



FINCOM

Crew Meeting Notes

Purpose

The purpose of this document is to provide a written record of FinCom team (crew) meetings (most recent and scheduled at the top) pertaining to the establishment of processes and management of financial matters (principally bookkeeping) for the Down-to-Earth (DTE) Co-operative. Details include the place, date and time (duration) of meetings, who attended and what items were discussed with a clear indication of agreements made and action items arising out of those discussions.

Link to this doc in - [Google](#)

TEMPLATE - COPY BEFORE USE

FINCOM MEETING via Zoom

Tuesday [XX Month] 2024, 10:00am

Attendees:

Apologies:

Chair:

Minutes:

AGENDA:

- Email [Inbox](#)
- Action task progress
- Accounts & receipts
- Factory/Workshop - [GDoc](#) [regular]

BUSINESS:

FinCom Inbox - [Inbox](#)

-

Action Task Progress

	Who	Last Week's Tasks	Status
1			
	Who	Older Tasks from Previous Weeks	Status

		Task here	
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New Action Tasks

	Who	Task	Status

Factory/Workshop - [GDoc](#)

-

Meeting closed:

FINCOM MEETING via Zoom

-  Tuesday [25 June] 2024, 10:00am
-
- **Attendees:** Suzi K, Robin M
- **Apologies:**
- **Chair:**
- **Minutes:**
-
- **AGENDA:**
- Email [Inbox](#) - Checked Nothing of note
- Working (Action task) - [Finance](#)
- Factory/Workshop - [GDoc](#) [regular]

BUSINESS:

Factory/Workshop - [GDoc](#)

-

Meeting closed:

FINCOM MEETING via Zoom

-  Tuesday [012 June] 2024, 10:00am
-

- **Attendees:** Suzi K, Robin M
- **Apologies:**
- **Chair:**
- **Minutes:**
-
- **AGENDA:**
- Email [Inbox](#) - Checked Nothing of note
- Working (Action task) - [Finance](#)
- Factory/Workshop - [GDoc](#) [regular]

BUSINESS:

Factory/Workshop - [GDoc](#)

-

Meeting closed:

FINCOM MEETING via Zoom

- **Tuesday [04 June] 2024, 10:00am**

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- **Attendees:** Suzi K, Robin M
- **Apologies:**
- **Chair:**
- **Minutes:**
-
- **AGENDA:**
- Email [Inbox](#) - Checked Nothing of note
- Working (Action task) - [Finance](#)
- Accounts & receipts
- Factory/Workshop - [GDoc](#) [regular]

BUSINESS:

Factory/Workshop - [GDoc](#)

-

Meeting closed:

FINCOM MEETING via Zoom
Wednesday [28 May] 2024, 10:00am

Attendees: Suzi K, Robin M

Apologies:

Chair:

Minutes:

AGENDA:

- Email [Inbox](#) - Empty
- Action task progress
- Accounts & receipts
- Factory/Workshop - [GDoc](#) [regular]
- New Vols
 - From Spring - Jason
 - From Spring - Simon check

BUSINESS:

FinCom Inbox - [Inbox](#)

- New

Action Task Progress

	Who	Last Week's Tasks	Status
1			
	Who	Older Tasks from Previous Weeks	Status
		Task here	

New Action Tasks

	Who	Older Tasks from Previous Weeks	Status
	SH/RM	Email card holders to remind them to get their receipts in • SH words • Robin list and email	Done

	KC	Fwd: [Directors] Unreconciled Xero transactions as of now	Done
	SH	Community donations - Kristi to journal - Get figure from Ticketing - Didn't do last year or this year, advise Kristi to move X amount of dollars for 2023 and 2024 into ????? account	Ongoing
	SH	Sustainability - Car park Money - Kristi to journal • Get figure from Ticketing • Check with lance re 2023	Ongoing
	Qtrly Mtg	Coding Category - Qtrly Mtg • Tidy the coding Chart of accounts need reworking • Clean up	Next Fin Year
	RM	Our own budget	For next Approp

Factory/Workshop - [GDoc](#)

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Meeting closed:

FINCOM MEETING via Zoom
Monday 13 May 2024, 12:00pm

Attendees: Suzi K, Robin M

Apologies:

Chair:

Minutes:

AGENDA:

- Email [Inbox](#) - Done
- Shift meeting to 10am Tuesday
- Action task progress
- Accounts & receipts
- Factory/Workshop - [GDoc](#) [regular]

BUSINESS:

FinCom Inbox - [Inbox](#)

-

Action Task Progress

	Who	Last Week's Tasks	Status
1			
	Who	Older Tasks from Previous Weeks	Status
	SH/RM	Email card holders to remind them to get their receipts in - SH words - Robin list and email	
		Fwd: [Directors] Unreconciled Xero transactions as of now	
	SH	Community donations - Get figure from Ticketing - Didn't do last year or this year, advise Kristi to move X amount of dollars for 2023 and 2024 into ????? account	
	SH	Sustainability - Car park Money - Get figure from Ticketing - Check with lance re 2023	
	Qtrly Mtg	Coding Category - Qtrly Mtg - Tidy the coding Chart of accounts need reworking - Clean up	
		Our own budget	
		Train up new card holders into Dex	

New Action Tasks

	Who	Task	Status

Factory/Workshop - [GDoc](#)

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Meeting closed:

FINCOM MEETING via Zoom
Tuesday 5 December 2024, 6:00pm

Attendees:

Apologies:

Chair:

Minutes:

AGENDA:

- Email [Inbox](#)
- Action task progress
- Accounts & receipts
- Factory/Workshop - [GDoc](#) [regular]

BUSINESS:

FinCom Inbox - [Inbox](#)

- 6.11.2023 - Unreconciled Transactions for Jul-Oct 2023 - [Sheet](#)

Action Task Progress

	Who	Last Week's Tasks	Status
1		Email out to card holders to upload this year's receipts	
	Who	Older Tasks from Previous Weeks	Status
		Coding Category Community donations Chart of accounts need reworking • Clean up The calendar of Fincom tasks • Community Provision • Sustainability Set Quarterly meetup Train up new card holders into Dex Our own budget Fwd: [Directors] Unreconciled Xero transactions at 6.11.2023	

New Action Tasks

	Who	Task	Status

Factory/Workshop - [GDoc](#)

-

Meeting closed:

FINCOM MEETING via Zoom

Tuesday 28 November 2024, 11:00am

Attendees: Suzi Helson, Robin Macpherson

Apologies:

Chair:

Minutes:

AGENDA:

- Email [Inbox](#)
- Action task progress
- Accounts & receipts
- Factory/Workshop - [GDoc](#) [regular]

BUSINESS:

FinCom Inbox - [Inbox](#)

- 6.11.2023 - Unreconciled Transactions for Jul-Oct 2023 - [Sheet](#)

Action Task Progress

	Who	Last Week's Tasks	Status
1			
	Who	Older Tasks from Previous Weeks	Status
		Coding Category Community donations Chart of accounts need reworking • Clean up The calendar of Fincom tasks • Community Provision • Sustainability Set Quarterly meetup Train up new card holders into Dex Our own budget Fwd: [Directors] Unreconciled Xero transactions at 6.11.2023	

New Action Tasks

	Who	Task	Status

Factory/Workshop - [GDoc](#)

-

Meeting closed:

FINCOM MEETING via Zoom

Wednesday 22 November 2023, 18:00 pm

Attendees: Suzi Helson, Robin Macpherson

Apologies:

Chair:

Minutes:

AGENDA:

- Email [Inbox](#)
- Action task progress
- Accounts & receipts
- Factory/Workshop - [GDoc](#) [regular]

BUSINESS:

FinCom Inbox - [Inbox](#)

AX3 - 2022/23 Audit report - [Email](#)

We have completed the audit and have the following queries/ audit points

- As per the title search (attached) for Bylands, there is a mortgage on the property by ANZ. We noted this in our previous audit, however, it has not been resolved. I have attached correspondence from Troy regarding the background. Without getting the mortgage removed, means ANZ still controls the land.
 - See this - [Doc](#) - LN

- Please find attached the representation letter for the board to sign
 - Who is to sign - Secretary & SH
- Has there been a reconciliation done with the members and their payments, as there's a difference between the active members and the balance. For the membership list, the total members (active members + inactive members) are 187, but the total number of shares is \$1,840. There were 10 new members joined during the year, but we are uncertain about the number of members that left during the year as the cancellation dates are not listed on the members' register.
 - Who's Cancelled - Trevor Pitt, Carryn Kettle, Richard Woodgate ?? SH & LN
- We have also noticed that one generator was sold during the year, can you please confirm if the highlighted one is the one sold?
 - Yes the 50 KVA

Asset Description	Asset Class	Purchase Date	Depreciation				Closing WDV 30/06/2022	FY22/23 Additions	Disposals		Depreciated	
			Cost Price	Useful Life	Rate	Method			date of disposals	Cost	Acc Dep	Charged
John Deere tractor			0,000	12	8.33%	PC	0.00					0.00
Massey Ferguson tractor												-
Red Ride-on mower		11/02/2022	1,200				1,200.00					-
Yellow ride-on mower		14/02/2022	1,150				1,150.00					-
GPS for John Deere tractor			3,003	25	4.00%	PC	1,596.76					- 120.00
Trenching machine			7,200	25	4.00%	PC	3,796.00					- 288.00
Slasher - John Deere												-
Slasher - Kubota												-
Slasher - Massey Ferguson												-
Auger - John Deere												-
Fuel cube Aflow equip			1,377	5	20.00%	PC	85.20					- 85.20
50 KVA diesel generator			9,737	25	4.00%	PC	7,683.04		12/09/2022	-9,737	2,443.44	- 389.44
20 generators (working/potentially working)												-
20 water pumps												-
Slip-on fire unit - Great Wall 1												-

- What is the policy on selling Fixed Asset's of DTE?
 - Not currently aware of one - RM has asked the board - There isn't one
- Again, there is no one managing the fixed asset register. We need to do a fixed asset account to ensure that the DTE's assets are recorded and maintained.
 - RM - drum up docs - item for the OC
- As mentioned in our board meetings, we need to ensure that all cardholders, need to upload their invoices on their spending in a timely manner and to support their spending.
 - Agreed - Now that the audit/AGM is done, we can move on this
- Attached is our 1st draft of the financial statements to review
 - SH to review

Let me know if you want to organise a time to discuss the above.

- RM - check with Daniel 6:30- 7:30pm 12/12/ SGM

Action Task Progress

Who	Last Week's Tasks	Status
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1			
	Who	Older Tasks from Previous Weeks	Status

New Action Tasks

	Who	Task	Status
	LN	ANZ Bank Withdraw funds transfer to Investment account	
	LN	ANZ Bank close 2 accounts	
	RM	DEXT instructions to be on website	
	RM	Fixed Asset Policy Procedure	
		BO - advises BLN re madding removing signatures	

Factory/Workshop - [GDoc](#)

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Meeting closed:

FINCOM MEETING via Zoom

Wednesday [15 November] 2023, 17:00 pm

Attendees: Suzi Helson, Robin Macpherson

Apologies:

Chair:

Minutes:

AGENDA:

- Email [Inbox](#)
- Action task progress
- Accounts & receipts
- Factory/Workshop - [GDoc](#) [regular]

BUSINESS:

FinCom Inbox - [Inbox](#)

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Action Task Progress

	Who	Last Week's Tasks	Status
1			
	Who	Older Tasks from Previous Weeks	Status

New Action Tasks

	Who	Task	Status

Factory/Workshop - [GDoc](#)

-

Meeting closed:

FINCOM MEETING via Zoom

Wednesday 08 Nov 2023, 4:00pm

Attendees: Robin Macpherson, Suzi King

Apologies:

Chair:

Minutes:

AGENDA:

- Email - [Inbox](#)
- Action task progress
- Accounts & receipts
- Factory/Workshop - [GDoc](#) [regular]

BUSINESS:

FinCom Inbox - [Inbox](#)

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Action Task Progress

	Who	Last Week's Tasks	Status
1			
	Who	Older Tasks from Previous Weeks	Status

New Action Tasks

	Who	Task	Status

Factory/Workshop - [GDoc](#)

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Meeting closed:
