

Meeting Minutes

Held on Sunday, 8 April 2018

Present: Nicky Casey, Thomas Lovatt, Jo Lake, Simon Casey, Margaret Harrop, Xaveria Lovatt, Annette Flynn, Allanan Lawer, Gail Norling

Apologies: Ohmmar Chan

The meeting commenced at 12:20pm

Background

A meeting was requested by Margaret Harrop in her capacity as Treasurer.

With there being no finalised accounts for 2017 Margaret has created a ledger to record all receipts, bank transactions (direct credits, deposits and payments) in an endeavour to reconcile activity since financial year end 31 December 2016.

Margaret advised after completing recording of all entries there is a shortfall in bank deposit/s of \$692.

Detail

Margaret outlined her methodology used in checking receipts against bank deposits which disclosed a shortfall in bank deposits of at least \$692 for 2017. From May 2017 there is no correlation in receipts to bank deposits. There is no record of income having been received for Ribbon Trial held in 2017.

Margaret has since checked receipts against bank deposits up to 31 March 2018. From 1 January to 31 March 2018 there has been \$90 more banked than there are receipts for.

The committee members present from 2017 were asked if they had any explanation or ideas as to how the shortfall occurred or where the funds may be.

It was agreed that there was no process in place for receipting and banking cash following the change in treasurer during 2017. Due to the number of persons who could have had access to cash it is impossible to trace the loss further.

A motion was raised and accepted that we draw a line in the sand and that the Accountant will finalise 2017 financial accounts to balance to what was banked (as he has recommended). It was agreed that the deficit will be recorded in the minutes of the Special General Meeting where the current Treasurer will present the audited accounts as the previous Treasurer no longer has the standing (she is no longer Treasurer) to do that. No further action will be taken on investigating the loss.

Meeting closed at 12.50pm