



SHIRE OF PEPPERMINT GROVE

**SHIRE OF PEPPERMINT GROVE**

# ATTACHMENTS

**Ordinary Council Meeting  
17 October 2017**

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## **Ordinary Council Meeting**

### **8.5.1 – Financial Report – August 2017 - Attachment # 4**

**SHIRE OF PEPPERMINT GROVE**  
**Statement of Financial Activity**

for the period 1 July 2017 to 30 September 2017

	<b>ADOPTED BUDGET 2017/18</b>	<b>YTD BUDGET 2017/2018</b>	<b>YTD ACTUAL 2017/2018</b>	<b>VARIANCE \$ Actual v YTD Budget</b>	<b>VARIANCE % Actual v YTD Budget</b>	<b>Comment REF</b>
<b>Operating Revenue</b>						
FEES & CHARGES	261,300	115,599	103,683	(11,916)	-10%	1
GRANTS & SUBSIDIES	120,007	57,237	73,405	16,168	28%	2
CONTRIBUTIONS, REIMBURSEMENTS	1,356,668	675,834	675,030	(804)	0%	
INTEREST ON INVESTMENTS	45,790	11,448	8,386	(3,062)	-27%	
OTHER REVENUE	17,500	13,000	22,772	9,772	75%	
PROFIT ON SALE OF ASSETS	0	0	0	0		
	<b>1,801,265</b>	<b>873,118</b>	<b>883,276</b>	<b>10,159</b>	<b>1%</b>	
<b>Operating Expenses</b>						
EMPLOYEE COSTS	(2,198,351)	(586,350)	(570,958)	15,392	-3%	3
MATERIALS & CONTRACTS	(1,816,643)	(474,598)	(381,837)	92,761	-20%	4
PUBLIC UTILITIES	(150,973)	(28,030)	(30,646)	(2,616)	9%	
DEPRECIATION	(136,956)	(34,239)	(34,239)	0	0%	
INTEREST EXPENSES	(63,376)	0	0	0		
INSURANCES	(112,930)	(65,915)	(56,499)	9,416	-14%	
LOSS ON SALE OF ASSETS	0	0	0	0		
OTHER EXPENSES	(64,250)	(2,000)	(3,181)	(1,181)	59%	
	<b>(4,543,479)</b>	<b>(1,191,132)</b>	<b>(1,077,360)</b>	<b>113,772</b>	<b>-10%</b>	
<b>CHANGE IN NET ASSETS</b>	<b>(2,742,214)</b>	<b>(318,015)</b>	<b>(194,084)</b>	<b>123,931</b>	<b>-39%</b>	
<b>Adjustments for Non-Cash (Revenue) and Expenditure</b>						
(Profit)/Loss on Asset Disposals	0	0	0	0		
Depreciation on Assets	136,956	34,239	34,239	0	0%	
	136,956	34,239	34,239	0		
<b>Capital Expenditure</b>						
Land & Buildings	(23,500)	0	0	0		
Plant and Equipment	0	0	0	0		
Furniture & Equipment	(20,000)	0	0	0		
Infrastructure Assets - Roads	(174,688)	0	0	0		
Infrastructure Assets - Other	(190,000)	0	0	0		
Infrastructure Assets - Footpaths	(50,000)	0	0	0		
Infrastructure Assets - Parks & Reserves	0	0	0	0		
Infrastructure Assets - Drainage	0	0	0	0		
	(458,188)	0	0	0		
<b>Capital Revenue</b>						
Proceeds from Disposal of assets	0	0	0	0		
<b>Debt Management</b>						
Repayment of Debentures	(25,884)	0	0	0	0%	
<b>Reserves and Restricted Funds</b>						
Transfers to Reserves	(340,790)	(5,198)	(4,533)	664	-13%	
Transfers from Reserves	51,560	0	0	0		
	(289,230)	(5,198)	(4,533)	664		
Net Current Assets July 1 B/Fwd	261,470	261,470	342,686	81,216	31%	5
Net Current Assets Year to Date	32,221	3,116,808	3,318,281	201,473	6%	6
<b>Amount Raised from Rates</b>	<b>3,149,311</b>	<b>3,144,311</b>	<b>3,139,973</b>	<b>(4,338)</b>	<b>0%</b>	

## SHIRE OF PEPPERMINT GROVE

### Notes to and forming part of the Statement of Financial Activity

for the period 1 July 2017 to 30 September 2017

#### 1 Basis of Accounting

This financial report is a special-purpose financial report, which has been prepared in accordance with applicable Australian Accounting Standards, the Local Government Act 1995 (as amended) and accompanying regulations. The report has been prepared on an accrual basis under the convention of historical cost accounting.

#### 2 Net Current Assets

	YTD ACTUAL 2017/2018	C/FWD 1 JULY 2017
<b>CURRENT ASSETS</b>		
Cash - Unrestricted	2,262,464	463,420
Cash - Restricted	856,909	852,376
Receivables	1,199,284	114,140
	<b>4,318,657</b>	<b>1,429,936</b>
<b>CURRENT LIABILITIES</b>		
Sundry Creditors	(125,463)	(215,822)
Leave Provisions	(189,630)	(189,630)
	<b>4,003,565</b>	<b>1,024,484</b>
Less: Cash - Reserves - Restricted	(856,909)	(852,376)
Add: Cash-Backed Leave Provision	171,625	170,578
<b>NET CURRENT ASSET POSITION</b>	<b>3,318,281</b>	<b>342,686</b>

## SHIRE OF PEPPERMINT GROVE

### Notes to and forming part of the Statement of Financial Activity

for the period 1 July 2017 to 30 September 2017

#### 3 Reserves

	YTD ACTUAL 2017/2018	BUDGET 2017/18
<b>(a) Roads Reserve</b>		
<i>To be used for</i>		
Opening Balance	268,277	268,277
Amount Set Aside / Transfer to Reserve	0	100,000
Amount Used / Transfer from Reserve	0	0
Interest Received	1,663	6,700
	<b>269,940</b>	<b>374,977</b>
<b>(b) Library Infrastructure Reserve</b>		
<i>To be used for</i>		
Opening Balance	10,394	10,394
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
Interest Received	64	260
	<b>10,458</b>	<b>10,654</b>
<b>(c) Staff Leave reserve</b>		
<i>To be used for</i>		
Opening Balance	170,578	169,018
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
Interest Received	1,048	3,750
	<b>171,626</b>	<b>172,768</b>
<b>(d) Infrastructure/Bld Mtce Reserve</b>		
<i>To be used for</i>		
Opening Balance	377,871	379,431
Amount Set Aside / Transfer to Reserve	0	200,000
Amount Used / Transfer from Reserve	0	(51,560)
Interest Received	1,601	9,450
	<b>379,472</b>	<b>537,321</b>
<b>(e) Plant Reserve</b>		
<i>To be used for</i>		
Opening Balance	0	0
Amount Set Aside/Transfer to Reserve	0	20,000
Amount Used/Transfer from Reserve	0	0
Interest Received	0	0
	<b>0</b>	<b>20,000</b>
<b>(f) Public Open Space Reserve</b>		
<i>To be used for</i>		
Opening Balance	0	0
Amount Set Aside/Transfer to Reserve	0	0
Amount Used/Transfer from Reserve	0	0
Interest Received	0	0
	<b>0</b>	<b>0</b>
<b>(g) Library Leave reserve</b>		
<i>To be used for</i>		
Opening Balance	0	0
Amount Set Aside/Transfer to Reserve	0	0
Amount Used/Transfer from Reserve	0	0
Interest Received	0	0
	<b>0</b>	<b>0</b>
<b>(h) Information Technology Reserve</b>		
<i>To be used for</i>		
Opening Balance	22,472	22,472
Amount Set Aside/Transfer to Reserve	0	0
Amount Used/Transfer from Reserve	0	0
Interest Received	139	560
	<b>22,611</b>	<b>23,032</b>

## SHIRE OF PEPPERMINT GROVE

### Notes to and forming part of the Statement of Financial Activity

for the period 1 July 2017 to 30 September 2017

#### 3 Reserves

	YTD ACTUAL 2017/2018	BUDGET 2017/18
<b>(i) Arts &amp; Culture Reserve</b>		
<i>To be used for</i>		
Opening Balance	2,784	2,784
Amount Set Aside/Transfer to Reserve	0	0
Amount Used/Transfer from Reserve	0	0
Interest Received	17	70
	<b>2,801</b>	<b>2,854</b>
<b>Total Cash Backed Reserves</b>	<b>856,909</b>	<b>1,141,606</b>

	YTD ACTUAL 2017/2018	BUDGET 2017/18
<b>Summary of Transfers To and (From) Cash Backed Reserves</b>		
<b>Transfers to Reserves</b>		
Roads Reserve	1,663	106,700
Library Infrastructure Reserve	64	260
Staff Leave reserve	1,048	3,750
Infrastructure/Bld Mtce Reserve	1,601	209,450
Plant Reserve	0	20,000
Public Open Space Reserve	0	0
Library Leave reserve	0	0
Information Technology Reserve	139	560
Arts & Culture Reserve	17	70
	<b>4,533</b>	<b>340,790</b>
<b>Transfers from Reserves</b>		
Roads Reserve	0	0
Library Infrastructure Reserve	0	0
Staff Leave reserve	0	0
Infrastructure/Bld Mtce Reserve	0	(51,560)
Plant Reserve	0	0
Public Open Space Reserve	0	0
Library Leave reserve	0	0
IT Reserve	0	0
Arts & Culture Reserve	0	0
	<b>0</b>	<b>(51,560)</b>
<b>Total Transfer to/(from) Reserves</b>	<b>4,533</b>	<b>289,230</b>

*All of the above reserve accounts are supported by money held in financial institutions.*

**SHIRE OF PEPPERMINT GROVE**  
**Notes to and forming part of the Statement of Financial Activity**  
for the period 1 July 2017 to 30 September 2017

**4 Cash and Investments**

	OPENING BALANCE 2017/2018	MOVEMENT	CLOSING BALANCE 2017/2018
<b>Restricted Cash Investments</b>			
Library Projects Reserve	10,394.00	64.46	10,458.46
Infrastructure/Building Mtce	377,871.00	1,600.72	379,471.72
Plant Reserve	0.00	0.00	0.00
IT Reserve	22,472.00	139.34	22,611.34
Road Works reserve	268,277.00	1,663.46	269,940.46
Library Leave reserve	0.00	0.00	0.00
Staff Leave Reserve	170,578.00	1,048.00	171,626.00
Arts/Culture Reserve	2,784.00	17.26	2,801.26
Public Open Space Reserve	0.00	0.00	0.00
<b>Total Reserves</b>	<b>852,376.00</b>	<b>4,533.24</b>	<b>856,909.24</b>

**Unrestricted Cash/Investments**

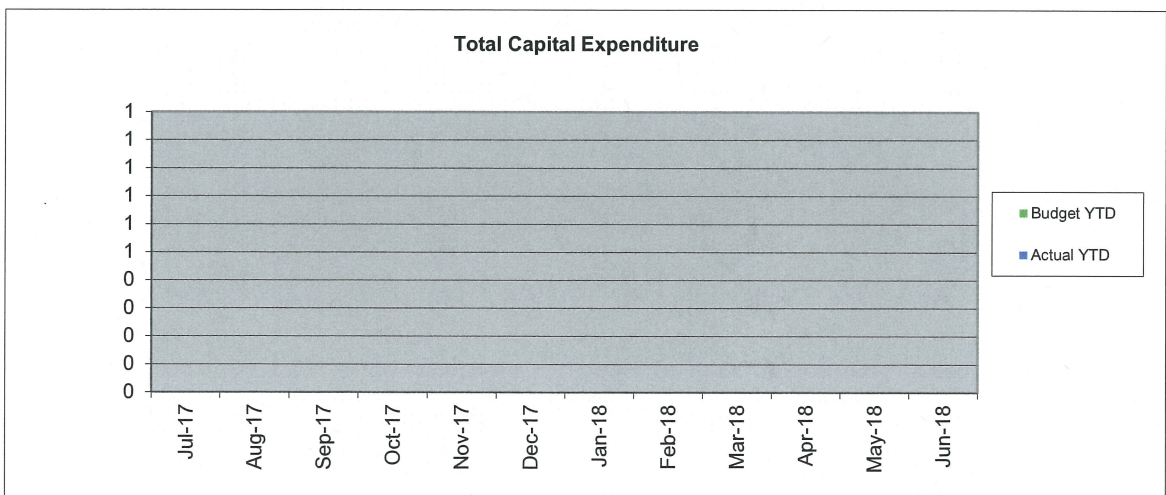
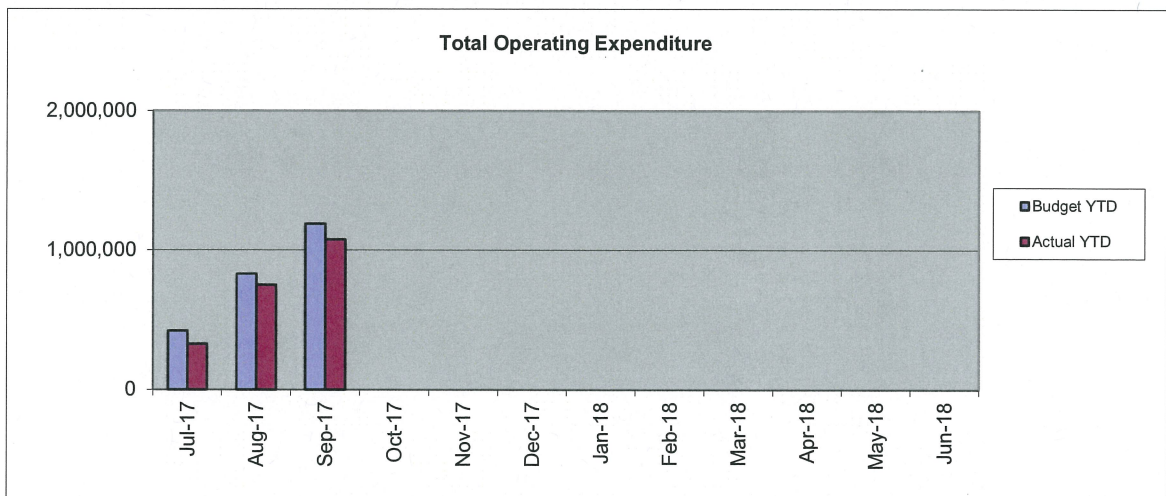
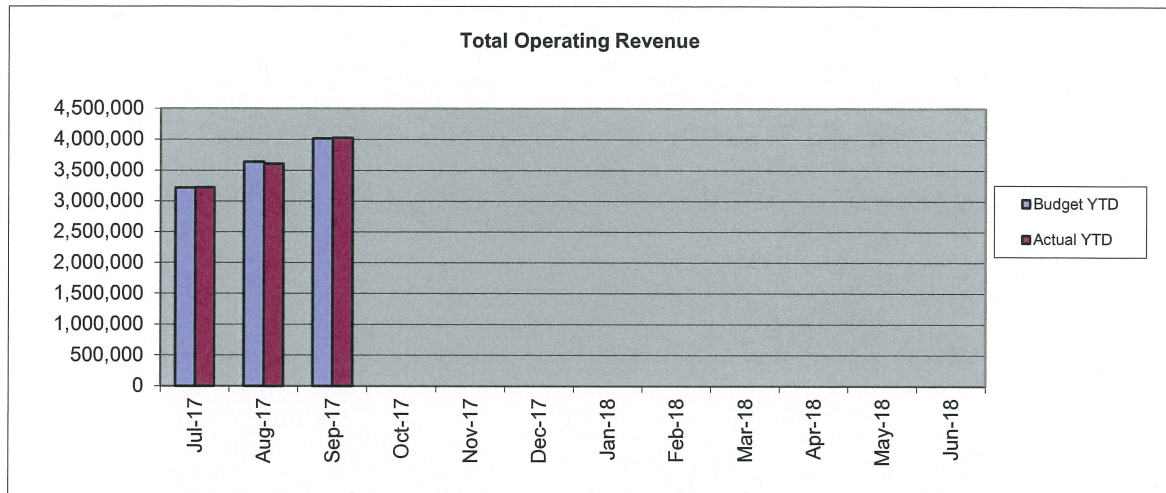
Municipal Fund	407,983.00	653,641.00	1,061,624.00
Petty Cash	800.00	0.00	800.00
Term Deposit Municipal	0.00	1,200,000.00	1,200,000.00
	<b>408,783.00</b>	<b>1,853,641.00</b>	<b>2,262,424.00</b>

Fund and TD Number	Amount Invested	Start Date	Maturity Date	Term (Days)	Interest Rate %	Expected Interest
Reserves	856,909.24	08-Sep-17	07-Dec-17	90	2.52%	5,324.58
<b>Reserves Interest Receivable</b>						<b>5,324.58</b>
Municipal 1	1,200,000.00	29-Aug-17	29-Nov-17	92	2.45%	7,410.41
<b>Municipal Interest Receivable</b>						<b>7,410.41</b>



**SHIRE OF PEPPERMINT GROVE**  
**Notes to and forming part of the Statement of Financial Activity**  
for the period 1 July 2017 to 30 September 2017

**5 Revenues and Expenditures**



**CAPITAL EXPENDITURE 2017/18  
(as at 30 SEPTEMBER 2017)**

Category Description	Description	EXPENDITURE		SOURCE OF FUNDS - BUDGET				SOURCE OF FUNDS - ACTUALS			
		2017/18 Budget	2017/18 Actual	2017/18 Grants	2017/18 Trade-In	2017/18 Reserves	2017/18 Muni.*	2017/18 Grants	2017/18 Trade-In	2017/18 Reserves	2017/18 Muni.*
BUILDINGS - NEW	OFFICE/DEPOT SOLAR PANELS	8,500					8,500				
BUILDINGS - NEW	PAVILION	15,000	0			15,000					
<b>TOTAL</b>		<b>23,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15,000</b>	<b>8,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
FURNITURE - RENEWAL	WEBSITE	20,000					20,000				
<b>TOTAL</b>		<b>20,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
ROADS - RENEWAL	THE ESPLANADE	99,688		85,599			14,089				
ROADS - RENEWAL	HOBBS PLACE	25,000					25,000				
ROADS - RENEWAL	RIGHTS-OF-WAY	30,000					30,000				
ROADS - RENEWAL	KERBING	20,000					20,000				
<b>TOTAL</b>		<b>174,688</b>	<b>0</b>	<b>85,599</b>	<b>0</b>	<b>0</b>	<b>89,089</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
FOOTPATH - RENEWAL	FOOTPATHS	50,000					50,000				
<b>TOTAL</b>		<b>50,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
OTHER INF. - RENEWAL	WALL - REAR OF OFFICE/GROVE	60,000					60,000				
OTHER INF. - RENEWAL	RIVER WALL	105,000				36,560	68,440				
OTHER INF. - NEW	PUBLIC-ARTWORK	25,000					25,000				
<b>TOTAL</b>		<b>190,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>36,560</b>	<b>153,440</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grand Total</b>		<b>458,188</b>	<b>0</b>	<b>85,599</b>	<b>0</b>	<b>51,560</b>	<b>321,029</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
						<b>458,188</b>					
RENEWAL CAPEX		409,688									
NEW CAPEX		48,500									
<b>Grand Total</b>		<b>458,188</b>	<b>0</b>								

\* Includes grants totalling \$39,330 received in 2016/17 & brought forward as part of 2017/18 opening surplus

Renewal CAPEX net of grants/trade-ins (inc 16/17 grants b/fwd)	324,089	0
Estimated depreciation expenses	136,956	34,239
Asset Sustainability Ratio	2.37	0.00



## **Ordinary Council Meeting**

### **8.5.2 – Accounts Paid – August 2017 - Attachment # 5**



## ACCOUNTS PAID IN SEPTEMBER 2017

No.	Vendor Name	Details	Amount	Payment Date
134	TOWN OF MOSMAN PARK	LIBRARY RESERVE REMITTANCE	39,174.00	6/09/2017
135	AUSTRALIAN TAXATION OFFICE	PAYG & GST REMIITANCE - AUGUST 2017	63,942.00	6/09/2017
136	SHIRE CREDIT CARDS	SEE SEPARATE STATEMENTS	8,825.28	6/09/2017
137	PROFESSIONAL PC SUPPORT PTY LTD (PPS)	CYBEROAM SOFTWARE LICENCE, TONER	2,062.50	15/09/2017
137	WESTERN METROPOLITAN REGIONAL COUNCIL	WASTE DISPOSAL - 29.8.17 & 5.9.17	15,743.16	15/09/2017
137	WILSON SECURITY	ALARM ATTENDANCE FEES	232.10	15/09/2017
137	ACURIX NETWORKS PTY LTD	WIFI LICENCE - SEPTEMBER 2017	368.50	15/09/2017
137	ROCKWATER PTY LTD	GROUNDWATER MONITORING - AUGUST 2017	735.79	15/09/2017
137	KONE ELEVATORS PTY LTD	LIFT SERVICE FEE 1.10.17 - 31.12.17	1,726.10	15/09/2017
137	EASIFLEET	STAFF NOVATED LEASE PAYROLL DEDUCTIONS	2,078.10	15/09/2017
137	BUNNINGS TRADE	HARDWARE	131.75	15/09/2017
137	HERITAGE TREE SURGEONS	STREET TREE PRUNING & REMOVALS	3,025.00	15/09/2017
137	SPECIALISED SECURITY SHREDDING	SECURE RECORDS DISPOSAL BIN EXCHANGE	33.00	15/09/2017
137	INCREDIBLE BULK	BULK VERGE COLLECTION - AUGUST 2017	8,250.00	15/09/2017
137	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOC (WA)	LG CONVENTION ATTENDANCE FEES	1,846.02	15/09/2017
137	CTI COURIERS	LIBRARY BOOK FREIGHT	785.63	15/09/2017
137	BENARA NURSERIES	ASSORTED TREES & PLANTS	467.97	15/09/2017
137	YOGA TAKE THE WORLD	STAFF YOGA	200.00	15/09/2017
137	MASTERBUILT CONSTRUCTION PTY LTD	BOND REFUND	1,000.00	15/09/2017
137	WESTBOOKS	LIBRARY BOOK STOCK	665.09	15/09/2017
137	J & V EARTHMOVING CONTRACTORS	DRAINAGE TANKS & LIDS - ROW'S	2,640.00	15/09/2017
137	DMS TINTING	WINDOW TINTING - LIBRARY	3,403.00	15/09/2017
137	KYLIE SHEREE HOWARTH	3 X BOOK WEEK AUTHOR SESSIONS	600.00	15/09/2017
137	MCLEODS BARRISTERS & SOLICITORS	LEGAL FEES - 37A JOHNSTON ST UNAUTH. WORK	2,585.33	15/09/2017
137	CLEAN CITY GROUP PTY LTD	BIN VALET/INFRASTRUCTURE CLEANING 6.9.17	1,705.00	15/09/2017
137	DEPT OF FIRE & EMERGENCY SERVICES (DFES)	QUARTER ONE ESL REMITTANCE	105,453.90	15/09/2017
138	BP AUSTRALIA LIMITED	FUEL - AUGUST 2017	1,448.59	15/09/2017
139	SYNERGY	ELECTRICITY - OFFICE/GROVE, RESERVES	8,527.95	15/09/2017
140	AUSTRALIA POST	SATCHEL & DELIVERY LABEL	16.75	26/09/2017
140	PROFESSIONAL PC SUPPORT PTY LTD (PPS)	IT MAINTENANCE	66.00	26/09/2017
140	WESTERN METROPOLITAN REGIONAL COUNCIL	WASTE DISPOSAL - 12.9.17 & 19.9.17	8,487.20	26/09/2017
140	OPEN SYSTEMS TECHNOLOGY PTY LTD (COUNCIL FIRST)	COUNCILFIRST/OFFICE365 1.10.17 - 31.12.17	17,831.12	26/09/2017



## ACCOUNTS PAID IN SEPTEMBER 2017

No.	Vendor Name	Details	Amount	Payment Date
140	SUEZ RECOVERY & RECYCLING (PERTH) PTY LTD	WASTE COLLECTION & RECYCLABLES - AUGUST	17,858.52	26/09/2017
140	WINC AUSTRALIA PTY LTD	STATIONERY	691.37	26/09/2017
140	CIVICA PTY LTD	SPYDUSMANAGER 1.7.17 TO 30.6.18	3,171.30	26/09/2017
140	BUNNINGS TRADE	TOOLS & HARDWARE	1,672.43	26/09/2017
140	MARKETFORCE	ADVERTISING IN POST	184.82	26/09/2017
140	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOC (WA)	PLANNING MINISTER BREAKFAST MEETING	50.00	26/09/2017
140	PERTH WATER FEATURES	WATER FEATURE CLEANING - AUGUST	150.00	26/09/2017
140	ENVIRO SWEEP PTY LTD (EWCS)	STREET SWEEPING - AUGUST	2,462.90	26/09/2017
140	ACCIDENTAL HEALTH AND SAFETY	FIRST AID KIT REPLENISHMENT	99.81	26/09/2017
140	MIZCO PTY LTD	RESET PUMP 2 VSD SETTINGS	561.00	26/09/2017
140	CAPITAL RECYCLING	DEMOLITION OF IMPROVEMENTS - 50 LEAKE ST	13,827.00	26/09/2017
140	FORD AND DOONAN	AIR CONDITIONING MAINTENANCE- CHAMBERS	3,004.00	26/09/2017
140	PROTEC ASPHALT	POTHOLE REPAIRS	1,386.00	26/09/2017
140	NAPOLEON PAPIER & CO	PERIODICALS	323.76	26/09/2017
140	ACTION LOCK SERVICE	PADLOCKS & KEYS	277.00	26/09/2017
140	BUILDINGLINES APPROVALS PTY LTD	2 x CERTIFICATES OF DESIGN COMPLIANCE	484.00	26/09/2017
140	PJ & CA CONTRACTING	PLAYGROUND EQUIPMENT REPAIRS	3,597.00	26/09/2017
140	PAPERBARK TECHNOLOGIES PTY LTD	STREET TREE REPORTS	2,225.00	26/09/2017
140	GILLIAN JOHNSTON	BOND REFUND	550.00	26/09/2017
140	WESTRALIA POOLS PTY LTD	BOND REFUND	1,000.00	26/09/2017
140	INSERVE AUSTRALIA	BOND REFUND	1,000.00	26/09/2017
140	LANDGATE	GRV INTERIM VALUATIONS	96.24	26/09/2017
140	IRON MOUNTAIN AUSTRALIA GROUP PTY LTD (RECALL)	REXTERRAL RECORDS STORAGE SEPTEMBER	101.51	26/09/2017
140	TURFMASTER FACILITY MANAGEMENT	RESERVES & STIRLING HWY VERGE MOWING	3,654.75	26/09/2017
140	CLEAN CITY GROUP PTY LTD	BIN VALET/INFRASTRUCTURE CLEANING x 2	3,300.00	26/09/2017
140	FUJI XEROX	PHOTOCOPIER IMPRESSIONS - LIBRARY	226.71	26/09/2017
140	HAVILAH LEGAL	OUTSTANDING RATE DEBT COLLECTION COSTS	2,191.70	26/09/2017
141	DONOVAN NORGARD	REIMBURSEMENT - LAPTOP	1,214.95	28/09/2017
141	EASIFLEET	STAFF NOVATED LEASE PAYROLL DEDUCTIONS	2,078.10	28/09/2017
142	CLICK SUPER	SHIRE & STAFF CONTRIBUTIONS - SEPTEMBER	30,982.68	29/09/2017
	<b>TOTAL EFT PAYMENTS</b>		<b>402,479.38</b>	



## ACCOUNTS PAID IN SEPTEMBER 2017

CHQ No.	Payee	Details	Amount	Payment Date
294	SHINE COMMUNITY SERVICES	CONTRIBUTION 1.7.17 TO 31.12.17	9,058.93	1/09/2017
295	BOB JANE T-MARTS	TUBE, TYRE REPAIR	70.00	1/09/2017
296	TELSTRA	OFFICE/DEPOT PHONES & MOBILES	1,758.63	1/09/2017
297	DEPT. OF TRANSPORT	FORD RANGER REGISTRATION	368.10	1/09/2017
298	D HORREX	PARKING FEE REIMBURSEMENT	23.00	26/09/2017
299	DOGS REFUGE HOME	POUND FESS JULY TO SEPTEMBER	342.97	26/09/2017
300	WATER CORPORATION	RESERVES WATER, METER INSTAL. TO SUMP	7,365.45	26/09/2017
302	TELSTRA	OFFICE/DEPOT PHONES & MOBILES	1,981.33	26/09/2017
<b>TOTAL CHEQUE PAYMENTS</b>			<b>20,968.41</b>	



**FlexiPurchase  
Account Statement**

**Statement for NAB**

**Statement Period:** 29 Jun 2017 to 28 Jul 2017

**Cardholder Name:** Paul Rawlings



**JSKR VISA Purchasing Card (Client Expenses)**

<u>Date</u>		<u>Details</u>		<u>Approval</u>		<u>Receipt Amount (\$AUD)</u>	
<u>GL Code</u>	<u>CC Code</u>	<u>Department</u>	<u>Net</u>	<u>Tax</u>	<u>Gross</u>		
28 Jun 2017	Account Fees		<b>No Appr Req'd</b>	<input checked="" type="checkbox"/>	\$110.00		\$110.00
27130	129	0403	\$100.00	\$10.00		\$110.00	
	Account Fees Cc Maintenance Fee						
	Flexipurchase monthly maintenance fee						
<b>Total for this period:</b>							<b>\$110.00</b>

**Cardholder Declaration**

I declare that all purchases were authorised or necessarily incurred on behalf of the company.

Signature *Paul Rawlings*

Dated 22 / 8 / 17

Employee ID: 24

**Approved By**

Signature *[Signature]*

Dated \_\_\_ / \_\_\_ / \_\_\_

**On Completion**

ALL Receipts should be attached to this form and then forwarded to your P-Card Administrator


**FlexiPurchase  
Account Statement**
**Statement for NAB**
**Statement Period:** 29 Jun 2017 to 28 Jul 2017

**Cardholder Name:** Donovan Norgard

**JSKR VISA Purchasing Card (Client Expenses)**

Date	Details			Approval	Receipt Amount (\$AUD)	
	GL Code	CC Code	Department	Net	Tax	Gross
27 Jun 2017	Middendorp Elect	Bibra Lake		<b>Approved</b>	<input checked="" type="checkbox"/>	\$41.80
27140	129	1403		\$38.00	\$3.80	\$41.80
Purchase Middendorp Elect P5 Telco cover						
03 Jul 2017	Officeworks 0604	Fremantle		<b>Approved</b>	<input checked="" type="checkbox"/>	\$17.03
28845	139	1403		\$15.48	\$1.55	\$17.03
Purchase Officeworks 0604 Depot stationary						
06 Jul 2017	Super Cheap Auto	Myaree		<b>Approved</b>	<input checked="" type="checkbox"/>	\$85.49
28830	139	1404		\$77.72	\$7.77	\$85.49
Purchase Super Cheap Auto Trailer lights						
10 Jul 2017	Officeworks 0616	O'Connor		<b>Approved</b>	<input checked="" type="checkbox"/>	\$24.95
28845	139	1403		\$22.68	\$2.27	\$24.95
Purchase Officeworks 0616 Depot stationary						
12 Jul 2017	Titan Ford	Melville		<b>Approved</b>	<input checked="" type="checkbox"/>	\$113.35
28830	139	1404		\$103.05	\$10.30	\$113.35
Purchase Titan Ford Parts for Ford Ranger						
25 Jul 2017	Officeworks 0604	Fremantle		<b>Approved</b>	<input checked="" type="checkbox"/>	\$53.32
27250	129	1403		\$48.47	\$4.85	\$53.32
Purchase Officeworks 0604 Depot Stationary						
28 Jul 2017	Account Fees			<b>No Appr Req'd</b>	<input type="checkbox"/>	\$6.82
27130	129	1403		\$6.20	\$0.62	\$6.82
Account Fees Cc Fp User Fee Credit card charges						
<b>Total for this period:</b>						<b>\$342.76</b>

**Cardholder Declaration**

I declare that all purchases were authorised or necessarily incurred on behalf of the company.

Signature \_\_\_\_\_

Dated \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Employee ID: 169

**Approved By**

Signature \_\_\_\_\_

Dated \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**On Completion**

ALL Receipts should be attached to this form and then forwarded to your P-Card Administrator





**FlexiPurchase  
Account Statement**

**Statement for NAB**

**Statement Period:** 29 Jun 2017 to 28 Jul 2017

**Cardholder Name:** Paul Rawlings



**JSKR VISA Purchasing Card (Client Expenses)**

<u>Date</u>	<u>Details</u>		<u>Approval</u>	<u>Receipt Amount (\$AUD)</u>		
	<u>GL Code</u>	<u>CC Code</u>		<u>Department</u>	<u>Net</u>	<u>Tax</u>
07 Jul 2017	Bunnings 453000	O'Connor	<b>Approved</b>		<input checked="" type="checkbox"/>	\$33.73
	28830	139		\$30.66	\$3.07	\$33.73
	Purchase Bunnings 453000 Drill bits					
20 Jul 2017	Dauids Garden Ctre High Wycombe		<b>Approved</b>		<input checked="" type="checkbox"/>	\$1,145.10
	28630	139		\$1,041.00	\$104.10	\$1,145.10
	Purchase Davids Garden Ctre Street tree purchases					
20 Jul 2017	Yabrn Pty Ltd Nedlands		<b>Approved</b>		<input checked="" type="checkbox"/>	\$55.00
	27210	129		\$50.00	\$5.00	\$55.00
	Purchase Yabrn Pty Ltd Copy of plans					
20 Jul 2017	Optus Billing Pay My B Macquarie Par		<b>Approved</b>		<input checked="" type="checkbox"/>	\$65.00
	30500	169		\$59.09	\$5.91	\$65.00
	Purchase Optus Billing Pay My B Mobile phone charges - MCS					
28 Jul 2017	Account Fees		<b>No Appr Req'd</b>		<input type="checkbox"/>	\$6.82
	27130	129		\$6.20	\$0.62	\$6.82
	Account Fees Cc Fp User Fee Credit card charges					
<b>Total for this period:</b>						<b>\$1,305.65</b>

**Cardholder Declaration**

I declare that all purchases were authorised or necessarily incurred on behalf of the company.

Signature *Paul Rawlings*

Dated 22 / 8 / 17

Employee ID: 24

**Approved By**

Signature *[Signature]*

Dated \_\_\_ / \_\_\_ / \_\_\_

**On Completion**

ALL Receipts should be attached to this form and then forwarded to your P-Card Administrator



**FlexiPurchase  
Account Statement**

**Statement for NAB**

**Statement Period:** 29 Jun 2017 to 28 Jul 2017

**Cardholder Name:** John Merrick



**JSKR VISA Purchasing Card (Client Expenses)**

Date	Details			Approval	Receipt Amount (\$AUD)		
	GL Code	CC Code	Department	Net	Tax	Gross	
03 Jul 2017	Dan Murphys 4063 Bicton			<b>Approval Req'd</b>	<input checked="" type="checkbox"/>	\$750.00	
	28280	139	0401	\$681.82	\$68.18	\$750.00	
	Purchase Dan Murphys 4063 Refreshments - Councillors Lounge						
06 Jul 2017	Royal Freshwater Bay Y Peppermint Gr			<b>Approval Req'd</b>	<input checked="" type="checkbox"/>	\$511.00	
	28280	129	0401	\$464.55	\$46.45	\$511.00	
	Purchase Royal Freshwater Bay Y Deposit - Shire Christmas lunch						
25 Jul 2017	Woolworths 4356 Cottesloe			<b>Approval Req'd</b>	<input checked="" type="checkbox"/>	\$14.00	
	28280	139	0401	\$12.73	\$1.27	\$14.00	
	Purchase Woolworths 4356 Water & mixers - Chambers bar replenishment						
25 Jul 2017	Cellarbrations At Co Peppermint Gr			<b>Approval Req'd</b>	<input checked="" type="checkbox"/>	\$84.99	
	28280	139	0401	\$77.26	\$7.73	\$84.99	
	Purchase Cellarbrations At Co Chambers Bar replenishment						
28 Jul 2017	Account Fees			<b>No Appr Req'd</b>	<input type="checkbox"/>	\$6.82	
	27130	129	0403	\$6.20	\$0.62	\$6.82	
	Account Fees Cc Fp User Fee Credit card charges						
<b>Total for this period:</b>						<b>\$1,366.81</b>	

**Cardholder Declaration**

I declare that all purchases were authorised or necessarily incurred on behalf of the company.

Signature \_\_\_\_\_

Dated \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Employee ID: 1

**Approved By**

Signature \_\_\_\_\_

Dated \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**On Completion**

ALL Receipts should be attached to this form and then forwarded to your P-Card Administrator



*FlexiPurchase  
Account Statement*

**Statement for NAB**

**Statement Period:** 29 Jun 2017 to 28 Jul 2017

**Cardholder Name:** Debra Burn



**JSKR VISA Purchasing Card (Client Expenses)**


<u>Date</u>	<u>Details</u>		<u>Approval</u>	<u>Receipt Amount (\$AUD)</u>		
	<u>GL Code</u>	<u>CC Code</u>	<u>Department</u>	<u>Net</u>	<u>Tax</u>	<u>Gross</u>
14 Jul 2017	Ofwks Online	Bentleigh 03	<b>Approved</b>		<input checked="" type="checkbox"/>	\$557.25
	27160	139		\$506.59	\$50.66	\$557.25
	Purchase Ofwks Online Bentleigh IT consumables and storage boxes					
15 Jul 2017	Adobe Creative Cloud	800-833-6687	<b>Approved</b>		<input checked="" type="checkbox"/>	\$31.89
	28545	129		\$28.99	\$2.90	\$31.89
	Purchase Adobe Creative Cloud Software licence ABN: 980559184					
14 Jul 2017	Jb Hi-Fi Online	Chadstone	<b>Approved</b>		<input checked="" type="checkbox"/>	\$733.33
	28473	139		\$666.66	\$66.67	\$733.33
	Purchase Jb Hi-Fi Online DVDs					
14 Jul 2017	Bookdepository.Com	441452307905	<b>Approved</b>		<input checked="" type="checkbox"/>	\$123.67
	28470	139		\$123.67	\$0.00	\$123.67
	Purchase Bookdepository.Com Adult books					
17 Jul 2017	Bookdepository.Com	441452307905	<b>Approved</b>		<input checked="" type="checkbox"/>	\$28.35
	28470	139		\$28.35	\$0.00	\$28.35
	Purchase Bookdepository.Com Adult book					
19 Jul 2017	Jb Hi-Fi Online	Chadstone	<b>Approved</b>		<input checked="" type="checkbox"/>	\$30.63
	28473	139		\$27.85	\$2.78	\$30.63
	Purchase Jb Hi-Fi Online DVDs					
20 Jul 2017	Trybook-2017 Public Li	South Yarra	<b>Approved</b>		<input checked="" type="checkbox"/>	\$368.80
	28530	119		\$368.80	\$0.00	\$368.80
	Purchase Trybook-2017 Public Li PLWA Conference registration and try booking .30 fee for Lance Hopkinson					
20 Jul 2017	Trybook-2017 Public Li	South Yarra	<b>Approved</b>		<input checked="" type="checkbox"/>	\$492.10
	28530	119		\$492.10	\$0.00	\$492.10
	Purchase Trybook-2017 Public Li PLWA Registration and Try Booking fee .60 Geoff Searle					
20 Jul 2017	Trybook-2017 Public Li	South Yarra	<b>Approved</b>		<input checked="" type="checkbox"/>	\$436.10
	28530	119		\$436.10	\$0.00	\$436.10
	Purchase Trybook-2017 Public Li PLWA Conference registration and .60 Try Booking fee					
26 Jul 2017	Jb Hi-Fi Online	Chadstone	<b>Approved</b>		<input type="checkbox"/>	\$11.67 CR
	28473	139		\$10.61 CR	\$1.06 CR	\$11.67 CR
	Credit Voucher Jb Hi-Fi Online					

DVD not supplied

28 Jul 2017	Account Fees		No Appr Req'd	<input type="checkbox"/>	\$6.82
27130	129	1106	\$6.20	\$0.62	\$6.82
Account Fees Cc Fp User Fee					
Credit card account fee D, Burn					
<b>Total for this period:</b>					<b>\$2,797.27</b>

**Cardholder Declaration**

I declare that all purchases were authorised or necessarily incurred on behalf of the company.

Signature  Dated 31/10/2017

Employee ID: 51

**Approved By**

Signature \_\_\_\_\_ Dated 31/10/20

**On Completion**

ALL Receipts should be attached to this form and then forwarded to your P-Card Administrator



FlexiPurchase  
Account Statement

Statement for NAB

Statement Period: 29 Jun 2017 to 28 Jul 2017  
Cardholder Name: Lance Hopkinson



JSKR VISA Purchasing Card (Client Expenses)

Date	Details			Approval	Receipt Amount (SAUD)		
	GL Code	CC Code	Department		Net	Tax	Gross
30 Jun 2017	28473	139	Jb Hi-Fi Online Chadstone 1106	Approved	\$19.70	\$1.97	\$21.67
	Purchase Jb Hi-Fi Online Adult DVDs						
29 Jun 2017	28473	139	Jb Hi-Fi Online Chadstone 1106	Approved	\$174.66	\$17.47	\$192.13
	Purchase Jb Hi-Fi Online Adult DVDs						
30 Jun 2017	28473	139	Jb Hi-Fi Online Chadstone 1106	Approved	\$24.25	\$2.42	\$26.67
	Purchase Jb Hi-Fi Online Adult DVDs						
03 Jul 2017	28770	190	Woolworths 4356 Cottesloe 1106	Approved	\$5.45	\$0.55	\$6.00
	Purchase Woolworths 4356 kitchen supplies						
05 Jul 2017	28470	139	Booktopia Pty Ltd Lidcombe 1106	Approved	\$350.30	\$35.03	\$385.33
	Purchase Booktopia Pty Ltd Adult Books						
07 Jul 2017	28470	139	Booktopia Pty Ltd Lidcombe 1106	Approved	\$27.95 CR	\$2.80 CR	\$30.75 CR
	Credit Voucher Booktopia Pty Ltd credit from order 5810577 16/06/17						
26 Jul 2017	28470	190	Bookdepository.Com 441452307905 1106	Approved	\$272.91	\$27.29	\$300.20
	Purchase Bookdepository.Com Adult Books						
28 Jul 2017			Account Fees <i>Not Coded</i> <i>Not Coded</i> <i>Not Coded</i>	No Appr Req'd	\$6.20	\$0.62	\$6.82
	Account Fees Cc Fp User Fee						
<b>Total for this period:</b>							<b>\$908.07</b>

**Cardholder Declaration**

I declare that all purchases were authorised or necessarily incurred on behalf of the company.

Signature \_\_\_\_\_ Dated \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Employee ID:-60

**Approved By**

Signature \_\_\_\_\_ Dated \_\_\_\_ / \_\_\_\_ / \_\_\_\_



**FlexiPurchase  
Account Statement**

**Statement for NAB**

**Statement Period:** 29 Jun 2017 to 28 Jul 2017

**Cardholder Name:** Stewart Farley



**JSKR VISA Purchasing Card (Client Expenses)**

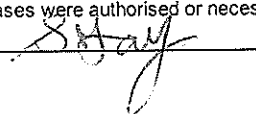
<u>Date</u>	<u>Details</u>		<u>Approval</u>	<u>Receipt</u>	<u>Amount (\$AUD)</u>	
	<u>GL Code</u>	<u>CC Code</u>	<u>Department</u>	<u>Net</u>	<u>Tax</u>	<u>Gross</u>
28 Jun 2017	Jacksons Drawing Sup Fremantle	Approved	✓	\$121.50		
28270	139	1106	\$110.45	\$11.05	\$121.50	
	Purchase Jacksons Drawing Sup School holiday activity plastic free July					
28 Jun 2017	Jacksons Drawing Sup Alfred Cove	Approved	✓	\$67.50		
28270	139	1106	\$61.36	\$6.14	\$67.50	
	Purchase Jacksons Drawing Sup July school holidays activity plastic free July					
29 Jun 2017	Bunnings 317000 Melville	Approved	✓	\$189.71		
28270	139	1106	\$172.46	\$17.25	\$189.71	
	Purchase Bunnings 317000 July school holiday activity plastic free July					
29 Jun 2017	Booktopia Pty Ltd Lidcombe	Approved	✓	\$182.69		
28471	139	1106	\$166.08	\$16.61	\$182.69	
	Purchase Booktopia Pty Ltd Kids book purchases					
30 Jun 2017	Bunnings 391000 Peppermint Gr	Approved	✓	\$220.50		
28270	139	1106	\$200.45	\$20.05	\$220.50	
	Purchase Bunnings 391000 Kids school holiday activity plastic free July					
03 Jul 2017	Paypal *babytastes 4029357733	Approved	✓	\$36.19		
28471	139	1106	\$32.90	\$3.29	\$36.19	
	Purchase Paypal *babytastes parenting book purchase					
03 Jul 2017	Officeworks 0616 O'Connor	Approved	✓	\$4.10		
28520	139	1106	\$3.73	\$0.37	\$4.10	
	Purchase Officeworks 0616 Plastic free July promotional banner					
06 Jul 2017	Officeworks 0616 O'Connor	Approved	✓	\$34.40		
27250	139	1106	\$31.27	\$3.13	\$34.40	
	Purchase Officeworks 0616 Stationary product - glue					
06 Jul 2017	Booktopia Pty Ltd Lidcombe	Approved	✓	\$250.00		
28471	139	1106	\$227.27	\$22.73	\$250.00	
	Purchase Booktopia Pty Ltd Kids book purchases					
06 Jul 2017	Bunnings 391000 Peppermint Gr	Approved	✓	\$109.96		
28520	139	1106	\$99.96	\$10.00	\$109.96	
	Purchase Bunnings 391000 Kids holiday materials - plastic free July					
08 Jul 2017	Booktopia Pty Ltd Lidcombe	Approved	✓	\$413.20		
28471	139	1106	\$375.64	\$37.56	\$413.20	
	Purchase Booktopia Pty Ltd					

Kids book purchases

11 Jul 2017	Woolworths 4356 Cottesloe	Approved	✓	\$31.00
28520	139 1106	\$28.18	\$2.82	\$31.00
Purchase Woolworths 4356 kids holiday materials				
11 Jul 2017	Booktopia Pty Ltd Lidcombe	Approved	✓	\$210.90
28471	139 1106	\$191.73	\$19.17	\$210.90
Purchase Booktopia Pty Ltd kids book purchases				
12 Jul 2017	Jacksons Drawing Sup Cannington	Approved	✓	\$53.90
28520	139 1106	\$49.00	\$4.90	\$53.90
Purchase Jacksons Drawing Sup Kids holiday craft materials				
11 Jul 2017	Booktopia Pty Ltd Lidcombe	Approved	✓	\$11.95 CR
28471	139 1106	\$10.86 CR	\$1.09 CR	\$11.95 CR
Credit Voucher Booktopia Pty Ltd credit refund for Library Acq - Children				
13 Jul 2017	Woolworths 4356 Cottesloe	Approved	✓	\$16.00
28520	139 1106	\$14.55	\$1.45	\$16.00
Purchase Woolworths 4356 kids holiday crafty materials				
12 Jul 2017	Under The Sun Kardinya	Approved	✓	\$58.30
28520	139 1106	\$53.00	\$5.30	\$58.30
Purchase Under The Sun school holiday materials for clay workshop				
28 Jul 2017	Account Fees	No Appr Req'd		\$6.82
28770	139 1106	\$6.20	\$0.62	\$6.82
Account Fees Cc Fp User Fee Account Fees Cc Fp User Fee				
<b>Total for this period:</b>				<b>\$1,994.72</b>

**Cardholder Declaration**

I declare that all purchases were authorised or necessarily incurred on behalf of the company.

Signature 

Dated 30 / 8 / 2017

Employee ID: 63

**Approved By**

Signature 

Dated 30 / 8 / 2017

**On Completion**

ALL Receipts should be attached to this form and then forwarded to your P-Card Administrator