Years	\$12,109.92	\$15,000.00	-\$2,890.08	(19.3)%
Client Contributions under 65 years	\$2,704.88	\$1,800.00	\$904.88	50.3%
Other Client Income	\$4,787.56	\$3,600.00	\$1,187.56	33.0%
Fundraising	\$188.90	\$300.00	-\$111.10	(37.0)%
Working it Out (WIO) Sundry Income	\$3,852.00	\$3,852.00	\$0.00	0.0%
<b>Total Income</b>	<b>\$262,818.16</b>	<b>\$51,622.00</b>	<b>\$211,196.16</b>	<b>409.1%</b>
<b>Gross Profit</b>	<b>\$262,818.16</b>	<b>\$51,622.00</b>	<b>\$211,196.16</b>	<b>409.1%</b>
<b>Expenses</b>				
Accounting/Bookeeping Fees	\$0.00	\$300.00	-\$300.00	(100.0)%
Bank Fees	\$39.51	\$60.00	-\$20.49	(34.2)%
Board/Governance expenses	\$17.00	\$120.00	-\$103.00	(85.8)%
Cleaning, Pest & Waste costs	\$953.21	\$1,577.06	-\$623.85	(39.6)%
Fundraising	\$0.00	\$100.00	-\$100.00	(100.0)%
Computer Expenses	\$925.03	\$90.00	\$835.03	927.8%
Social Activity Costs	\$600.00	\$0.00	\$600.00	NA
Health and Safety	\$88.60	\$0.00	\$88.60	NA
Memberships & Subscriptions	\$259.65	\$1,581.89	-\$1,322.24	(83.6)%
Motor Vehicle Expenses				
Motor Vehicle Fuel/Oil	\$5,100.43	\$6,000.00	-\$899.57	(15.0)%
Motor Vehicle Maintenance	\$1,628.46	\$2,700.00	-\$1,071.54	(39.7)%
Motor Vehicle Registration	\$801.08	\$800.00	\$1.08	0.1%
<b>Total Motor Vehicle Expenses</b>	<b>\$7,529.97</b>	<b>\$9,500.00</b>	<b>-\$1,970.03</b>	<b>(20.7)%</b>
Postage	\$419.37	\$700.00	-\$280.63	(40.1)%
Printing & Stationery	\$1,036.79	\$1,350.00	-\$313.21	(23.2)%
Rent	\$10,043.20	\$9,355.23	\$687.97	7.4%
Repairs & Maintenance	\$89.09	\$0.00	\$89.09	NA
Wages & Salaries Expenses				
Annual Leave Expenses	\$2,986.71	\$4,500.00	-\$1,513.29	(33.6)%
Personal Leave Expense	\$406.00	\$1,500.00	-\$1,094.00	(72.9)%
Superannuation Expense	\$7,559.28	\$9,900.00	-\$2,340.72	(23.6)%
Salaries and Wages	\$65,772.75	\$82,500.00	-\$16,727.25	(20.3)%
Security Expenses	\$421.09	\$500.00	-\$78.91	(15.8)%
Contract Labour Work & Training	\$1,879.34	\$13,500.00	-\$11,620.66	(86.1)%
<b>Total Wages &amp; Salaries Expenses</b>	<b>\$78,604.08</b>	<b>\$111,900.00</b>	<b>-\$33,295.92</b>	<b>(29.8)%</b>
Staff Amenities	\$1,058.15	\$0.00	\$1,058.15	NA
Telephone Expenses	\$1,849.57	\$2,100.00	-\$250.43	(11.9)%
Travel & Accom. Expenses				
Travel & Accommodation exp	\$0.00	\$500.00	-\$500.00	(100.0)%
Volunteer Expenses				
Other Volunteer Costs	\$3,141.48	\$2,000.00	\$1,141.48	57.1%
Volunteer Lunches & Outings	\$13.64	\$300.00	-\$286.36	(95.5)%
Volunteer Mileage Reimbursemt	\$1,868.76	\$2,100.00	-\$231.24	(11.0)%
Volunteer Police checks	\$65.00	\$150.00	-\$85.00	(56.7)%
<b>Total Volunteer Expenses</b>	<b>\$5,088.88</b>	<b>\$4,550.00</b>	<b>\$538.88</b>	<b>11.8%</b>

**Profit & Loss [Budget Analysis]**

October 2023 To December 2023

	Selected Period	Budgeted	\$ Difference	% Difference
Home Maintenance				
HM Vehicle Maintenance	\$130.00	\$500.00	-\$370.00	(74.0)%
HM Equipment & Tools	\$1,441.23	\$0.00	\$1,441.23	NA
HM Vehicle Fuel & Oil	\$1,026.25	\$900.00	\$126.25	14.0%
Equipment Replacement	\$1,423.64	\$0.00	\$1,423.64	NA
<b>Total Expenses</b>	<b>\$113,044.31</b>	<b>\$145,684.18</b>	<b>-\$32,639.87</b>	<b>(22.4)%</b>
<b>Operating Profit</b>	<b>\$149,773.85</b>	<b>-\$94,062.18</b>	<b>\$243,836.03</b>	<b>259.2%</b>
Other Income				
Interest Income				
Interest Earned - Bank	\$259.91	\$62.20	\$197.71	317.9%
<b>Total Interest Income</b>	<b>\$259.91</b>	<b>\$62.20</b>	<b>\$197.71</b>	<b>317.9%</b>
<b>Total Other Income</b>	<b>\$259.91</b>	<b>\$62.20</b>	<b>\$197.71</b>	<b>317.9%</b>
<b>Total Other Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>NA</b>
<b>Net Profit/(Loss)</b>	<b>\$150,033.76</b>	<b>-\$93,999.98</b>	<b>\$244,033.74</b>	<b>259.6%</b>

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

October 2023 To December 2023

ABN: 32 593 612 573  
Email: lvfc@lvfcservices.com.au

	This Year	Last Year	\$ Difference	% Difference
<b>Income</b>				
<b>Grant Income</b>				
Commonwealth Recurrent Grant	\$183,326.68	\$132,841.56	\$50,485.12	38.0%
DHHS Recurrent Grant	\$55,806.40	\$31,365.56	\$24,440.84	77.9%
<b>Total Grant Income</b>	<b>\$239,133.08</b>	<b>\$164,207.12</b>	<b>\$74,925.96</b>	<b>45.6%</b>
Donations received	\$0.91	\$22.73	-\$21.82	(96.0)%
Membership fees	\$40.91	\$27.27	\$13.64	50.0%
Client Contributions over 65 Years	\$12,109.92	\$14,656.23	-\$2,546.31	(17.4)%
Client Contributions under 65 years	\$2,704.88	\$1,353.44	\$1,351.44	99.9%
Other Client Income	\$4,787.56	\$3,238.96	\$1,548.60	47.8%
Fundraising	\$188.90	\$888.08	-\$699.18	(78.7)%
Working it Out (WIO) Sundry Income	\$3,852.00	\$3,600.00	\$252.00	7.0%
<b>Total Income</b>	<b>\$262,818.16</b>	<b>\$187,993.83</b>	<b>\$74,824.33</b>	<b>39.8%</b>
<b>Gross Profit</b>	<b>\$262,818.16</b>	<b>\$187,993.83</b>	<b>\$74,824.33</b>	<b>39.8%</b>
<b>Expenses</b>				
Accounting/Bookkeeping Fees	\$0.00	\$98.00	-\$98.00	(100.0)%
Bank Fees	\$39.51	\$46.70	-\$7.19	(15.4)%
Board/Governance expenses	\$17.00	\$168.04	-\$151.04	(89.9)%
Business Planning & Evaluation	\$0.00	\$2,850.00	-\$2,850.00	(100.0)%
Cleaning, Pest & Waste costs	\$953.21	\$1,852.30	-\$899.09	(48.5)%
Fundraising	\$0.00	\$509.09	-\$509.09	(100.0)%
Computer Expenses	\$925.03	\$74.97	\$850.06	1,133.9%
Social Activity Costs	\$600.00	\$0.00	\$600.00	NA
Health and Safety	\$88.60	\$0.00	\$88.60	NA
Memberships & Subscriptions	\$259.65	\$1,581.89	-\$1,322.24	(83.6)%
<b>Motor Vehicle Expenses</b>				
Motor Vehicle Fuel/Oil	\$5,100.43	\$5,418.50	-\$318.07	(5.9)%
Motor Vehicle Maintenance	\$1,628.46	\$1,987.25	-\$358.79	(18.1)%
Motor Vehicle Registration	\$801.08	\$777.50	\$23.58	3.0%
<b>Total Motor Vehicle Expenses</b>	<b>\$7,529.97</b>	<b>\$8,183.25</b>	<b>-\$653.28</b>	<b>(8.0)%</b>
Postage	\$419.37	\$866.45	-\$447.08	(51.6)%
Printing & Stationery	\$1,036.79	\$1,377.22	-\$340.43	(24.7)%
Rent	\$10,043.20	\$7,532.40	\$2,510.80	33.3%
Repairs & Maintenance	\$89.09	\$45.46	\$43.63	96.0%
<b>Wages &amp; Salaries Expenses</b>				
Annual Leave Expenses	\$2,986.71	\$1,961.90	\$1,024.81	52.2%
Personal Leave Expense	\$406.00	\$4,289.30	-\$3,883.30	(90.5)%
Superannuation Expense	\$7,559.28	\$7,435.43	\$123.85	1.7%
Salaries and Wages	\$65,772.75	\$66,211.32	-\$438.57	(0.7)%
<b>Security Expenses</b>				
Contract Labour Work & Training	\$1,879.34	\$5,907.03	-\$4,027.69	(68.2)%
<b>Total Wages &amp; Salaries Expenses</b>	<b>\$78,604.08</b>	<b>\$85,804.98</b>	<b>-\$7,200.90</b>	<b>(8.4)%</b>
Staff Amenities	\$1,058.15	\$46.41	\$1,011.74	2,180.0%
Telephone Expenses	\$1,849.57	\$1,317.27	\$532.30	40.4%
Staff Training Expenses	\$0.00	-\$340.91	\$340.91	100.0%
<b>Volunteer Expenses</b>				
Other Volunteer Costs	\$3,141.48	\$13.41	\$3,128.07	23,326.4%
Volunteer Lunches & Outings	\$13.64	\$109.56	-\$95.92	(87.6)%
Volunteer Mileage Reimbursemt	\$1,868.76	\$2,104.05	-\$235.29	(11.2)%
Volunteer Police checks	\$65.00	\$0.00	\$65.00	NA

This report includes Year-End Adjustments.

25.

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

October 2023 To December 2023

	This Year	Last Year	\$ Difference	% Difference
Volunteer Grant Costs	\$0.00	\$2,971.13	-\$2,971.13	(100.0)%
Total Volunteer Expenses	\$5,088.88	\$5,198.15	-\$109.27	(2.1)%
Home Maintenance				
HM Vehicle Maintenance	\$130.00	\$742.00	-\$612.00	(82.5)%
HM Equipment & Tools	\$1,441.23	\$831.06	\$610.17	73.4%
HM Vehicle Fuel & Oil	\$1,026.25	\$850.12	\$176.13	20.7%
Equipment Replacement	\$1,423.64	\$0.00	\$1,423.64	NA
Total Expenses	\$113,044.31	\$120,055.94	-\$7,011.63	(5.8)%
Operating Profit	\$149,773.85	\$67,937.89	\$81,835.96	120.5%
Other Income				
Interest Income				
Interest Earned - Bank	\$259.91	\$62.20	\$197.71	317.9%
Total Interest Income	\$259.91	\$62.20	\$197.71	317.9%
Total Other Income	\$259.91	\$62.20	\$197.71	317.9%
Total Other Expenses	\$0.00	\$0.00	\$0.00	NA
Net Profit/(Loss)	\$150,033.76	\$68,000.09	\$82,033.67	120.6%

This report includes Year-End Adjustments.

26.



**Audit and Risk Meeting – 23<sup>rd</sup> of January 2024**  
 prepared by Kylie Bryan (General Manager)

Compliance Report

<b>Part A: Financial Compliance</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>
<b>Assets</b> – Any asset acquired or disposed?		<input checked="" type="checkbox"/>	
<b>Delegations</b> – All delegations have been exercised according to the approved delegation’s policy and procedure?	<input checked="" type="checkbox"/>		
<b>Liquidity</b> – are there sufficient funds to pay current and outstanding debts?	<input checked="" type="checkbox"/>		
<b>Debt management</b> – 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"/>		
<b>Funds Management Investment</b> - Are all financial investments in accordance with policy?	<input checked="" type="checkbox"/>		
<b>Reporting</b> - Have all material transactions been included in the accounts and reflected in reports?	<input checked="" type="checkbox"/>		
<b>Grant Proposals</b> - Have all proposals received been prepared in accordance with approved budget parameters	<input checked="" type="checkbox"/>		
<b>Grant Agreements</b> – 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"/>		
<b>Contractual Requirements</b> (new contracts signed in this period)			
Nil			
<b>Ongoing Contractual liabilities – term more than one year.</b>			
Nil			
<b>Acquittals - Internal</b> - Have funds been dealt with in accordance with the relevant contracts?	<input checked="" type="checkbox"/>		
<b>Acquittals - External</b> - Have all deadlines for reporting to government been met with correct reports?	<input checked="" type="checkbox"/>		
<b>Employment arrangements</b> - Have all staff been paid in accordance with employment contracts; including proper processing of superannuation and taxation?	<input checked="" type="checkbox"/>		
<b>Part B: Statutory Compliance</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>
<b>Statutory compliance:</b> a) Have adequate records been kept for taxation compliance purposes b) Have ATO obligations been lodged correctly and on time?	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		

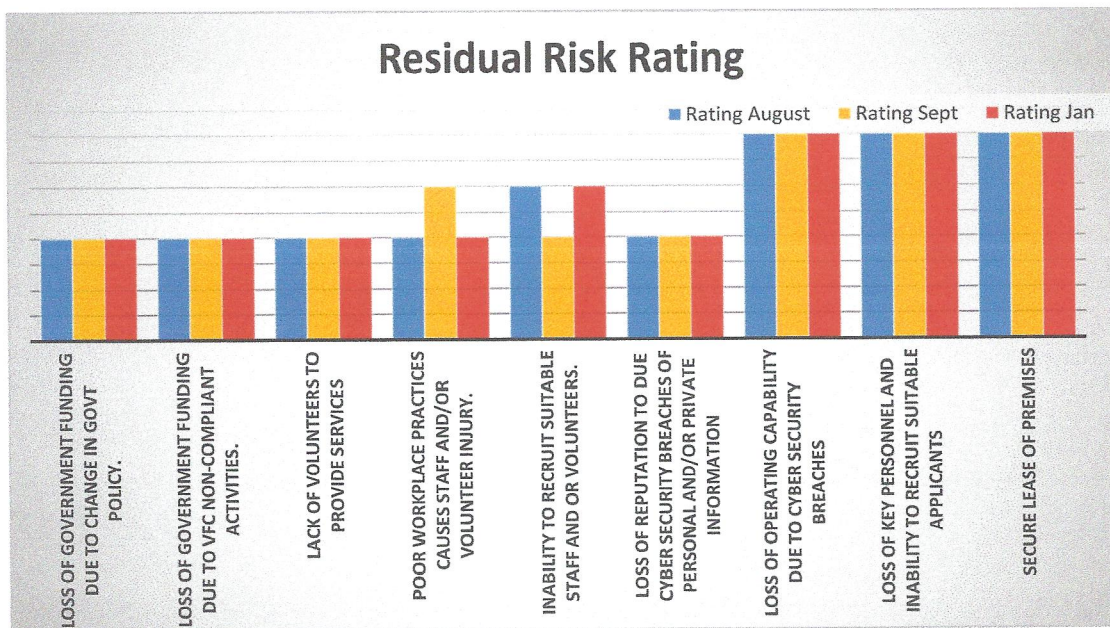
c) Has superannuation been lodged and paid on time?		<input checked="" type="checkbox"/>		
d) Have CHSP / HACCC / ACNC returns been lodged correctly and on time.		<input checked="" type="checkbox"/>		
<b>Insurances</b> - are necessary and sufficient insurances in place for staff and property, and liability insurance for directors, staff and the public including:		<input checked="" type="checkbox"/>		
<b>WHAT</b>	<b>DUE DATE</b>	<b>SUPPLIER</b>		
Business Insurance	30/03/2024	McKillops		
Management Liability (Directors & Officers Indemnity) – (\$10m)	30/03/2024	McKillops		
Public & Products Liability (\$10m)	30/03/2024	McKillops		
Workers Comp - TAS	30/03/2024	McKillops		
Cyber Insurance	30/03/2024	McKillops		
<b>Part C: Legal Compliance</b>		<b>Yes</b>	<b>No</b>	<b>Comment</b>
<b>Legal matters:</b>				
a) Search warrant issued from Police Department for client file from 2017				Evidenced to officers no existing paper or electronic file of this client within system.
<b>Project Contracts:</b>		<input checked="" type="checkbox"/>		
a) Are all new contracts in line with the original proposals?		<input checked="" type="checkbox"/>		
b) Are all active contracts in line with strategy?		<input checked="" type="checkbox"/>		
c) Are all new contracts in line with growth strategy?		<input checked="" type="checkbox"/>		
<b>WH&amp;S:</b>				
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"/>		
<b>Privacy:</b> The company has maintained its IT and HR privacy requirements and experienced no breaches?		<input checked="" type="checkbox"/>		

## Launceston VFC Services Risk & Residual Risk Register

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

Trend analysis of Launceston VFC Risk and Residual Risk Level of medium and above.

Risk Description		Residual Risk Rating	Rating August	Rating Sept	Rating Jan
1	Loss of Government funding due to change in govt policy.	M - Medium	2	2	2
2	Loss of Government funding due to VFC non-compliant activities.	H - High	2	2	2
3	Lack of volunteers to provide services	M - Medium	2	2	2
4	Poor workplace practices causes staff and/or volunteer injury.	M - Medium	2	3	2
5	Inability to recruit suitable staff and or volunteers.	H - High	3	2	3
6	Loss of reputation to due cyber security breaches of personal and/or private information	M - Medium	2	2	2
7	Loss of operating capability due to cyber security breaches	E - Extreme	4	4	4
8	Loss of key personnel and inability to recruit suitable applicants	H - High	4	4	4
9	Secure Lease of Premises	E- Extreme	4	4	4



**Rating for Chart**

- 4 Extreme**
- 3 High**
- 2 Medium**
- 1 Low**

**Risk Description Information:**

Points 1 and 2: I am pleased to advise that the Tasmanian Performance Health team visited us in the December window and expressed satisfaction with our performance this financial year and the growth we are now seeing. They have already initiated discussion to extend our funding contract to 2025.

Point 5: We have successfully recruited two new personnel. Jane Cutt will contribute to our assessment team, while Kerry Mason will provide valuable administrative support.

**Action Items from previous meeting:**

1. Review of interest rates.

There is potential for a marginal increase of 0.5% on the Cheque Account, with an alternative bank, the ease of continuity and existing infrastructure with CBA seems advantageous. Moving the TPT in to the CBA Society for a higher rate and accessibility would also be recommended. Nevertheless I am open to engaging in a robust discussion to consider the ARC view on this matter.

Action Item 2. Included in financial papers.

Action Item 5: Alternative Premises

On examination of the market it reveals a considerable number of options available, some within a similar value range in different post codes and less centralised. It is noteworthy however that these alternatives present a common characteristic of providing less parking space. None of the identified options at this point have demonstrated a clear advantage compelling enough to warrant serious consideration for relocation. The search remains active and I am committed to diligently exploring the market to identify a premises that not only aligns with our budgetary considerations but also fulfill out operational requirements.

Action Item 6 and 7: Please see ARC calendar and the ARC TOR attached.

**Action Required:** Discussion regarding bank accounts.

New Items:

As our window draws close for insurance premiums, please note a paper will be circulated in between meetings for your thorough review and consideration. This approach aims to facilitate a timely response and ensure that all aspects are duly addressed in line with both our and Mackillops requirements. I would also acknowledge our positive experience with this new firm throughout the past year. They have consistently demonstrated a commitment to excellence and provide prompt response to inquiry. If you have any specific concerns or preferences regarding the upcoming renewals, please do not hesitate to advise.

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

**Signed: General Manager**

**Date 9<sup>th</sup> of January 2024**

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# LVFC 2024 Board Calendar

January	February	March	April	May	June	July	August	September	October	November	December
1 Mo <small>New Year's Day</small>	1 Th	1 Fr	1 Mo <small>Easter Monday</small>	1 We	1 Sa	1 Mo	1 Th	1 Su	1 Tu	1 Fr	1 Su
2 Tu	2 Fr	2 Sa	2 Tu	2 Th	2 Su	2 Tu	2 Fr	2 Mo	2 We	2 Sa	2 Mo
3 We	3 Sa	3 Su	3 We	3 Fr	3 Mo	3 We	3 Sa	3 Tu	3 Th	3 Su	3 Tu
4 Th	4 Su	4 Mo	4 Th	4 Sa	4 Tu	4 Th	4 Su	4 We	4 Fr	4 Mo	4 We
5 Fr	5 Mo	5 Tu	5 Fr	5 Su	5 We	5 Fr	5 Mo	5 Th	5 Sa	5 Tu	5 Th
6 Sa	6 Tu <b>BM</b>	6 We	6 Sa	6 Mo	6 Th	6 Sa	6 Tu	6 Fr	6 Su	6 We	6 Fr
7 Su	7 We	7 Th	7 Su	7 Tu	7 Fr	7 Su	7 We	7 Sa	7 Mo	7 Th	7 Sa
8 Mo	8 Th	8 Fr	8 Mo	8 We	8 Sa	8 Mo	8 Th	8 Su	8 Tu <b>ARC</b>	8 Fr	8 Su
9 Tu	9 Fr	9 Sa	9 Tu <b>ARC</b>	9 Th	9 Su	9 Tu <b>ARC</b>	9 Fr	9 Mo	9 We	9 Sa	9 Mo
10 We	10 Sa	10 Su	10 We	10 Fr	10 Mo <small>King's Birthday</small>	10 We	10 Sa	10 Tu	10 Th	10 Su	10 Tu
11 Th	11 Su	11 Mo	11 Th	11 Sa	11 Tu	11 Th	11 Su	11 We	11 Fr	11 Mo	11 We
12 Fr	12 Mo	12 Tu	12 Fr	12 Su	12 We	12 Fr	12 Mo	12 Th	12 Sa	12 Tu	12 Th
13 Sa	13 Tu	13 We	13 Sa	13 Mo	13 Th	13 Sa	13 Tu	13 Fr	13 Su	13 We	13 Fr
14 Su	14 We	14 Th	14 Su	14 Tu	14 Fr	14 Su	14 We	14 Sa	14 Mo	14 Th	14 Sa
15 Mo	15 Th	15 Fr	15 Mo	15 We	15 Sa	15 Mo	15 Th	15 Su	15 Tu	15 Fr	15 Su
16 Tu	16 Fr	16 Sa	16 Tu	16 Th	16 Su	16 Tu	16 Fr	16 Mo	16 We	16 Sa	16 Mo
17 We	17 Sa	17 Su	17 We	17 Fr	17 Mo	17 We	17 Sa	17 Tu	17 Th	17 Su	17 Tu
18 Th	18 Su	18 Mo	18 Th	18 Sa	18 Tu	18 Th	18 Su	18 We	18 Fr	18 Mo	18 We
19 Fr	19 Mo	19 Tu	19 Fr	19 Su	19 We	19 Fr	19 Mo	19 Th	19 Sa	19 Tu	19 Th
20 Sa	20 Tu	20 We	20 Sa	20 Mo	20 Th	20 Sa	20 Tu	20 Fr	20 Su	20 We	20 Fr
21 Su	21 We	21 Th	21 Su	21 Tu	21 Fr	21 Su	21 We	21 Sa	21 Mo	21 Th	21 Sa
22 Mo	22 Th	22 Fr	22 Mo	22 We	22 Sa	22 Mo	22 Th	22 Su	22 Tu	22 Fr	22 Su
23 Tu <b>ARC</b>	23 Fr	23 Sa	23 Tu	23 Th	23 Su	23 Tu <b>BM</b>	23 Fr	23 Mo	23 We	23 Sa	23 Mo
24 We	24 Sa	24 Su	24 We	24 Fr	24 Mo	24 We	24 Sa	24 Tu <b>AGM</b>	24 Th	24 Su	24 Tu
25 Th	25 Su	25 Mo	25 Th <small>ANZAC Day</small>	25 Sa	25 Tu	25 Th	25 Su	25 We	25 Fr	25 Mo	25 We <small>Christmas Day</small>
26 Fr <small>Australia Day</small>	26 Mo	26 Tu	26 Fr	26 Su	26 We	26 Fr	26 Mo	26 Th	26 Sa	26 Tu	26 Th <small>Boxing Day</small>
27 Sa	27 Tu	27 We <small>Strat Day</small>	27 Sa	27 Mo	27 Th	27 Sa	27 Tu	27 Fr	27 Su	27 We	27 Fr
28 Su	28 We	28 Th	28 Su	28 Tu	28 Fr	28 Su	28 We	28 Sa	28 Mo	28 Th	28 Sa
29 Mo	29 Th	29 Fr <small>Good Friday</small>	29 Mo	29 We	29 Sa	29 Mo	29 Th	29 Su	29 Tu <b>BM</b>	29 Fr	29 Su
30 Tu		30 Sa <small>Easter Saturday</small>	30 Tu <b>BM</b>	30 Th	30 Su	30 Tu	30 Fr	30 Mo	30 We	30 Sa	30 Mo
31 We		31 Su		31 Fr		31 We	31 Sa		31 Th		31 Tu

ANNUAL GENERAL MEETING
  BOARD MEETING
  FIONA ON LEAVE