

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

Date: 7th May 2019 **Chairperson:** Principal – Kim Savins

Time: 3:10 pm **Minute Secretary:** Greg Williams

Attendees: Kim Savins, Donna Heath, Greg Williams, Karl Cording, Donna Scott, Lorri Harris, Gisela Crook.

Apologies: Roquaye Horn, Rob Dawson, Andrea Tacko

Agenda Ref	Item	Led By	Discussion/Progress Report	Action & Timeline
1.	Welcome Acceptance of previous minutes.	Chair	Chairman welcomed members. D.Scott moved and L.Harris seconded that the previous minutes are correct, and were accepted and signed by Chairperson.	Approved
2.	Business arising from previous minutes – 10 th December 2018	Chair	<p>2a – Shandy MET Water</p> <ul style="list-style-type: none"> • G.Williams received advice from TAFE advising shandied water is used for Horticulture & gardens already. <p>2b – Mobile Phone Policy</p> <ul style="list-style-type: none"> • D.Scott has initiated policy and determined what percentage are private calls and invoicing staff. 	In progress.
3.	Finances.	Chair	<p>3a 2019 Draft Cash Budget</p> <ul style="list-style-type: none"> • K.Savins referred to meetings with central office and requirements to reduce budgets as we have limited income to cover costs. Reduction of budget is mainly funds we were to transfer to reserves. Computer replacement has reduced significantly after working with Glen and Ben and significant savings. • Process has been stressful but streamlined and now bare bones budget. • Reduced reserves have an impact in future years as we won't always be able to replace when we need. • Learning areas not changed as funded by parents. • We have not eliminated our deficit, but have assisted. • Some areas are already overspent. • Acceptance of 2019 Budgets Moved G.Crook and seconded by K. Cording and carried. <p>3b – Expenditure to 31st December 2018 Presentation of report moved by Donna Scott seconded by Donna Heath.</p> <p>3c – Expenditure to 31st January 2019 Presentation of report moved by Donna Scott seconded by Donna Heath.</p> <p>3d – Expenditure to 28th February 2019 Presentation of report moved by Donna Scott seconded by Donna Heath.</p> <p>3e – Expenditure to 31st March 2019 Presentation of report moved by Donna Scott seconded by Donna Heath.</p>	2019 Budgets endorsed.

			<p>3f – Expenditure to 30th April 2019 Presentation of report moved by Donna Scott seconded by Donna Heath.</p> <ul style="list-style-type: none"> • Some areas overspent, and most have reasons. • D1016 - G.Williams to assess and transfer records management costs and assess why using removalist so much and consider using handyman. • D1086 – G.Williams to assess and move cameras back to D1012. • D2620 – G.Williams to assess why spent so much at this point • D2625 - does not include camp income yet. • D1517 transfer budget from D1516. • D2710 has not spent a lot yet and agreed to increase by \$5,000 from D1010. • D6210 – expend carry over from 2018. Create budget from D1010. • D6280 structure change as College has subsidized previously and little spent. 2019 budget reflects previous expenditure, but has large expenditure that G.Williams will assess. • D2655 agreed to reduce by \$15,000 as using additional EA time through salaries, and reduce amount in C3205. <p>3f – 2018 Faculty Expenditure to 31st Dec 2018</p> <ul style="list-style-type: none"> • K.Savins advised it is not OK for faculty budget underspend in future and will not roll over unspent from faculties into reserves. Faculties as a group only spent 89.4% of the 2018 budget. <p>3g – 2019 Res Accounts (Admin & Faculty Equip)</p> <ul style="list-style-type: none"> • G.Williams referred to spreadsheets for planned replacements in 2019-2022 and there is not enough in the bank to pay for all replacement equipment required in spreadsheets. <p>3h – 2019 Controlled Self-Assessment (Audit)</p> <ul style="list-style-type: none"> • We were due to complete a CSA in 2019 and G.Williams to locate and present at next meeting. 	<p>G.Williams to assess several budgets overspent.</p> <p>Several budget modifications endorsed.</p>
4.	Risk Management	Chair	<p>4a – 2019 Risk Management Plan</p> <ul style="list-style-type: none"> • Due 31/3/19. G.Williams to update and submit. 	
5.	Other Business.		<p>5a – Agree Schedule of 2019 Meeting Dates</p> <ul style="list-style-type: none"> • Agreed we need an additional date for approval of 2020 costs, earlier than September, and agreed to schedule a meeting for 30th July 2019. 	

6. Next Meeting:

18th June 2019

Meeting Closed: 3:50 pm

Signed:

Chairperson

Date