

## ATEM Financial Management Advisory Committee (FMAC)

### AGENDA

There will be a meeting of FMAC on Wednesday 12 March 2008 at 9.30 pm in the Druitt Room at the Crowne Plaza Hotel, 150 Day St, Darling Harbour, Sydney

#### Members

Lucy Schulz	Chair (Central)
Neil Voyce	Treasurer (Aotearoa)
Co RC Angela Boyes	(Bass)
Tom Gregg	President (Aotearoa)

#### In Attendance

Maree Conway,	ATEM Secretariat (BASS)
Peter Scardoni	ATEM Secretariat (NSW/ACT)
Giles Pickford	ATEM Secretariat (NSW/ACT)
John Chapman AM, ASM	(NSW/ACT)
Linda Jackson,	(Bass)
Ming Chien,	(SE Qld/Nthn Rivers)

#### 1. Apologies

#### 2. Minutes

The Minutes of the meeting held on 12 December 2007 are attached. [Pages 3-5](#)

#### 3. Business Arising from the Minutes

##### 3.1 Financial Arrangements Arising from 2010 Reforms

##### 3.1.1 Budgets

(a) The updated budget for the triennium 2008-11 is attached. [Pages 6-7](#)

At the last meeting it was agreed that a change in the format of the budget should be made to accommodate the new PD Programs in the Regions. It was also agreed that there was an urgent need to revise the Strategic Directions Statement so that it could inform the budgeting process and the branding and marketing program. Tom Gregg and Maree Conway will report on the consultative process leading to the review of the Strategic Directions Statement.

(b) The record of funds held by Regions is attached. [Page 8](#)

(c) Peter Scardoni will report on Regions which have agreed to transfer funds to cover any cash flow/funding shortage.

(d) Regions should be encouraged to prepare 2009-2011 Regional budgets as soon as possible and submit their transitional 2008 budget.

The Committee will discuss and revise the budgets and address any cash flow problems that appear.

(e) The payments schedules are attached [Pages 9-11](#) For approval

##### 3.1.2 Financial Management Documentation

(a) Neil Voyce and Peter Scardoni will report on the updating of the Finance Manual.

(b) Peter Scardoni and Neil Voyce will be able to report on Financial Delegations when the new banking arrangements are implemented.

### **3.1.3 Roll-out of On-Line PD Facility**

Peter Scardoni and Maree Conway's report on the visit to Melbourne by the Queensland Branch President, Treasurer and EO is on the Council Agenda: pages 14-15.

### **3.1.4 Methods of Paying the Membership Fee**

Peter Scardoni will report. There are now three Universities doing payroll deduction (Tasmania, Wollongong and Newcastle). Also we have been getting requests from members for automatic deduction from Credit Cards. This needs to be sanctioned.

### **3.1.5 Visit to Aotearoa Region**

Peter Scardoni's visit to the Aotearoa Region to assist with the completion of the switch to the single accounting system will happen in May.

### **3.1.6 Banking arrangements**

Peter Scardoni will report discussions with the Commonwealth Bank

## **3.2 ATEM Investments**

A report from Richard Easter, Chair of the ATEM Foundation, is on the Council Agenda: pages 38-41. The updated investments spreadsheet will be in tabled papers.

## **3.4 Tax**

At the last meeting the Committee noted that Steve Allen of Moore Stephens had not yet provided advice on the Tax Deductible Gift Recipient Status for the ATEM Foundation, nor provided written evidence that ATEM Inc. had been given status as a tax exempt body. It was agreed to seek the assistance of Richard Easter in getting this advice. Peter Scardoni will report.

## **3.5 Audit**

At the last meeting the Committee noted that it had already agreed that the Association Auditor should carry out a complete compliance audit to ensure that ATEM complied with all legislation and international accounting standards. It was further agreed that Maximised Results (which sold us the single accounting system) should do an audit of the accounts structure and GST codes, and develop a budget system in the accounts to satisfy our new structure. Peter Scardoni will report.

## **3.6 Risk Assessment**

At the December meeting of Council it was agreed on the recommendation of VP Chris Pepper that he conduct a risk assessment exercise for ATEM and for the TEM Conference. VP Chris Pepper's report to Council will be in tabled papers.

## **4. Next Meeting**

The next meeting will be held on 12 June 2008 at 9.30 am in Melbourne.

The schedule of all meetings in 2008 can be found at this address:

[http://www.atem.edu.au/activities\\_major\\_events.cfm](http://www.atem.edu.au/activities_major_events.cfm)

GP 26/1/08

## **ATEM Financial Management Advisory Committee (FMAC)**

### **MINUTES**

Minutes of a meeting of FMAC held on Wednesday 12 December 2007 at 12.30 pm 2007 in the Crowne Plaza Hotel, 150 Day St, Darling Harbour, Sydney

#### **PRESENT**

Lucy Schulz	Chair
Neil Voyce	Treasurer
BP Angela Boyes	
Tom Gregg	President
Peter Scardoni	ATEM Secretariat
Giles Pickford	ATEM Secretariat

#### **1. Apologies**

Apologies were received from Jeff Long and Tony Wynack. There was some discussion on the role of Regional Treasurer's in assisting the ATEM Secretariat, and it was agreed that one or two of the Treasurers from NSW/ACT, Central, Bass and SE Queensland/Northern Rivers should be added to the FMAC meetings when it is appropriate.

#### **2. Minutes**

The Minutes of the meeting held on 22 September 2007 were confirmed subject to a correction to the spelling of Angela Boyes's name.

#### **3. Business Arising from the Minutes**

##### **3.2 Financial Arrangements Arising from 2010 Reforms**

Peter Scardoni reported on progress with the financial arrangements listed in the Minutes of the October 2010 meeting held in Sydney. He also reported on his recent visits to the Victorian and Queensland branches and preliminary discussions with the Commonwealth Bank.

The Committee spent some time in discussing the transition arrangements. There was some concern that these were spread across the whole of 2008, but it was agreed that most of them should reach completion before June 2008. The need for a whole year was driven by the PD program more than by financial management issues.

The President urged the Committee to be very careful not to over spend, noting that the aim should be to replace money spent wherever possible with increases in income. Essentially this boils down to increasing membership through an excellent branding and marketing campaign, and through making shrewd investment decisions.

The Committee was also concerned that there is a need during the transition to monitor spending by Branches/Regions. Essentially, there should be no spending unless it is included in the 3-year rolling budget. Therefore there is an urgent need for the Regions to present their 3-year budget proposals to Council before the next meeting.

Peter Scardoni recommended that the Queensland Branch President, Treasurer and EO visit the Victorian Branch early in 2008 to study the on-line conference and course registration process and to discuss other transition arrangements with the Victorian Branch. This was agreed as Victoria and Queensland have the largest PD programs in the Association.

The Committee also agreed that there was an urgent need to get our financial delegations documented so that the new Regions can understand what is expected of them in the financial management of their Regions. Peter Scardoni and Neil Voyce agreed that this should be done by the March meeting of Council.

On the question of the membership fee, it was agreed that it should be kept under review in 2008, but that it would not be appropriate to change the fee during the transition period.

The Secretariat was asked to promote a greater awareness of the various ways of paying the fee, including automatic fortnightly payroll deduction by the employing institution or periodic deductions by the member's Bank.

Finally it was agreed that Peter Scardoni should visit the New Zealand Branch to assist with the completion of the switch to the single accounting system.

### **3.2 ATEM Investments**

The Committee noted the attached report on the ATEM Pooled Investment Funds, including the achievements of the ATEM Foundation, which was yielding 7.81% in income and had grown by 44.19%

It was resolved that Peter Scardoni should get a list of all regional investments and their maturity dates so that the transition could be monitored over time.

Also it was agreed to recommend to Council that the ATEM Pooled Investment Fund be administered by the ATEM Foundation, not FMAC, so that the Foundation could better balance the two types of investment. This would require the Foundation to revise its charter to cover hybrid securities as well as equities, and to have the power to return capital as well as earnings to ATEM when needed.

### **3.3 Three-Year Rolling Budget**

The Committee agreed to recommend the 3-year rolling budget to Council. It also asked for a change in the format of the budget to accommodate the new PD Programs in the Regions.

It agreed that there was an urgent need to revise the Strategic Directions Statement so that it could inform the budgeting process and the branding and marketing program.

### **3.4 Council Contribution 2007**

The Council Contributions for 2007 were noted

### **3.5 Payments Schedule**

The attached Payments Schedule was recommended to Council for approval.

### **3.4 Single Accounting System**

The Committee noted that the implementation of the single accounting system is now completed.

### **3.5 Tax**

The Committee noted that Steve Allen of Moore Stephens had not yet provided advice on the Tax Deductible Gift Recipient Status for the ATEM Foundation, or provided written evidence that ATEM Inc. had been given status as a tax exempt body. It was agreed to seek the assistance of Richard Easter in getting this advice.

### **3.6 Audit**

The Committee noted that it had already agreed that the Association Auditor should carry out a complete compliance audit to ensure that ATEM complied with all legislation and international accounting standards. It was further agreed that Maximised Results (which sold us the single

accounting system) should do an audit of the accounts structure and GST codes, and develop a budget system in the accounts to satisfy our new structure.

**6. Next Meeting**

The Next meeting will be held on 12 March 2007 in Sydney.

*GP 13/12/07*

**COUNCIL OPERATIONS**

	Draft Budget	Draft Budget May - Dec	Actual May - Dec	Draft Budget	Draft Budget		
	12 Months	8 Months	8 Months	12 Months	12 Months	12 Months	12 Months
	2006-7	2007	2007	2008	2009	2009	2010

**INCOME**

Council Contribution	106900	93100	40412				
Draw down from reserves				90000	10000		
Sale of Shares			28930				
Membership Subs		35000	48409	109000	110000	111000	111000
Corporate Subs	51000	15000	17850	53350	53350	53350	53350
Conference Surplus	25000			12500	12500	12500	12500
PD Income				65000	65000	65000	65000
Interest/Investment Income			6752	8000	10000	12000	14000
Sundry	500	300	842	500	500	500	500
	<b>183400</b>	<b>143400</b>	<b>143195</b>	<b>338350</b>	<b>261350</b>	<b>254350</b>	<b>256350</b>

**OPERATING EXPENSES**

Secretariat	54000	36000	36000	56672	58000	58000	58000
Secretariat PD			1000	50000	50000	50000	50000
Secretariat Expenses		800	264	1200	1200	1200	1200
Meeting Expenses	12000	20000	24226	40000	40000	40000	40000
Travel	3000	6600	1505	10000	10000	10000	10000
Website - Development/upgrade		20000	20000	15000	15000		
Website - maintenance/hosting	20000	20000	20812	20000	20000	20000	20000
Accounting System	17000	4700	3357	7000	7000	7000	7000
Branch Share of Corporates	12000						
Insurance	6500	2100	616	7500	7500	7500	7500
Bank Fees and Charges (Inc E Commerce)	4000	3000	3285	5000	5000	5000	5000
Brokerage			296				
Printing, Publications & Stationery	1500	1000	2405	1500	1500		
Interest on Loans	1700						
Other	1000	600	998	1000	1000	1000	1000
Ecommerce							
	<b>132700</b>	<b>114800</b>	<b>114764</b>	<b>214872</b>	<b>216200</b>	<b>199700</b>	<b>199700</b>

**CONFERENCE EXPENSES****Registration Costs**

Affiliated International Organisations	2100	2100		2100	2100	2100	2100
Secretariat	2500	3000		3000	3000	3000	3000
Other	5000	5000	8642	5000	5000	5000	5000
	<b>9600</b>	<b>10100</b>	<b>8642</b>	<b>10100</b>	<b>10100</b>	<b>10100</b>	<b>10100</b>

**MEMBERSHIP EXPENSES**

Membership Recruitment	5000	3000		5000	5000	5000	5000
Corporate							
	<b>5000</b>	<b>3000</b>	<b>0</b>	<b>5000</b>	<b>5000</b>	<b>5000</b>	<b>5000</b>

**STRATEGIC PROJECTS****Knowledge Identification**

Reading Lists					2500		
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**Knowledge Creation**

A TEM Grants & Scholarships	10500	5000	1850	12000	12000	12000	12000
PD/ Martin Institute Survey				72000			

**Knowledge Dissemination**

Good Practice Guides	1000	500		500	500	500	500
Journal	18000	6000	3000	10000	10000	10000	10000
Journal Hon.	5000	4000		6000	6000	6000	6000
PD Expenses				10000			

**Knowledge Application**

(No projects)							
	<b>34500</b>	<b>15500</b>	<b>4850</b>	<b>110500</b>	<b>31000</b>	<b>28500</b>	<b>28500</b>

<b>Total Expenses</b>	<b>181800</b>	<b>143400</b>	<b>128256</b>	<b>340472</b>	<b>262300</b>	<b>243300</b>	<b>243300</b>
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<b>Surplus</b>	<b>1600</b>	<b>0</b>	<b>14939</b>	<b>-2122</b>	<b>-950</b>	<b>11050</b>	<b>13050</b>
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**Funds Held by Regions**

**Schedule of Regions held in Branches as at 3 March 2008  
(Excludes Pooled Investments Funds)**

	Working	In Deposits
ACT	35361	
NSW	9099	
Vic	75599	68697
Tas	5575	11679
NT	2588	42521
Qld		
SA	7314	
WA	11739	27473
<b>Total AUD</b>	<b>\$147,275</b>	<b>\$150,370</b>
NZ	<b>Total NZD</b>	
	<b>\$34,342</b>	
Pooled Investment Funds	<b>\$128,779</b>	

**Payments Schedule 2007-8**

<b>Payments Num</b>	<b>Date</b>	<b>Name</b>	<b>Account</b>	<b>Paid Amount</b>	<b>GST</b>	<b>Net</b>
1342	07/05/2007	Scardoni Enterprises	Executive/Branch Admin Support	2250.00		
			Printing Postage and Stationery	16.00		
			GST Tax Payable	226.60		
				2492.60		2492.60
1343	08/05/2007	Judy Szekeres	Meeting Expenses	253.00	23.00	230.00
1344	09/05/2007	Core Education	Meeting Expenses	1182.98		1182.98
1345	09/05/2007	HL & R Pickford Holdings	Executive/Branch Admin Support	2250.00		2250.00
1346	17/05/2007	Cancelled			0.00	0.00
1347	17/05/2007	Evolution 7	Web & Computing Expenses	11270.00	1024.55	10245.45
1348	04/06/2007	Richard Easther	Meeting Expenses	682.00	62.00	620.00
1349	04/06/2007	Tom Gregg	Meeting Expenses	825.53		825.53
1350	04/06/2007	Neil Voyce	Meeting Expenses	172.00		172.00
1351	04/06/2007	Unimutual Ltd	Insurance	678.08	61.64	616.44
1352	04/06/2007	Maree Conway	Meeting Expenses	407.39	37.04	370.35
1353	04/06/2007	Maximised Resulte Pty Ltd	Accounting System	220.00	20.00	200.00
1354	04/06/2007	University of South Australia	Meeting Expenses	706.99	64.27	642.72
1355	04/06/2007	University of Canterbury	Meeting Expenses	1357.48		1357.48
1356	06/06/2007	Scardoni Enterprises	Executive/Branch Admin Support	2250.00		
			Printing Postage and Stationery	36.82		
			GST Tax Payable	228.68		
				2515.50		2515.50
1357	06/06/2007	Express Teleconferencing	Meeting Expenses	114.20	10.38	103.82
1358	06/06/2007	University House	Meeting Expenses	3578.00	325.27	3252.73
1359	06/06/2007	Leishman	Conference Expenses	280.00	25.45	254.55
1360	06/06/2007	University of Tasmania	Meeting Expenses	500.78	45.53	455.25
1361	07/06/2007	University House	Meeting Expenses	3638.00	330.73	3307.27
1362	19/06/2007	Toni Hodge	Meeting Expenses	927.90		927.90
1363	19/06/2007	Leishman	Conference Expenses	1970.00	179.09	1790.91
1364	22/06/2007	Ian Lothian	Membership Subscriptions	128.00		128.00

1365	29/06/2007	HL & R Pickford Holdings	Executive/Branch Admin Support	2250.00		2250.00
1366	01/07/2007	Evolution 7	Web & Computing Expenses	9410.00	855.45	8554.55
1367	01/07/2007	Evolution 7	Web & Computing Expenses	710.00	64.55	645.45
1368		Cancelled			0.00	0.00
1369	18/07/2007	Ian Dobson	Journal Editorial Honorarium	1500.00		1500.00
1370	18/07/2007	Scardoni Enterprises	Executive/Branch Admin Support	2475.00	225.00	2250.00
1371	18/07/2007	Express Teleconferencing	Meeting Expenses	55.90	5.08	50.82
1372	18/07/2007	Evolution 7	Web & Computing Expenses	8142.50	740.23	7402.27
1373	18/07/2007	Wizard Cons	Web & Computing Expenses	750.00	68.18	681.82
1374	23/07/2007	HL & R Pickford Holdings	Executive/Branch Admin Support	2250.00		2250.00
1375	23/07/2007	ATO	GST Clearing Account	7010.00		7010.00
1376	01/08/2007	AUA	Good Practice Guides	505.91		505.91
1377	01/08/2007	HL & R Pickford Holdings	Executive/Branch Admin Support	2250.00		
			Printing Postage and Stationery	552.36	50.21	2852.57
1378	01/08/2007	Scardoni Enterprises	Executive/Branch Admin Support	2479.00	225.36	
			Printing Postage and Stationery	93.40	8.49	2338.55
1379	01/08/2007	Neil Voyce	Meeting Expenses	1094.65		1094.65
1380	01/08/2007	NSW Branch	Share Income	1301.68		1301.68
1381	08/08/2007	Jessica Raeburn	Membership Subscriptions	121.00	11.00	110.00
1382	21/08/2007	Atem Foundation	Transfer	200.00		200.00
1383	23/08/2007	Commsec	Brokerage	108.00		108.00
1384	28/08/2007	Evolution 7	Web & Computing Expenses	4070.00	370.00	3700.00
1385	28/08/2007	ACER	Sundry Expenses	77.65	7.06	70.59
1386	28/08/2007	ANU Archives	Sundry Expenses	220.00	20.00	200.00
1387	07/09/2007	Scardoni Enterprises	Executive/Branch Admin Support	2471.00	224.64	2246.36
1388	10/09/2007	SecurePay	Merchant Fees	704.00	64.00	640.00
1389	10/09/2007	Evolution 7	Web & Computing Expenses	2220.00	201.82	2018.18
1390	10/09/2007	Technic Group	Accounting System	2310.00	210.00	2100.00
1391	10/09/2007	Express Teleconferencing	Meeting Expenses	23.86	2.17	21.69
1392	10/09/2007	Leishman	Conference Expenses	850.00	77.27	772.73
1393	03/09/2007	Tom Gregg	Travel	1505.12	83.91	1,589.03
1394	25/09/2007	Cancelled				

1395	25/09/2007	LF & RM Enterprises	Ghost Lunch	883.64	88.36	972.00
1396	02/10/2007	HL & R Pickford Holdings	Printing Postage and Stationery	322.73		
			Conference Expenses	1868.68		
			Executive/Branch Admin Support	<u>2250.00</u>		
				4441.41	219.14	4,660.55
1397	10/10/2007	HL & R Pickford Holdings	Executive/Branch Admin Support	2250.00		
			Printing Postage and Stationery	54.55	5.45	2,310.00
1398	10/10/2007	Scardoni Enterprises	Printing Postage and Stationery	83.14		
			Conference Expenses	40.16		
			Executive/Branch Admin Support	<u>2250.00</u>		
				2373.30	2373.33	2,610.63
1399	16/10/2007	University of Canterbury	Meeting Expenses	639.51		639.51
1400	16/10/2007	Peter Scardoni	Meeting Expenses	1234.69	123.47	1,358.16
1401	19/10/2007	Evolution 7	Web & Computing Expenses	3500.00	350.00	3,850.00
1402	19/10/2007	Wizard Cons	Accounting System	681.82	68.18	750.00
1403	19/10/2007	Ian Dobson	Journal Editorial Honorarium	1500.00		1,500.00
1404	19/10/2007	Maximised Resulte Pty Ltd	Accounting System	150.00		150.00
1405	25/10/2007	Hyatt Hotel Canberra	Conference Expenses	1040.91	104.09	1,145.00
1406	25/10/2007	Leishman	Conference Expenses	1027.27	102.73	1,130.00
1407	25/10/2007	USA	Meeting Expenses	338.18	33.82	372.00
1408	30/10/2007	Maree Conway	Prepaid Scholarship	2348.83		
			Meeting Expenses	407.64		
1409	30/10/2007	Evolution 7	Web & Computing Expenses	590.91	59.09	650.00
1410	05/11/2007	Neil Voyce	Meeting Expenses	851.81		851.81
1411	08/11/2007	Scardoni Enterprises	Executive/Branch Admin Support	2250.00		
			Printing Postage and Stationery	<u>104.95</u>		
				2354.95	235.50	2,590.45
1412	08/11/2007	HL & R Pickford Holdings	Executive/Branch Admin Support	2250.00		2,250.00
1413	22/11/2007	Evolution 7	Web & Computing Expenses	2910.05	290.11	3,191.16
1414	22/11/2007	Swinbourne Uni of Tech	Printing Postage and Stationery	1200.00	120.00	1,320.00
1415	22/11/2007	Express Teleconferencing	Meeting Expenses	172.62	17.27	189.27
1416	11/28/2007	John Molony	Who's Who	198.64	19.86	218.50

1417	11/28/2007	Ali Hughes	Maurie Blank Scholarship	1850.00		1850
1418	11/28/2007	Scardoni Enterprises	Comp Eq (Acct Syst)	225.45	22.55	248
1419	11/28/2007	Leishman	Janie Barnett to conference	772.73	77.27	850
1416	28/11/2007	John Molony	Whos Who	198.64	19.86	218.50
1417	28/11/2007	Ali Hughes	Scholarships	1850.00		1,850.00
1418	28/11/2007	Scardoni Enterprises	Accounting System	225.45	22.55	248.00
1419	28/11/2007	Leishman	Conference Expenses	772.73	77.27	850.00
1420	29/11/2007	Crowne Plaza	Meeting Expenses	1972.73	197.27	2,170.00
1421	13/12/2007	Lucy Schulz	Transfer	280		280.00
1422	13/12/2007	Cancelled				
1423	13/12/2007	University of Canterbury	Toni to Council	851.79		851.79
1424	13/12/2007	Judy Szekeres	Meeting Expenses	284.55	28.45	313.00
1425	13/12/2007	Angela Boyes	Meeting Expenses	420.08	42.01	462.09
1426	17/12/2007	Scardoni Enterprises	Executive/Branch Admin Support	2250.00	225.00	2,475.00
1427	17/12/2007	Cancelled				
1428	17/12/2007	Peter Scardoni	Meeting Expenses Executive/Branch Admin Support	1422.73	142.27	1,565.00
1429	18/12/2007	HL & R Pickford Holdings	Support	2250.00		2,250.00
1430	18/12/2007	Registrar General ACT	Annual returns Executive/Branch Admin Support	59.00		59.00
1431	19/12/2007	Thinking Futures	Support	1000.00		1,000.00
1432	19/12/2007	ASIC	Annual returns Foundation	270.00		270.00
1433	19/12/2007	Cancelled				
1434	24/12/2007	Tom Gregg	Meeting Expenses	474.07		474.07
1435	24/12/2007	Curtin	Meeting Expenses	1391.94	139.19	1,531.13
1436	24/12/2007	Leishman	Conference Expenses	197.27	19.73	217.00
1437	24/12/2007	Swinbourne Uni of Tech	Web & Computing Expenses	572.40	57.24	629.64

## Payments Schedule 2008

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>	<u>GST</u>	<u>Net</u>
1438	04/01/2008	Express Teleconferencing	Meeting Expenses	297.75	29.78	327.53
1439	11/01/2008	Crowne Plaza	Meeting Expenses	5322.27	532.23	5854.50
1440	11/01/2008	CGU	Wokers Comp	224.84	22.48	247.32
1441	11/01/2008	Maree Conway	Meeting Expenses Executive/Branch Admin	605.37	60.54	665.91
1442	22/01/2008	Scardoni Enterprises	Support	2250.00	225	2,475.00
			Printing Postage and Stationery	47.09	4.71	51.80
				2297.09	229.71	2,526.80
1443	22/01/2008	Fugi Xerox	Photocopier Lease	792.00	79.20	871.20
1444	22/01/2008	Taylor and Francis	Journal	16241.83	1624.18	17,866.01
1445	22/01/2008	CGU	Wokers Comp Executive/Branch Admin	452.18	45.22	497.40
1446	22/01/2008	HL & R Pickford Holdings	Support	2250.00		2,250.00
			Conference Expenses	2090.91	209.09	2,090.91
				4340.91	209.09	-2,250.00
1447	25/01/2008	Evolution 7	Web & Computing Expenses	1545.45	154.55	1,700.00
1448	01/02/2008	Ali Hughes	Meeting Expenses	806.69		806.69
1449	01/02/2008	Technic Group	Accounting System Executive/Branch Admin	4612.50	461.25	5,073.75
1450	04/02/2008	Thinking Futures	Support	3750.00	375	4,125.00
1451	04/02/2008	Cancelled				
1452	04/02/2008	EPI	Journal Editorial Honorarium Executive/Branch Admin	1500.00	150.00	1,650.00
1453	04/02/2008	Scardoni Enterprises	Support	2250.00	225.00	2,475.00
1454	04/02/2008	Massaro Consulting	Professional Development Expens	27761.50	2776.16	30,537.65
1455	20/02/2008	HL & R Pickford Holdings	Executive/Branch Admin Support	2250.00		2,250.00
1456	20/02/2008	Paul Abela	Membership Subscriptions	110.00	11	121.00
1457	20/02/2008	Evolution 7	Web & Computing Expenses	1000.00	100.00	1,100.00
1458	20/02/2008	Maree Conway	Scholarships	2735.52		2,735.52
1459	20/02/2008	Peter Scardoni	Meeting Expenses	264.55	26.45	291.00
			Printing Postage and Stationery	49.36	4.89	54.05
				313.91	31.36	345.05

1460	20/02/2008	NBIF	Computing Equipment	741.82	74.18	816.00
1461	27/02/2008	Crowne Plaza	Meeting Expenses	3136.36	313.64	3,450.00
1462	27/02/2008	Cancelled				
1463	03/03/2008	CGU	Wokers Comp	500.00	50.00	550.00