

Assistant Treasurers Report – January 2023

Items from December Meeting:

1. Quickbooks and New Accountant
Josh and I met with Steve from Norris Accounting via phone on 20th Dec, and its confirmed that he will be the new accountant and auditor going forward. Meeting arranged for 24th Jan to discuss submission of BAS. Steve will arrange for late lodgement of BAS with ATO.
2. Westpac accounts user access
Josh has a form for Jan to fill in and will organise changes this week. Josh has submitted to Westpac.
3. Square –new account needed –still working with Josh to set this up.
4. SRC/Bronze training fees –still outstanding will continue to work with Skip to reconcile payments.
5. A deposit of \$103.20 from SLSNSW – reconciled.
6. Cash Deposits – still working with Josh on the reconciling of cash payments within Quickbooks and bank deposits process.

Please note that since access to the email system has been restricted since 22/12/22, no payments have been made, no income/expenses data entered, no bank reconciliations are entered into Quickbooks therefore the financial reports remain unchanged since the December meeting.

Bank Accounts;

1. The current balance of the Savings Account is \$129,501.28, \$10,000 was moved to Cheque acct per motion approved at September meeting to cover bills Sept/Oct.
2. The Capital Expenditure Account currently has a balance of \$20,941.60.
3. Our cheque account has a balance of \$26,277.238 as at 13th January 2023.
4. Profit & Loss needs to be monitored as we reach the end of January to ensure that we are on track with our budget and expenditure for the next 6 months..
5. Annual budget is **included with the attached Actuals vs Budget**
6. Profit and Loss Account –year to date –is attached to this report.
7. Mail In:

Invoices associated with expenses paid (via email)

No Accounts have been paid since 15th December 2022.