



PROJECT UPDATE – DECEMBER 2018

Local Funds Reporting System

- We have changed the provider that will supply bank feed data into the Local Funds Reporting System (LFRS). This will now be provided by MYOB BankLink (this was previously planned to be Xero).
- This has resulted in some delays in finalising the new system.
- LFRS will be available in the New Year, with the exact date to be confirmed.
- We will soon be sending out LFRS setup forms to confirm users, other details and seek authority to establish the bank feeds through MYOB BankLink. Not all bank accounts support automatic data feeds but we will attempt to establish the links where supported.
- Training materials and training sessions will be provided and scheduled once the system is available.

Reimbursements

- A new draft [information sheet on volunteer reimbursement](#) is now available on the Volunteer Portal.
- Volunteers can be reimbursed for out of pocket expenses through the Volunteer Reimbursement form or Groups/Brigades/Units can reimburse volunteers directly from Local Funds (and then the Group/Brigade/Unit would seek a reimbursement).
- There is a new [Group, Brigade or Unit Reimbursement Form](#) to facilitate reimbursement of Local Funds.
- As part of the setup of the LFRS, we will be establishing Groups, Brigades and Units that have Local Funds bank account as vendors in the Shared Services SA system for reimbursements. If a reimbursement is required in the interim a vendor creation form will need to be completed to establish the bank account details.

Project Officer

- Brett Ibbotson has joined us as our new Senior Project Officer.
- Brett started on 10 December 2018 and joins us from the Department of Environment and Water (DEW) where he worked on the Flows for the Future program. Brett was also part of the DEW fire brigade.
- Brett will be coming up to speed with our sector and the project during December and January but will be conducting information and training sessions on the new finance processes and the new Local Funds Reporting System from February 2019.