



## **SHIRE OF PEPPERMINT GROVE**

# **ATTACHMENTS**

**Ordinary Council Meeting  
22 August 2017**

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## **Ordinary Council Meeting**

### **8.5.1 – Financial Report Julye 2017 - Attachment # 1**

**SHIRE OF PEPPERMINT GROVE**  
**Statement of Financial Activity**  
for the period 1 July 2017 to 31 July 2017

	ADOPTED BUDGET 2017/18	YTD BUDGET 2017/2018	YTD ACTUAL 2017/2018	VARIANCE \$ Actual v YTD Budget	VARIANCE % Actual v YTD Budget	Comment REF
<b>Operating Revenue</b>						
FEES & CHARGES	261,300	74,117	79,774	5,657	8%	
GRANTS & SUBSIDIES	120,007	0	0	0		
CONTRIBUTIONS, REIMBURSEMENTS	1,356,668	0	599	599		
INTEREST ON INVESTMENTS	45,790	0	610	610		
OTHER REVENUE	17,500	200	2,923	2,723	1361%	
PROFIT ON SALE OF ASSETS	0	0	0	0		
	<b>1,801,265</b>	<b>74,317</b>	<b>83,906</b>	<b>9,589</b>	<b>13%</b>	
<b>Operating Expenses</b>						
EMPLOYEE COSTS	(2,198,351)	(165,979)	(161,048)	4,931	-3%	
MATERIALS & CONTRACTS	(1,816,643)	(159,140)	(92,137)	67,003	-42%	1
PUBLIC UTILITIES	(150,973)	(8,850)	(7,203)	1,647	-19%	
DEPRECIATION	(136,956)	(11,413)	(11,413)	0	0%	
INTEREST EXPENSES	(63,376)	0	0	0		
INSURANCES	(112,930)	(75,571)	(56,499)	19,072	-25%	2
LOSS ON SALE OF ASSETS	0	0	0	0		
OTHER EXPENSES	(64,250)	0	0	0		
	<b>(4,543,479)</b>	<b>(420,953)</b>	<b>(328,300)</b>	<b>92,653</b>	<b>-22%</b>	
<b>CHANGE IN NET ASSETS</b>	<b>(2,742,214)</b>	<b>(346,636)</b>	<b>(244,395)</b>	<b>102,241</b>	<b>-29%</b>	
<b>Adjustments for Non-Cash (Revenue) and Expenditure</b>						
(Profit)/Loss on Asset Disposals	0	0	0	0		
Depreciation on Assets	136,956	11,413	11,413	0	0%	
	136,956	11,413	11,413	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		
	<b>(458,188)</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<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)	0	0	0		
Transfers from Reserves	51,560	0	0	0		
	<b>(289,230)</b>	<b>0</b>	<b>0</b>	<b>0</b>		
Net Current Assets July 1 B/Fwd	261,470	261,470	459,524	198,054	76%	3
Net Current Assets Year to Date	32,221	3,070,558	3,366,516	295,958	10%	4
<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 31 July 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	756,101	463,420
Cash - Restricted	852,376	852,376
Receivables	2,670,024	112,724
	<b>4,278,500</b>	<b>1,428,520</b>
<b>CURRENT LIABILITIES</b>		
Sundry Creditors	(59,609)	(116,620)
Leave Provisions	(169,018)	(169,018)
	<b>4,049,873</b>	<b>1,142,882</b>
Less: Cash - Reserves - Restricted	(852,376)	(852,376)
Add: Cash-Backed Leave Provision	169,018	169,018
<b>NET CURRENT ASSET POSITION</b>	<b>3,366,515</b>	<b>459,524</b>

# SHIRE OF PEPPERMINT GROVE

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

for the period 1 July 2017 to 31 July 2017

### 3 Reserves

#### (a) Roads Reserve

##### *To be used for*

Opening Balance	268,277	268,277
Amount Set Aside / Transfer to Reserve	0	100,000
Amount Used / Transfer from Reserve	0	0
Interest Received	0	6,700

#### (b) Library Infrastructure Reserve

##### *To be used for*

Opening Balance	10,394	10,394
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
Interest Received	0	260

#### (c) Staff Leave reserve

##### *To be used for*

Opening Balance	169,018	169,018
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
Interest Received	0	3,750

#### (d) Infrastructure/Bld Mtce Reserve

##### *To be used for*

Opening Balance	379,431	379,431
Amount Set Aside / Transfer to Reserve	0	200,000
Amount Used / Transfer from Reserve	0	(51,560)
Interest Received	0	9,450

#### (e) Plant Reserve

##### *To be used for*

Opening Balance	0	0
Amount Set Aside/Transfer to Reserve	0	20,000
Amount Used/Transfer from Reserve	0	0
Interest Received	0	0

#### (f) Public Open Space Reserve

##### *To be used for*

Opening Balance	0	0
Amount Set Aside/Transfer to Reserve	0	0
Amount Used/Transfer from Reserve	0	0
Interest Received	0	0

#### (g) Library Leave reserve

##### *To be used for*

Opening Balance	0	0
Amount Set Aside/Transfer to Reserve	0	0
Amount Used/Transfer from Reserve	0	0
Interest Received	0	0

#### (h) Information Technology Reserve

##### *To be used for*

Opening Balance	22,472	22,472
Amount Set Aside/Transfer to Reserve	0	0
Amount Used/Transfer from Reserve	0	0
Interest Received	0	560

YTD ACTUAL 2017/2018	BUDGET 2017/18
<b>268,277</b>	<b>374,977</b>
<b>10,394</b>	<b>10,654</b>
<b>169,018</b>	<b>172,768</b>
<b>379,431</b>	<b>537,321</b>
<b>0</b>	<b>20,000</b>
<b>0</b>	<b>0</b>
<b>0</b>	<b>0</b>
<b>0</b>	<b>0</b>
<b>0</b>	<b>0</b>
<b>22,472</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 31 July 2017

### 3 Reserves

#### (i) Arts & Culture Reserve

##### *To be used for*

Opening Balance	2,784	2,784
Amount Set Aside/Transfer to Reserve	0	0
Amount Used/Transfer from Reserve	0	0
Interest Received	0	70

YTD ACTUAL 2017/2018	BUDGET 2017/18
2,784	2,854
852,376	1,141,606

#### Total Cash Backed Reserves

#### Summary of Transfers To and (From) Cash Backed Reserves

##### Transfers to Reserves

Roads Reserve	0	106,700
Library Infrastructure Reserve	0	260
Staff Leave reserve	0	3,750
Infrastructure/Bld Mtce Reserve	0	209,450
Plant Reserve	0	20,000
Public Open Space Reserve	0	0
Library Leave reserve	0	0
Information Technology Reserve	0	560
Arts & Culture Reserve	0	70
	0	340,790

##### Transfers from Reserves

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
	0	(51,560)
Total Transfer to/(from) Reserves	0	289,230

*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 31 July 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	0.00	10,394.00
Infrastructure/Building Mtce	379,431.00	0.00	379,431.00
Plant Reserve	0.00	0.00	0.00
IT Reserve	22,472.00	0.00	22,472.00
Road Works reserve	268,277.00	0.00	268,277.00
Library Leave reserve	0.00	0.00	0.00
Staff Leave Reserve	169,018.00	0.00	169,018.00
Arts/Culture Reserve	2,784.00	0.00	2,784.00
Public Open Space Reserve	0.00	0.00	0.00
<b>Total Reserves</b>	<b>852,376.00</b>	<b>0.00</b>	<b>852,376.00</b>

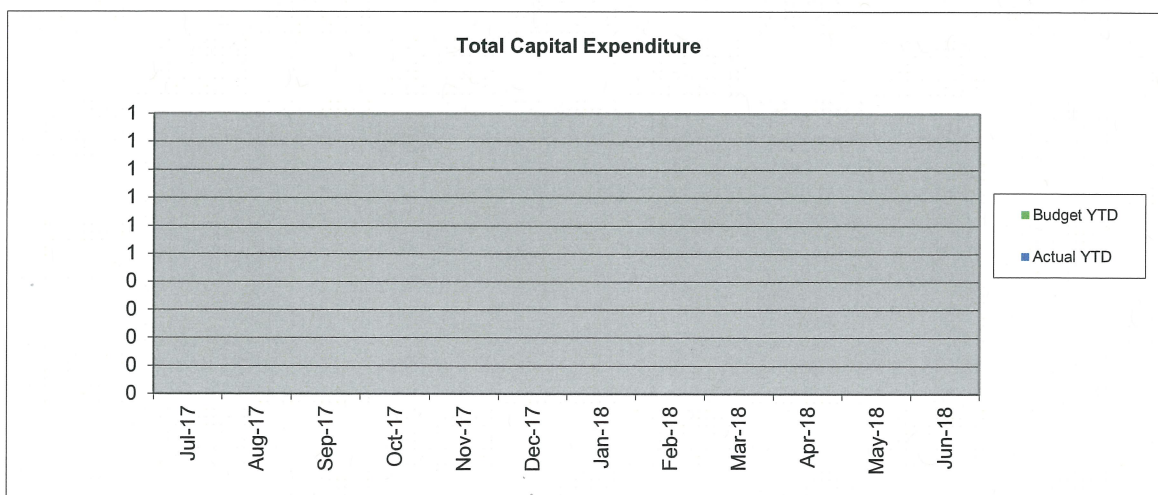
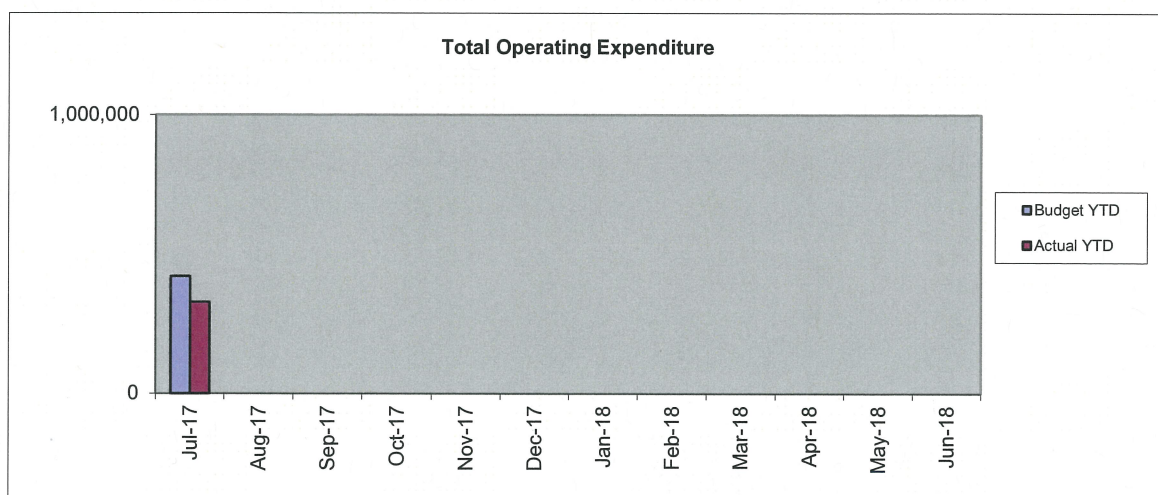
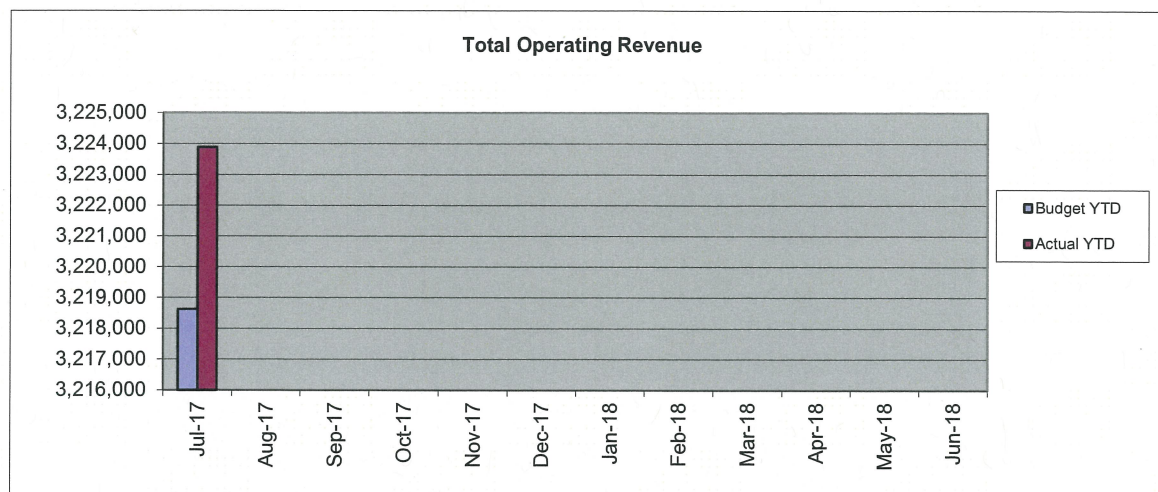
**Unrestricted Cash/Investments**

Municipal Fund	462,620.00	292,681.00	755,301.00
Petty Cash	800.00	0.00	800.00
Term Deposit Municipal	0.00	0.00	0.00
	<b>463,420.00</b>	<b>292,681.00</b>	<b>756,101.00</b>

Fund and TD Number	Amount Invested	Start Date	Maturity Date	Term (Days)	Interest Rate %	Expected Interest
<b>Reserves</b>	852,376.00	08-Jun-17	08-Sep-17	92	2.46%	5,285.20
<b>Reserves Interest Receivable</b>						<b>5,285.20</b>
<b>Municipal Interest Receivable</b>						<b>0.00</b>

**SHIRE OF PEPPERMINT GROVE**  
**Notes to and forming part of the Statement of Financial Activity**  
for the period 1 July 2017 to 31 July 2017

**5 Revenues and Expenditures**





# CAPITAL EXPENDITURE 2017/18 (as at 31 JULY 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.*	2017/18 Grants	2017/18 Muni.*
BUILDINGS - NEW	OFFICE/DEPOT SOLAR PANELS	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>	<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>	<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>	<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>	<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>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>0</b>	<b>0</b>
				<b>458,188</b>					<b>0</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 15/16 grants b/fwd)	324,089	0
Estimated depreciation expenses	136,956	11,413
Asset Sustainability Ratio	2.37	0.00



## **Ordinary Council Meeting**

### **8.5.2 – Accounts Paid July 2017 - Attachment # 2**



# ACCOUNTS PAID JULY 2017

EFT No.	Vendor Name	Details	Amount	Payment Date
112	WESTERN METROPOLITAN REGIONAL COUNCIL	WASTE DISPOSAL W/E 28/6/17	3,195.72	6/07/2017
112	CONSTRUCTION TRAINING FUND	LEVY REMITTANCE - JUNE 2017	3,191.75	6/07/2017
112	EASIFLEET	STAFF NOVATED LEASE PAYROLL DEDUCTIONS	2,078.10	6/07/2017
112	CHARLES SERVICE COMPANY	CLEANING PRODUCTS TO 30/6/17	291.07	6/07/2017
112	STAPLES AUSTRALIA PTY LTD	LIBRARY STATIONARY	381.44	6/07/2017
112	CREATION LANDSCAPE SUPPLIES	4 CU. METRES JUNGLE MULCH	414.00	6/07/2017
112	PERTH WATER FEATURES	WATER FEATURE CLEANING - JUNE 2017	150.00	6/07/2017
112	CTI COURIERS	LIBRARY FREIGHT - JUNE 2017	375.65	6/07/2017
112	MOWER CITY t/as KC TRANSPORT (WA) PTY LTD	NEW LAWN EDGER	1,350.00	6/07/2017
112	COVS PARTS PTY LTD	REVERSING ALARM	100.85	6/07/2017
112	AXIS CONTRACTING PTY LTD	NEW FOOTPATH - LILLA STREET/M HILL PARK	16,817.90	6/07/2017
112	WA TREASURY CORPORATION	LIBRARY LOAN GUARANTEE FEE	2,846.80	6/07/2017
112	SD & VH FINDLAY	EXTERNAL OFFICE PAINTING	1,650.00	6/07/2017
112	MCINTOSH & SON PTY LTD	SKID STEER LOADER HOSE REPAIRS	429.00	6/07/2017
112	BOWDEN TREE CONSULTANCY	MYRTLE RUST ARBORICULTURAL REVIEW	1,144.00	6/07/2017
112	AUDACIOUS ENTERPRISE	STAFF YOGA	200.00	6/07/2017
112	SEASHORE ENGINEERING PTY LTD	RIVERWALL - STAGE ONE DETAILED DESIGN	17,798.00	6/07/2017
112	DEBRA BURN	REIMBURSEMENT - VEHICLE EXPENSES	363.98	6/07/2017
112	LANDGATE	VALUATIONS	194.67	6/07/2017
112	IRON MOUNTAIN AUSTRALIA GROUP PTY LTD (RECALL)	EXTERNAL RECORDS STORAGE	100.39	6/07/2017
112	TURFMASTER FACILITY MANAGEMENT	RESERVES MOWING - JUNE 2017	2,637.80	6/07/2017
112	PHIL JOHNSON PLUMBING & GAS	REPAIR CISTERN IN LADIES PUBLIC TOILETS	138.00	6/07/2017
112	BUILDING COMMISSION	LEVY REMITTANCE - JUNE 2017	5,479.90	6/07/2017
113	SYNERGY	ELECTRICITY - STREET LIGHTING	3,137.05	7/07/2017
114	JOSHUA CARACCIOLO	REIMBURSEMENT UNI FEES (EX YOUTH GRANT)	1,031.00	7/07/2017
115	BP AUSTRALIA LIMITED	FUEL - JUNE 2017	1,332.09	7/07/2017
116	ALLEASING	QRTLY. LEASE PAYMENT - LIBRARY PUBLIC KIOSK	2,304.37	11/07/2017
117	FUJI XEROX	LIBRARY PRINTER LEASES - JULY 2017	459.80	11/07/2017
118	SHIRE CREDIT CARDS	SEE SEPARATE STATEMENTS FOR DETAILS	9,623.16	14/07/2017
119	CLICK SUPER	JULY PAY DEDUCTIONS/SHIRE CONTRIBUTIONS	31,559.27	20/07/2017
120	AUSTRALIA POST	LIBRARY POSTAGE	20.98	20/07/2017



# ACCOUNTS PAID JULY 2017

EFT No.	Vendor Name	Details	Amount	Payment Date
120	PROFESSIONAL PC SUPPORT PTY LTD (PPS)	LIBRARY IT SUPPORT	66.00	20/07/2017
120	WESTERN METROPOLITAN REGIONAL COUNCIL	WASTE DISPOSAL W/E 4/7/16 & 11/7/17	8,049.95	20/07/2017
120	WILSON SECURITY	ALARM ATTENDANCES - JUNE 2017	348.15	20/07/2017
120	ACURIX NETWORKS PTY LTD	LIBRARY WIFI JULY 2017	368.50	20/07/2017
120	ROCKWATER PTY LTD	GROUNDWATER MONITORING - JUNE 2017	1,342.99	20/07/2017
120	KONE ELEVATORS PTY LTD	LIFT SERVICE FEE - 1/7/17 TO 30/9/17	1,726.10	20/07/2017
120	EASIFLEET	STAFF NOVATED LEASE PAYROLL DEDUCTIONS	2,078.10	20/07/2017
120	SUEZ RECOVERY & RECYCLING (PERTH) PTY LTD	WASTE/RECYCLABLES - JUNE 2017	15,922.14	20/07/2017
120	ACOUSTIGUIDE	LIBRARY ANNUAL APPLICATION FEE	660.00	20/07/2017
120	STATE LIBRARY OF WESTERN AUSTRALIA	LIBRARY BETTER BEGINNINGS - 2017/18	759.00	20/07/2017
120	WAVESOUND PTY LTD	COMICSPLUS SUBSCRIPTION 2017/18	2,055.10	20/07/2017
120	BUNNINGS TRADE	HARDWARE	183.54	20/07/2017
120	HERITAGE TREE SURGEONS	TREE REMOVAL & PRUNING	4,510.00	20/07/2017
120	ROBOT WELDING	MESH PANEL FOR VERTICAL GARDEN	2,689.50	20/07/2017
120	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASS.	2017/18 SUBSCRIPTIONS	12,983.42	20/07/2017
120	ENVIRO SWEEP PTY LTD (EWCS)	ROAD SWEEPING - JUNE 2017	2,462.90	20/07/2017
120	TEMPTATIONS CATERING	CATERING 11/7/17	413.20	20/07/2017
120	RAECO	LIBRARY STATIONARY	418.33	20/07/2017
120	DEPARTMENT OF TRANSPORT	VEHICLE OWNERSHIP ENQUIRY FEES	36.30	20/07/2017
120	ABCO PRODUCTS PTY LTD	PUBLIC TOILET SUPPLIES	389.06	20/07/2017
120	MIZCO PTY LTD	OFFICE/GROVE BMS SYSTEM JULY-SEPT.	8,143.74	20/07/2017
120	SUNNY SIGN COMPANY PTY LTD	TRAFFIC SIGNS	1,863.84	20/07/2017
120	COMMISSIONERS OF PRESBYTERIAN CHURCH IN WA	BOND REFUND	1,000.00	20/07/2017
120	URBAN ECOLOGICAL	RAINWATER PUMP MAINTENANCE	552.95	20/07/2017
120	NAPOLEON PAPIER & CO	LIBRARY PERIODICALS	76.28	20/07/2017
120	SONTEC INTEGRATED SYSTEMS	SECURITY SYSTEM MONITORING - 2017/18	457.60	20/07/2017
120	LOVEGROVE TURF SERVICES	5 SQ. METRES KIKUYU ROLL-ON LAWN	25.00	20/07/2017
120	MEDIA EQUATION PTY LTD	PERFECT PICTURES LICENCE 2017/18	1,246.30	20/07/2017
120	SUNLINE PRESS	LIBRARY BOOK PURCHASE	25.00	20/07/2017
120	THE ROYAL W.A. HISTORICAL SOCIETY INC.	SUBSCRIPTION 2017/18	95.00	20/07/2017
120	HOUSE & HERITAGE RESEARCH	GALLIPOLI REMEMBERED CONTRIBUTION	3,000.00	20/07/2017



# ACCOUNTS PAID JULY 2017

EFT No.	Vendor Name	Details	Amount	Payment Date
120	RAMM SOFTWARE PTY LTD	SUPPORT/MAINTENANCE FEES 2017/18	5,840.04	20/07/2017
120	JOSH BYRNE & ASSOCIATES	BOND REFUND	100.00	20/07/2017
120	CANNON HYGIENE AUSTRALIA PTY LTD	ANNUAL SERVICE FEE	1,002.84	20/07/2017
120	NS ADVISORY	LAND & BUILDING FAIR VALUATIONS	4,950.00	20/07/2017
120	DEPT. OF BIODIVERSITY, CONSERVATION & ATTRACTION	REFUND OF UNSPENT PORTION OF GRANT	1,634.60	20/07/2017
120	TOWN OF CLAREMONT	CONTRIBUTION TO CEO FAREWELL COSTS	68.42	20/07/2017
120	LANDGATE	LAND ENQUIRY FEE	25.30	20/07/2017
120	PHIL JOHNSON PLUMBING & GAS	NEW TOILET SUITE - FEMALE CONVENIENCES	549.00	20/07/2017
120	WORMALD	6-MONTHLY FIRE EXTINGUISHER SERVICE	121.00	20/07/2017
120	CLEAN CITY GROUP PTY LTD	BIN VALET/CLEANING/GRAFFITI REMOVAL	3,525.50	20/07/2017
120	FUJI XEROX	PHOTOPIER MAINTENANCE FEES	3,717.21	20/07/2017
121	LGIS WA	INSURANCE PREMIUMS (SIX MONTHS)	42,182.70	26/07/2017
121	LGIS INSURANCE (BROKER)	INSURANCE PREMIUMS (NON SELF INSURE.)	19,966.55	26/07/2017
122	SYNERGY	OFFICE/GROVE POWER 9.6.17 TO 13.7.17	5,987.95	31/07/2017
	<b>TOTAL EFT PAYMENTS</b>		<b>274,415.84</b>	

CHQ No.	Vendor Name	Details	Amount	Payment Date
280	GW & SE MACKAY	REFUNBD OF SENIORS RATES REBATE	382.45	23/06/2017
281	PETTY CASH	SHIRE PETTY CASH	422.60	7/07/2017
282	CITY OF NEDLANDS	WESROC PROJECTS TO 30.6.2017	15,275.70	7/07/2017
283	D GUTTERIDGE	BOND REFUND	100.00	20/07/2017
284	CR R THOMAS	REIMBURSEMENT (TREE PURCHASES)	62.30	20/07/2017
285	TELSTRA	LIBRARY WIFI ADSL LINK	34.95	20/07/2017
286	TELSTRA	SHIRE MOBILE PHONE EXPENSES	282.48	20/07/2017
287	CANCELLED	CANCELLED	0.00	20/07/2017
288	ALINTA ENERGY	OFFCIE/GROVE GAS 5.4.17 TO 7.7.17	35.85	20/07/2017
289	WATER CORPORATION	OFFICE/GROVE & RESERVES	1,471.01	20/07/2017
290	DEPT. OF TRANSPORT	VEHICLE REGISTRATIONS	155.00	26/07/2017
	<b>TOTAL CHEQUE PAYMENTS</b>		<b>18,222.34</b>	



# FlexiPurchase Account Statement

## Statement for NAB

**Statement Period:** 30 May 2017 to 28 Jun 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>	
29 May 2017	Account Fees		No Appr Req'd	<input type="checkbox"/>	\$110.00	
27130	129	0403		\$100.00	\$10.00	\$110.00
Account Fees Cc Maintenance Fee						
Credit card charges						
			Total for this period:		\$110.00	

### Cardholder Declaration

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

Signature Paul Rawlings

Dated 29 / 6 / 17

Employee ID: 24

### Approved By

Signature [Signature]

Dated 29 / 6 / 17

### 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:** 30 May 2017 to 28 Jun 2017

**Cardholder Name:** Paul Rawlings



### JSKR VISA Purchasing Card (Client Expenses)

Date	Details		Approval	Receipt Amount (\$AUD)		
GL Code	CC Code	Department	Net	Tax	Gross	
29 May 2017	Optus Billing Pay My B Macquarie Par		Approved	<input checked="" type="checkbox"/>		\$65.00
30500	169	0403	\$59.09	\$5.91	\$65.00	
Purchase Optus Billing Pay My B MCS Mobile Phone						
14 Jun 2017	Yabrn Pty Ltd Nedlands		Approved	<input checked="" type="checkbox"/>		\$60.35
27210	129	1002	\$54.86	\$5.49	\$60.35	
Purchase Yabrn Pty Ltd Copy of Building Plans						
21 Jun 2017	Woolworths 4356 Cottesloe		Approved	<input checked="" type="checkbox"/>		\$10.37
28238	139	0403	\$9.43	\$0.94	\$10.37	
Purchase Woolworths 4356 Goods for records disaster recovery kit						
21 Jun 2017	Bunnings 391000 Peppermint Gr		Approved	<input checked="" type="checkbox"/>		\$107.68
28238	139	0403	\$97.89	\$9.79	\$107.68	
Purchase Bunnings 391000 Goods for records disaster recovery kit						
23 Jun 2017	Optus Billing Pay My B Macquarie Par		Approved	<input checked="" type="checkbox"/>		\$65.00
30500	169	0403	\$59.09	\$5.91	\$65.00	
Purchase Optus Billing Pay My B MCS Mobile Phone						
28 Jun 2017	Account Fees		No Appr Req'd	<input type="checkbox"/>		\$6.82
27130	129	0403	\$6.20	\$0.62	\$6.82	
Account Fees Cc Fp User Fee Credit card c harges						
28 Jun 2017	Bale Data Services Landsdale		Approved	<input checked="" type="checkbox"/>		\$87.56
27250	139	1106	\$79.60	\$7.96	\$87.56	
Purchase Bale Data Services Thermal paper rolls for library						
Total for this period:						\$402.78

### Cardholder Declaration

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

Signature Paul Rawlings

Dated 28 / 6 / 17

Employee ID: 24

### Approved By

Signature [Signature]

Dated 28 / 7 / 17

### On Completion



## FlexiPurchase Account Statement

### Statement for NAB

**Statement Period:** 30 May 2017 to 28 Jun 2017

**Cardholder Name:** Donovan Norgard



### 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>Net</u>	<u>Gross</u>
03 Jun 2017	Jurien Bay Service	Jurien Bay	<b>Approved</b>		
	28360	139		\$58.08	\$63.89
	Purchase Jurien Bay Service				
	Fuel - MCS Vehicle 3.6.17				
06 Jun 2017	Arborwest Tree Farm	Mariginiup	<b>Approved</b>		
	28630	139		\$770.00	\$847.00
	Purchase Arborwest Tree Farm				
	7 Tuarts & 4 Peppermint trees				
08 Jun 2017	It Frontiers Pty Ltd	Applecross	<b>Approved</b>		
	28845	129		\$118.18	\$130.00
	Purchase It Frontiers Pty Ltd				
	Copy data from u/s pc				
10 Jun 2017	Jurien Bay Service	Jurien Bay	<b>Approved</b>		
	28360	139		\$52.43	\$57.67
	Purchase Jurien Bay Service				
	Fuel - MCS Vehicle 10.6.17				
12 Jun 2017	Dot - Licensing	Willagee	<b>Approved</b>		
	28480	129		\$359.91	\$395.90
	Purchase Dot - Licensing				
	Vehicle Registration Hilux 1GHP006				
13 Jun 2017	Jb Hi Fi Claremont	Claremont	<b>Approved</b>		
	28845	129		\$1,409.15	\$1,550.06
	Purchase Jb Hi Fi Claremont				
	Replacement PC for Works Depot				
14 Jun 2017	Bunnings 317000	Melville	<b>Approved</b>		
	28830	139		\$249.07	\$273.98
	Purchase Bunnings 317000				
	Tools etc				
19 Jun 2017	Dot - Licensing	Willagee	<b>Approved</b>		
	28480	129		\$8.00	\$8.80
	Purchase Dot - Licensing				
	Copy of vehicle registration				
20 Jun 2017	Prestige Communication	Malaga	<b>Approved</b>		
	28830	129		\$89.17	\$98.09
	Purchase Prestige Communication				
	Headset repairs				
21 Jun 2017	Bunnings 317000	Melville	<b>Approved</b>		
	28830	139		\$29.55	\$32.50
	Purchase Bunnings 317000				
	Measuring wheel				
28 Jun 2017	Account Fees		<b>No Appr Req'd</b>		
	27130	129		\$6.20	\$6.82
	Account Fees Cc Fp User Fee	0403			
	Credit card charge				
<b>Total for this period:</b>					<b>\$3,464.71</b>

**Cardholder Declaration**

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

Signature [Signature]

Dated 1 / 8 / 17

Employee ID: 169

**Approved By**

Signature [Signature]

Dated 29 / 7 / 17

**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:** 30 May 2017 to 28 Jun 2017

**Cardholder Name:** John Merrick

**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>Net</u>	<u>Tax</u>	<u>Gross</u>
07 Jun 2017	Chpt 1 Peppermint Gr		<b>Approval Req'd</b>	<input checked="" type="checkbox"/>	\$24.50	
28280	139	0801				
	Purchase Chpt 1 Catering - DAIP Meeting					
				\$22.27	\$2.23	\$24.50
20 Jun 2017	Paypal *boatshedmar		<b>Approval Req'd</b>	<input checked="" type="checkbox"/>	\$289.70	
28280	139	0401				
	Purchase Paypal *boatshedmar Catering - June OCM					
				\$263.36	\$26.34	\$289.70
28 Jun 2017	Account Fees		<b>No Appr Req'd</b>	<input type="checkbox"/>	\$6.82	
27130	129	0403				
	Account Fees Cc Fp User Fee Credit card charges					
				\$6.20	\$0.62	\$6.82
27 Jun 2017	Woolworths 4356 Cottesloe		<b>Approval Req'd</b>	<input checked="" type="checkbox"/>	\$12.00	
28280	139	0401				
	Purchase Woolworths 4356 Refreshments - Council Chambers					
				\$10.91	\$1.09	\$12.00
27 Jun 2017	Cellarbrations At Co Peppermint		<b>Approval Req'd</b>	<input checked="" type="checkbox"/>	\$179.98	
28280	139	0401				
	Purchase Cellarbrations At Co Refreshments - Council Chambers					
				\$163.62	\$16.36	\$179.98
<b>Total for this period:</b>						<b>\$513.00</b>

**Cardholder Declaration**

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

Signature \_\_\_\_\_

Dated 27/7/17

Employee ID: 1

**Approved By**

Signature \_\_\_\_\_

Dated 27/7/17
**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:** 30 May 2017 to 28 Jun 2017

**Cardholder Name:** Debra Burn



### JSKR VISA Purchasing Card (Client Expenses)

Date	Details		Approval	Receipt Amount (\$AUD)	
GL Code	CC Code	Department	Net	Tax	Gross
02 Jun 2017	Ibis Hotel Wldsq 2132 Sydney		Approved	<input checked="" type="checkbox"/>	\$767.20
28530	129	1106	\$697.45	\$69.75	\$767.20
Purchase Ibis Hotel Wldsq 2132 Accommodation Oral History Conference S. Dowden					
02 Jun 2017	D.C. Conferences Pty L North Sydney		Approved	<input checked="" type="checkbox"/>	\$375.55
28530	129	1106	\$341.41	\$34.14	\$375.55
Purchase D.C. Conferences Pty L Oral History Conference Registration S. Dowden					
03 Jun 2017	Virgin Aust 7952139198963 Spring Hill		Approved	<input checked="" type="checkbox"/>	\$398.00
28530	129	1106	\$361.82	\$36.18	\$398.00
Purchase Virgin Aust 7952139198963 Flight Perth Sydney return S. Dowden Oral History Conference					
03 Jun 2017	Virgin Aust 7958226483952 Spring Hill		Approved	<input checked="" type="checkbox"/>	\$5.17
28530	129	1106	\$4.70	\$0.47	\$5.17
Purchase Virgin Aust 7958226483952 Credit card payment surcharge					
10 Jun 2017	Wanewsdti Osborne Park		Approved	<input checked="" type="checkbox"/>	\$228.18
27180	139	1106	\$207.44	\$20.74	\$228.18
Purchase Wanewsdti Subscription to West Australian					
15 Jun 2017	Adobe Creative Cloud 800-833-6687		Approved	<input checked="" type="checkbox"/>	\$31.89
28545	129	1106	\$28.99	\$2.90	\$31.89
Purchase Adobe Creative Cloud Adobe suite ABN: 980559184					
22 Jun 2017	Booktopia Pty Ltd Lidcombe		Approved	<input checked="" type="checkbox"/>	\$185.40
28470	139	1106	\$168.55	\$16.85	\$185.40
Purchase Booktopia Pty Ltd Adult books					
28 Jun 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 bank fee					
Total for this period:					\$1,998.21

### Cardholder Declaration

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

Signature Debra Burn

Dated 6/7/17

Employee ID: 51



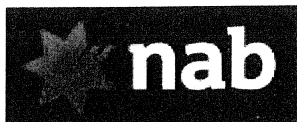
**Approved By**

Signature \_\_\_\_\_

Dated 27/7/17

**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:** 30 May 2017 to 28 Jun 2017

**Cardholder Name:** Lance Hopkinson



### JSKR VISA Purchasing Card (Client Expenses)

Date	Details		Approval	Receipt Amount (SAUD)	
Gl. Code	CC Code	Department	Net	Gross	Gross
31 May 2017	Booktopia Pty Ltd	Lidcombe	Approved	<input checked="" type="checkbox"/>	\$256.80
28470	139	1106	\$233.45	\$23.35	\$256.80
Purchase Booktopia Pty Ltd Adult Books					
31 May 2017	Woolworths 4356	Cottesloe	Approved	<input checked="" type="checkbox"/>	\$24.50
28520	190	1106	\$22.27	\$2.23	\$24.50
Purchase Woolworths 4356 Natasha Lester Author talk nibbles					
31 May 2017	Cellarbrations At Co	Peppermint Gr	Approved	<input checked="" type="checkbox"/>	\$60.00
28520	190	1106	\$54.55	\$5.45	\$60.00
Purchase Cellarbrations At Co Natasha Lester Author talk wine					
01 Jun 2017	Booktopia Pty Ltd	Lidcombe	Approved	<input checked="" type="checkbox"/>	\$228.20
28470	139	1106	\$207.45	\$20.75	\$228.20
Purchase Booktopia Pty Ltd Adult Books					
04 Jun 2017	Bunnings 391000	Peppermint Gr	Approved	<input checked="" type="checkbox"/>	\$55.67
28520	190	1106	\$50.61	\$5.06	\$55.67
Purchase Bunnings 391000 Gallery hanging items for Grove Classics					
06 Jun 2017	Jb Hi-Fi Online	Chadstone	Approved	<input checked="" type="checkbox"/>	\$130.41
28470	139	1106	\$118.55	\$11.86	\$130.41
Purchase Jb Hi-Fi Online Adult CD/DVDs					
14 Jun 2017	Booktopia Pty Ltd	Lidcombe	Approval Req'd	<input checked="" type="checkbox"/>	\$160.65
28470	139	1106	\$146.05	\$14.60	\$160.65
Purchase Booktopia Pty Ltd Adult Books					
15 Jun 2017	Booktopia Pty Ltd	Lidcombe	Approval Req'd	<input checked="" type="checkbox"/>	\$169.60
28470	139	1106	\$154.18	\$15.42	\$169.60
Purchase Booktopia Pty Ltd Adult Books					
16 Jun 2017	Booktopia Pty Ltd	Lidcombe	Approval Req'd	<input checked="" type="checkbox"/>	\$366.05
28470	139	1106	\$332.77	\$33.28	\$366.05
Purchase Booktopia Pty Ltd Adult Books					
20 Jun 2017	Booktopia Pty Ltd	Lidcombe	Approval Req'd	<input checked="" type="checkbox"/>	\$251.30
28470	139	1106	\$228.45	\$22.85	\$251.30
Purchase Booktopia Pty Ltd adult Books					
22 Jun 2017	Booktopia Pty Ltd	Lidcombe	Approval Req'd	<input checked="" type="checkbox"/>	\$242.20
28470	139	1106	\$220.18	\$22.02	\$242.20
Purchase Booktopia Pty Ltd adult books					
28 Jun 2017	Account Fees		No Appr Req'd	<input type="checkbox"/>	\$6.82
Not Coded	Not Coded	Not Coded	\$6.20	\$0.62	\$6.82
Account Fees Cc Fp User Fee					
Total for this period:					\$1 952.20

↑ prev. Statement

**Cardholder Declaration**

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

Signature [Signature]

Dated 6/7/17

Employee ID: 60

**Approved By**

Signature [Signature]

Dated 6/7/17

**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:** 30 May 2017 to 28 Jun 2017

**Cardholder Name:** Stewart Farley

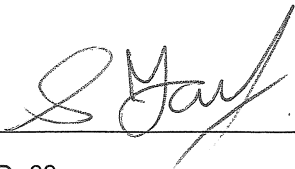


### JSKR VISA Purchasing Card (Client Expenses)

Date	Details	Approval	Receipt	Amount (\$AUD)	
GL Code	CC Code	Department	Net	Tax	Gross
05 Jun 2017	Bookdepository.Com 441452307905		Approved	<input checked="" type="checkbox"/>	\$283.72
28471	139	1106	\$283.72	\$0.00	\$283.72
Purchase Bookdepository.Com kids book purchases					
05 Jun 2017	Booktopia Pty Ltd Lidcombe		Approved	<input checked="" type="checkbox"/>	\$444.30
28471	139	1106	\$403.91	\$40.39	\$444.30
Purchase Booktopia Pty Ltd kids book purchases					
11 Jun 2017	Bookdepository.Com 441452307905		Approved	<input checked="" type="checkbox"/>	\$210.39
28471	139	1106	\$210.39	\$0.00	\$210.39
Purchase Bookdepository.Com kids book purchases					
09 Jun 2017	Peppermint Grv News Peppermint Gr		Approved	<input checked="" type="checkbox"/>	\$46.90
28471	139	1106	\$42.64	\$4.26	\$46.90
Purchase Peppermint Grv News kids book purchases					
13 Jun 2017	Booktopia Pty Ltd Lidcombe		Approved	<input checked="" type="checkbox"/>	\$23.90 CR
28471	139	1106	\$23.90 CR	\$0.00 CR	\$23.90 CR
Credit Voucher Booktopia Pty Ltd kids book refund					
20 Jun 2017	Bunnings 317000 Melville		Approved	<input checked="" type="checkbox"/>	\$100.99
28270	139	1106	\$91.81	\$9.18	\$100.99
Purchase Bunnings 317000 plastic free July holiday craft					
24 Jun 2017	Bunnings 316000 Maddington		Approved	<input checked="" type="checkbox"/>	\$54.00
28270	139	1106	\$49.09	\$4.91	\$54.00
Purchase Bunnings 316000 Plastic free july kids holiday craft					
26 Jun 2017	P.I.C. Enterprises P Osborne Park		Approved	<input checked="" type="checkbox"/>	\$59.04
27250	139	1106	\$53.67	\$5.37	\$59.04
Purchase P.I.C. Enterprises P book covering					
28 Jun 2017	Account Fees		No Appr Req'd	<input type="checkbox"/>	\$6.82
28770	139	1106	\$6.20	\$0.62	\$6.82
Account Fees Cc Fp User Fee credit card fee					
Total for this period:					\$1,182.26

### Cardholder Declaration

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

Signature   
Employee ID: 63

Dated 14 / 7 / 2017

**Approved By**

Signature 

Dated 14 / 7 / 2017

**On Completion**

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