

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

Date: 18th June 2019 **Chairperson:** Manager Corporate Services – Greg Williams

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

Attendees: Donna Heath, Greg Williams, Rob Dawson, Karl Cording, Donna Scott, Lorri Harris, Roquaye Horn, Gisela Crook.

Apologies: Kim Savins

Agenda Ref	Item	Led By	Discussion/Progress Report	Action & Timeline
1.	Welcome Acceptance of previous minutes.	Chair	Chairman welcomed members. Andrea Tacko has tendered her resignation. Andrea thanked for her service over a number of years. G.Crook 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 – 7 th May 2019	Chair	2a – Budgets Overspent <ul style="list-style-type: none"> • G.Williams advised outcome of investigations of overspent budgets from previous meeting 	
3.	Finances.	Chair	3a - Expenditure to 31st May 2019 Presentation of report moved by G.Crook seconded by R.Dawson. <ul style="list-style-type: none"> • D1025 overspent – G.Williams to investigate. • D2602 overspent – G.Williams to investigate. • D2645 overspent – additional costs for training. Agreed to increase budget by \$3,000 from D1010. • D2855 overspent – G.Williams to investigate. • D6280 overspent – G.Williams to investigate. 3b – 2019 Faculty Expenditure to 31st May 2019 <ul style="list-style-type: none"> • G.Williams referred to several budgets that have little expenditure, and planned meetings with HOLA & Principal & MCS before end of Term 2. 3c – 2018 Controlled Self-Assessment (Audit) <ul style="list-style-type: none"> • G.Williams explained findings from Combined Self-Assessment and we still can't meet the requirements in relation to purchase orders. 3d – Proposed New Rates for Commun Hire Facil <ul style="list-style-type: none"> • Many of the License fees charged to community users have been in place for at least 7 years. • Comparison rates for other halls included in memo. • A1Fun have decided to cease before school care from 10/6/19 and will cease after school care 5/7/19. • A1Fun will only be conducting Holiday Program after 5/7/19 (which equates to approx. 10 weeks per annum (excluding public holidays) and have requested a decrease in charges for 2019. • Commercial Services in Central Office have requested we prepare new License Agreements for all users as we are using old templates. They have 	G.Williams to investigate & transfer budget.

			<p>also advised all agreements must be a minimum of \$1 and many schools are charging a minimum of \$20-25 to cover admin costs of preparing Licenses.</p> <ul style="list-style-type: none"> • Commercial Services advised schools should levy charges to groups to cover power / water / cleaning. • Proposal for increase contained in memo : <ul style="list-style-type: none"> ○ Groups charged \$22/hr increase to : <ul style="list-style-type: none"> ▪ \$24/hr in 2020 ▪ \$26/hr in 2021 ▪ \$28/hr in 2022 ○ Groups charged \$0 - increase to : <ul style="list-style-type: none"> ▪ \$150 PA – Army Cadets & Men’s Shed ▪ \$100 PA – Nth Mand Jun Football Club ▪ \$25 PA – Port Bouvard Rec & Sport Club ○ Mad Cats Annual Hire increase from \$6370 to : <ul style="list-style-type: none"> ▪ \$6690 in 2020 ▪ \$7000 in 2021 ▪ \$7325 in 2022 • Discussed rates for A1 Fun & agreed on increases : <ul style="list-style-type: none"> ○ A1Fun Annual Hire 2018 rate from \$11,960 to : <ul style="list-style-type: none"> ▪ \$8020 in 2019 (taking into account red hrs) ▪ \$7200 in 2020 (600hrs PA – Hol period only) ▪ \$8400 in 2021 (600hrs PA – Hol period only) ▪ \$9600 in 2022 (600hrs PA – Hol period only) • New rates agreed as above. 	New rates endorsed.
4.	Risk Management	Chair	<p>4a – 2019 Risk Management Plan</p> <ul style="list-style-type: none"> • Agreed to defer – G.Williams to determine if need to send every year if there are no changes. 	G.Williams to follow-up
5.	Other Business.		5a – Nil	

6. Next Meeting:

30th July 2019
(Approve 2020 Costs) – Board meeting has been moved to 3:30pm on 30th July.

Meeting Closed:

4:15 pm
G.Williams will find alternative meeting date / time for FACRM.

Signed:

Chairperson

Date