

John Tonkin College
Minutes of Finance Audit Compliance & Risk Management Committee Meeting

Date: 10th December 2018 **Chairperson:** Principal – Kim Savins

Time: 11:45 am **Minute Secretary:** Greg Williams

Attendees: Kim Savins, Greg Williams, Andrea Tacko, Rob Dawson, Kim Davies, Donna Scott, Lorri Harris.

Apologies: Karl Cording, Jan Stone

Agenda Ref	Item	Led By	Discussion/Progress Report	Action & Timeline
1.	Welcome Acceptance of previous minutes.	Chair	Chairman welcomed members. K.Davies moved and D.Scott seconded that the previous minutes are correct, and were accepted and signed by Chairperson.	Approved
2.	Business arising from previous minutes – 8 th October 2018	Chair	<p>2a – PA System at Tindale</p> <ul style="list-style-type: none"> • G.Williams advised latest quote is for \$27,000 and asked PFM to source additional quotes <p>2b – NAB Credit Card PD</p> <ul style="list-style-type: none"> • G.Williams put together presentation to be scheduled 31st January or 1st February for all card holders to hand out cards, provide demonstration, obtain signatures for issue of cards. 	In progress.
3.	Finances.	Chair	<p>3a - Expenditure to 31st October 2018 Presentation of report moved by K.Davies seconded by A.Tacko.</p> <p>3b – Expenditure to 30th November 2018 Presentation of report moved by K.Davies seconded by A.Tacko.</p> <ul style="list-style-type: none"> • G.Williams advised we have collected 93% of income, and if we receive TAFE funds should increase to 96%. • G.Williams advised we have spent 70% of expenditure budget. Advised Central Office late last week we are holding invoices for TAFE that will take that up to 89% and rollover with \$300,000 unspent. <p>3c – Draft 2019 Cash Budget</p> <ul style="list-style-type: none"> • G.Williams referred to draft budget for 2019. • K.Savins advised we need to keep in mind this is what we would like to do. No massive cutbacks, less students, less expenditure, DoE has recognized there is now a major funding shortfall. DoE undertaking budget review, which we have requested for years, and saying \$500,000 provided in 2018 was a one off, and noting they may need to provide more. We are currently budgeting a deficit in salaries budget for 2019 of \$600,000. Slim chance of holding \$500,000 in reserves as Central office will want to use reserves first. • K.Savins advised we will mothball some Tindale room and save costs and purchased additional tables and chairs to be rolled out of a few years. • One area Central Office will probably want to cut straight away is the D9000 series (transfers to reserves). Most other areas we are being as frugal as we can. • We have set aside additional funds for marketing that the Board is keen to use to increase our profile and professional image including photos & video & webpage. • G.Williams to ask TAFE if shandy of water from bore and 	

			<p>scheme water can be reassessed</p> <ul style="list-style-type: none"> G.Williams advised shared gardening costs have been cut and we will move a gardener from Tindale for a full time gardener at MET. G.Williams to assess the 2019 VET budget it looks low. <p>3d – 2018 Admin Budget Spent</p> <ul style="list-style-type: none"> D.Scott to contact Water Corporation to determine when and how we receive the Tindale rebate as the last invoice we received did not deduct this credit. Recommendations for budget adjustments approved. G.Williams to determine who spends from D2610 and where it could be funded. <p>3e – 2018 Faculty Budget Spent</p> <ul style="list-style-type: none"> G.Williams advised faculties we have spent 81.8% as a group to 30/11/18. K.Savins suggested where a surplus funds below 90% expend we review what it will take to reimburse parents. K.Savins proposed that we don't move funds below 90% expenditure to reserves till FACRM meet in 2019 and develop a policy. Each cost centre manger to meet with K.Savins and G.Williams at the end of term 1 and term 2, and then as needed and set expenditure targets as needed. moved K.Savins & seconded K.Davies. <p>3f – 2018 Admin Reserves Spent v Budget</p> <ul style="list-style-type: none"> G.Williams advised we have transferred 44% from reserves as a group to purchase equipment to 30/11/18. <p>3g – 2018 Faculty Reserves Spent v Budget</p> <ul style="list-style-type: none"> G.Williams advised faculties have transferred 47% from reserves as a group to purchase equipment to 30/11/18. <p>3h – Mobile Phones & Reimbursements</p> <ul style="list-style-type: none"> K.Savins suggested anyone who has phone meets with G.Williams to reach agreement on how much we seek for reimbursement and K.Savins approve. Agreed to cancel phones in buses and staff sign out when they get keys for bus. Develop policy for lending phones. <p>3i – write offs</p> <ul style="list-style-type: none"> Tabled write-offs endorsed. 	<p>G.Williams discuss with TAFE</p> <p>G.Williams to reassess budget</p> <p>D.Scott contact Water Corp Budget adjust approved G.Williams assess D2610</p> <p>G.Williams to insulate faculty budgets below 90% spent.</p> <p>G.Williams & K.Savins meet HOLAs</p> <p>G.Williams meet with all JTC phone holders</p> <p>D.Scott / G.Williams develop policy</p> <p>Approved</p>
4.	Risk Management	Chair	<p>4a – 2018 Risk Management Plan</p> <ul style="list-style-type: none"> CCTV at Tindale – Securex issued a purchase order to install equipment at Tindale in January 2019. 	
5.	Other Business.		<p>5a – Jan Stone Leaving</p> <ul style="list-style-type: none"> Jan Stone going to PSHS in 2019 and FACRM wishes her all the best for 18 years at MSC/JTC (much of that time as a member of FACRM). 	

6. Next Meeting:

TBC 2019

Meeting Closed: 12:50 pm

Signed:

Chairperson

Date