**Murramarang Community Garden**

**Treasurers Report**

**Friday 17 December 2021**

1. **Treasurers Handover**

Richard and I meet 27th October to handover Treasurer Documentation and knowledge. All went very smoothly. Thanks to Richard for being very accommodating and for keeping all of the documentation very accurately and systematically.

Tasks completed:

* BAS Statement Oct-21 submitted
* Payment / Receipt handling procedure
* Manual Member Forms
* Cash Box
* Notification to ATO for my authority on the ABN. Nb. This was currently only with our Public Officer – Doug Howarth
* Signatories on the IBM Bank account have been updated to reflect current Management Committee structure.
1. **December Murramarang Market**

|  |  |  |
| --- | --- | --- |
| Income | Garlic | $210.00 |
|  | Produce | $38.50 |
|  | Wine Raffle | $235.00 |
| Expenditure | Store Rental | -$25.00 |
|  | Wine | -$81.50 |
| Total Profit |  | $377.00 |

1. **Outstanding Grant Status**
2. Australian Government – Communities Building Partnership grant $5,000

The *Funding Deed* and *EFT Banking Details* have been submitted. Awaiting review and subsequent payment.

1. **Square Reader**

The Square Reader has been purchased, our account activated and is operational.

1. **Member List**

A ‘master’ Member / Plot has been created. It contains all details about members, member allocated plots, the last payment date for membership and plot rentals, and rebuild status of the plots.

Currently, it is with me. If you require any changes please let me know and I will update the list.

I need to update the board at the garden.

