



Office Manager's Report

September 2023

Banking/QuickBooks/Invoices

All September invoices, bills, and accounts are paid and are up to date, (any outstanding invoices due to the Sub Branch are outlined in the Treasurer's Report) in QuickBooks and the banking.

Liz inputs invoices into QuickBooks and each Friday, I create payments in the banking and finalising the QuickBooks process so all accounts balance.

Team Deposit Bank Accounts have now been opened at the National Australia Bank (NAB) and the Westpac. Office Manager to organise with Bendigo Bank to get a cheque drawn up to deposit into the NAB Term Deposit.

Welfare

Phil Watson is booked out until December 2023 and is no longer taking new clients. Gerry Tooth is continuing to finalise his clients before he retires. Lee-Ann is taking 3 months off and hopes to return to the Sub Branch in the new year.

- Advocate - Phil Watson 52 hours Phil is booked out until November 2023.
- Gerry Tooth is still in the office Tuesday and Thursday finalising claims.
- Erica Smith and Darryl Johns have been doing Hospital Visits all up 5 hours for the month of September.

Eulogies

2 Eulogies were performed in September.

Office

Office hours are from 8:30 am to 3:30 pm daily and are being covered by Lucy from 9 am to close Mon, Wed, Thurs, Fridays, and Tuesdays 9 am to 2:30 pm (work from home Tuesday afternoon 3:30 pm to 5 pm), Liz 8:30 am to 2:30 pm Mon, Wed, Thurs, Friday, and 8:30 am to 3:30 pm Tuesday.

We are continuing to have a weekly meeting to keep updated on what events are taking place and any other issues within the office.

Liz is working with our volunteers to ensure documentation is current and all new volunteer paperwork is submitted. Liz is working with the pipes and drums to make sure they are all registered volunteers with the Sub Branch.

I have handed over merchandise to Liz, Liz is now looking after all ordering and updates on the website and sales records for the Audit. Liz has also been assisting with fundraising for the Gala Dinner for the Silent Auction.



Toil

Liz has 4 hours due to covering days off over the school holidays.

Building Maintenance

Museum Lights

An email has been sent with no response at this time.

Solar

Now complete.

Emergency Lighting

A request has been lodged with JR refrigeration, to repair the Emergency Lighting in the Kokoda Hall Museum. As requested by the board, Treu Solar was contacted and is not able to do this repair.

Catalina Aircon/Asbestos

Queensland Remembers Grant has been submitted requesting \$116,000 to have the Asbestos removed from the Catalina Room, this quote includes waste removal, ceiling replacement, painting, and electrical work.

Storage

The old Executive Officers' Office has now been converted into the museum storage area. Shelving was purchased from Bunnings which has allowed the museum to create a storage area for donations and museum items. Work is continuing on the transfer of items from the storage shed. The little green truck will be required to transport the final few items due to the size. I will work with Craig on a date to book the truck.

The end office has now been converted back into a working office.

Memberships

5 new members for September 2023

Grants

1. Salute Their Service – Vietnam Veterans Documentary – **Successful**. The Cairns RSL Sub Branch was successful in receiving a \$30k Grant to produce a Vietnam Veterans Documentary. Lucy will work with Daniel Plycroft at Studio Production to complete this project.
2. Community Gaming Fund – Vietnam Veterans Day Function - **Submitted**
3. Mental Health Week Grant – Members Breakfast – **Successful**
4. Anzac Day Trust – **Submitted**
5. Veteran Health Week Wellness Challenge – **Successful**
6. Veterans Health Week Golf Day – **Successful**



7. RSL Club Community Benefit grant – **Successful**. The Cairns RSL Sub Branch Pipes and Drums received \$5700 as a contribution to new drums they require.
8. QLD Remembers Grant – **Submitted**
9. Salute your Service for the Pipes and Drums - **Submitted**

Overview

The Sub Branch office is continuing to run smoothly with all events, supports, and activities continuing to be held and offered. Quickbooks and banking are up to date with all bills/invoices paid on time.