



Fiji Hotel and Tourism Association

Board Meeting

Meeting Papers

Thursday 15 October, 2020
Tourism Fiji Office, Nadi

Board Meeting – Tourism Fiji Office, Nadi
Thursday 15th October 2020 at 10:30am
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3.0 DRAFT MINUTES FOR FHTA BOARD MEETING ON FRIDAY 28 AUGUST 2020 VIA ZOOM

1.0	Present	Property
	<p>Brian Kirsch Tarun Patel Tammie Tam Azam Khan Narend Kumar Bradley Robinson Bob Speed Allan Gortan Patrick Wong Lachlan Walker</p> <p>Apologies Steven Andrews Neeraj Chadha Viliame Vodonaivalu Nick Darling Vincent Macquet Francis Lee</p>	<p>Robinson Crusoe Island Resort (Chair) Vision Group Warwick Group of Hotels Hexagon Group of Hotels Tanoa International Hotels Raffe Hotels Captain Cook Cruises Paradise Taveuni Viwa Island Resort Intercontinental Fiji Golf Resort & Spa</p> <p>Castaway Island Marriott International Hotels Fiji FNPF (Grand Pacific Hotel) Volivoli Resort Sofitel Resort Shangri-La's Fijian Resort & Spa</p>
	<p>In Attendance Fantasha Lockington (CEO), Secretariat Litia Mario (EO), Secretariat</p>	
1.1	<p>WELCOME</p>	
	<p>Brian welcomed everyone and congratulated the new Board members on their appointment to the Board and Tammie and Tarun for their appointments as Vice President. He also congratulated Tammie for her recent appointment onto the Tourism Fiji Board.</p>	
2.0	<p>CONFIRMATION OF MINUTES FOR THE BOARD MEETING OF 16 JULY, 2020 The minutes of the FHTA Board of Directors Meeting on Thursday 16 July 2020 via Zoom was moved for acceptance by Allan Gortan and seconded by Tarun Patel. All were in favour and the minutes were accepted and passed.</p>	
2.1	<p>DRAFT MINUTES OF THE EXCOM MEETING OF 18 JUNE, 2020 – FHTA OFFICE, SUVA The ExCom meeting minutes held on 18 June 2020 were included in the Board papers for the Board's information.</p>	
3.0	<p>MATTERS ARISING The matters arising listed in the tracking document were discussed and updated for further action. Discussion points of note for the Matters Arising are below:</p>	
3.1	<p>MEMBER TALANOA SESSIONS Chair commended the Secretariat for the smooth running of the AGM, and initial feedback from members was that they found it useful. Tarun noted that some good discussion points were brought up by members during the Other Matters section of the AGM and he suggested organizing member sessions for "talanoa" on member issues. <i>Action Point: Secretariat to explore options for member talanoa sessions to give the members the opportunity to talk on, and gain insight to, issues that affect them.</i></p>	
3.2	<p>FHTA CHAPTERS Discussion centred on reviving the FHTA Chapters and working with the Chapters to liaise closer with members in each region. The meeting noted that the Savusavu Tourism Association and the Taveuni Tourism Association were not FHTA chapters but some FHTA members were also members of these Associations. Allan stated that the Taveuni Tourism Association was considering asking members to become FHTA members, at which time the Association may become the FHTA Taveuni Chapter. Chair asked for views on whether Chapter Chairs should be invited to Board meetings. Meeting agreed that this was a former practice that proved useful but Chapter Chairs needed to be reminded of the confidentiality of discussions at FHTA Board meetings which should not be shared with non-members. Chair moved that Chapter Chairs (Mamanuca and Coral Coast) be co-opted onto the Board to provide that conduit to Chapter members. Bob seconded the motion and all present were in agreement. <i>Action Point: Secretariat to reach out to Chapter Chairs of the Mamanuca and Coral Coast chapters to invite them to the next Board meeting and ensure that they are aware of the confidentiality required.</i></p>	
3.3	<p>FREESOUL CASE Chair noted that there had been some media coverage regarding the ongoing Freesoul case and asked that the Secretariat to research and compile an update on the progress of the case. <i>Action Point: CEO to submit an update on the Freesoul case for the Board's information.</i></p>	
6.0	<p>SECRETARIAT REPORT</p>	

	CEO gave the meeting an overview of the Secretariat activities in June to date.
6.1	<p>FIJIAN COMPETITION AND CONSUMER COMMISSION (FCCC)</p> <p>Directors raised the concern that members were being contacted by FCCC to confirm that they have reduced their prices following the reduction in taxes approved and implemented through the 2020-2021 National Budget. The meeting agreed that some mediation with FCCC on member's behalf should be undertaken to avoid any misunderstanding and punitive actions.</p> <p><i>Action Point: CEO to formalize a meeting with FCCC CEO and draft a written statement for Board consideration. Available Board members should be invited to attend meeting once confirmed.</i></p>
6.2	<p>FNU DIRECTOR – REMARKS IN MEDIA</p> <p>CEO stated that she had met with the FNU Director twice and presented research and data to demonstrate the true status of Fiji tourism. The Director however continued to make media statements that do not accurately portray the tourism industry.</p> <p>The meeting discussed whether it was necessary to provide a media statement to counter the claims. Tarun suggested that an independent media personality such as Stanley Simpson should interview him and FHTA to provide Stanley with the information to challenge his wrong assumptions.</p> <p><i>Action Point: CEO to contact Stanley Simpson to explore the possibility.</i></p>
7.0	DISCUSSION PAPERS
7.1	<p>APPROVAL OF WITHDRAWAL FOR HFC DEPOSIT MATURING ON 11 OCTOBER 2020</p> <p>CEO provided an overview of the cash position and the recommendation for a partial withdrawal of the HFC Term Deposit of \$74,524.29 with the balance of \$50,000 to be reinvested for 6 months.</p> <p>Tarun moved to approve the recommendation; Tammie seconded the motion. All voted in favour. The motion to approve the partial withdrawal for the HFC Term Deposit maturing on 11 October 2020 was so passed.</p> <p><i>Action Point: Secretariat to organise withdrawal of HFC Term Deposit and provide reinvestment options for the balance to September ExCom meeting.</i></p>
7.2	<p>APPROVAL OF REDUCTION IN HOURS FOR SECRETARIAT STAFF FOR 2020</p> <p>CEO provided overview of the recommendation to reduce Secretariat staff hours by 40% to cut costs for the Secretariat.</p> <p>The meeting discussed reservations that any cost-cutting measures might compromise the effectiveness of the Secretariat and that members needed the Secretariat fully functional more than ever.</p> <p>Tarun suggested a compromise that the Secretariat staff hours are reduced by 20% which equated to working 4 days a week instead of 5 days, on a trial basis for September, with CEO providing a report at the September ExCom meeting.</p> <p>Tammie moved the motion to endorse the 20% reduction in hours for a trial period with the arrangement being reviewed at the September ExCom meeting. Narend seconded the motion. All were in agreement and the motion was so passed.</p> <p><i>Action Point: Secretariat to implement a 20% reduction in hours for staff and CEO to provide a report on the effect of the reduction on Secretariat operations at the September ExCom meeting.</i></p>
7.3	<p>APPROVAL OF NADRAKI CONTRACT FOR 2020-2021</p> <p>CEO provided overview of the Nadraki contract up for renewal in November and submitted for Board consideration. The meeting discussed the contract and agreed that the service was a valued service to members but that FHTA should seek a discount on the annual rate.</p> <p><i>Action Point: Secretariat to negotiate a discount of the annual rate with Nadraki and present the amended contract to Board for approval.</i></p>
7.4	<p>CONFIRMATION OF SUB-COMMITTEES FOR 2020-2021</p> <p>The composition of the sub-committees was discussed and the following changes were made:</p> <p>Marketing Sub-committee: Patrick Wong stepped down from the sub-committee Azam Khan was appointed to the sub-committee</p> <p>Environment Sub-committee: Bradley Robinson was appointed to the sub-committee</p> <p>Human Resources/Industrial Relations (HR/IR) sub-committee; Brian Kirsch stepped down as Chair Narend Kumar appointed as Chair Tarun Patel stepped down from the sub-committee Bradley Robinson and Azam Khan appointed to the sub-committee</p> <p>Marine Operators sub-committee: Bob Speed appointed to the sub-committee</p> <p>Proprietary Rights sub-committee, FEFHA Management sub-committee, Dive sub-committee and Domestic Transport sub-committee remain as is.</p> <p><i>Action Point: Secretariat to prepare the sub-committee listings for further discussion and approval at the September ExCom which should include the Policy & Legal, Membership and FRCS sub-committees. These currently fall under ExCom but would now be open to other members.</i></p>

	<p><i>Action Point: Secretariat to approach other members of Board, not present at the August meeting to indicate which sub-committee they would like to serve on.</i></p> <p><i>Action Point: Brian to provide the Terms of Reference (TOR) for the Marketing sub-committee for member and Secretariat reference</i></p>
7.5	<p>REVISED FHTA 2020 BUDGET AND PROJECTED FHTA 2021 CASH FLOW SCENARIOS</p> <p>Due to the constraints on time, and the adjustments that needed to be made to reflect a 20% reduction in staff hours and not a 40% reduction as well as the audit adjustments from the 50% discount, the revised 2020 budget and 2021 cash flow scenarios were not discussed.</p> <p>Tarun moved that the budget and cash flow scenarios be revised and presented at the September ExCom for consideration. Narend seconded the motion. All were in agreement and the motion was so passed.</p> <p><i>Action Point: Secretariat to prepare a revised budget and cash flow scenario forecast for consideration at the September ExCom.</i></p>
8.0	FINANCIAL REPORTS
8.1	<p>NEW MEMBERSHIP APPLICATIONS</p> <p>The meeting considered the application for Active Membership from the Island Breeze Luxury Home and Villas. Approval of membership was moved by Allan and seconded by Brian. All voted in favour. Membership for the Island Breeze Luxury Home and Villas was so approved.</p>
8.2	<p>FINANCIAL SUMMARY FOR JULY 2020</p> <p>CEO provided overview for the Board, and stated that the income was still overstated due to the 50% discount that was pending AGM approval. Now that the AGM had approved the 50% discount the accounting adjustments would be applied to reflect the actual income for 2020.</p> <p>She further stated that efforts were continued to be made to secure payments from members for subscription fees but that this had proved difficult.</p> <p>Tarun stated that there were no exceptions to note.</p> <p>Financial Reports were approved.</p> <p><i>Action Point: Financial Officer to pass audit adjustments and provide an updated AR by first week of September to Tarun.</i></p>
9.0	OTHER MATTERS
9.1	<p>COVID SAFE GUIDELINES</p> <p>Meeting discussed the FHTA COVID Compliance Draft 1 document that was sent out by Fantasha for feedback. The meeting agreed that the document too prescriptive and specific to be able to be adopted by the larger membership and asked that a more generic version that still met all the COVID Safe guidelines could be prepared. Chair stressed that this should be an immediate priority for the Secretariat.</p> <p><i>Action Point: Secretariat to create a Standard COVID Procedures document that integrates FHTA General COVID Safe Guidelines template with the FHTA COVID Compliance Draft 1 to get a comprehensive document that could be used by members to adapt to their own business processes.</i></p>
9.2	<p>TREASURERS POSITION</p> <p>CEO stated that the Treasurer position needed to be confirmed. Tarun confirmed that he would be happy to hand over the responsibility to another willing Board member.</p> <p><i>Action Point: CEO to ask Board members if they would like to take on the Treasurers position. The position to be confirmed at September ExCom meeting.</i></p>
9.3	<p>FNU IAC INVITE</p> <p>CEO confirmed that she had been invited to sit on the Fiji National University – Industry Advice Committee and the invitation letter was included in the Board pack.</p> <p>The meeting approved the appointment and asked that the CEO consider the demands on her time for her appointments and ensure that it does not interfere with the effective running of the Secretariat.</p> <p><i>Action Point: CEO to prepare a list of her current Board/Committee appointments and the commitments for time for each and present for information to the Board.</i></p>
9.4	<p>SEPTEMBER EXECUTIVE COMMITTEE (EXCOM) MEETING</p> <p>Chair stated that the next meeting would be an ExCom meeting on September 17th but all Board members would be welcome to attend to provide input into the discussions as the revised budget as well as the COVID Safe guidelines would be discussed at the meeting. The quorum would be dependant on the ExCom composition not the full Board.</p> <p><i>Action Point: Secretariat to send our meeting invite to full Board for ExCom for September 17th ExCom meeting.</i></p>
10.0	<p>CLOSING</p> <p>Brian thanked everyone for their time. Meeting closed at 1:10pm.</p>

4.0 MINUTES OF THE EXCOM MEETING OF 17 SEPTEMBER, 2020 – FHTA OFFICE, SUVA

1.0	Present	Property
	Brian Kirsch Tarun Patel Tammie Tam Neeraj Chadha Nick Darling	Robinson Crusoe Island Resort (Chair) Vision Group Warwick Hotels & Resorts Marriott Resort & Sheraton Group Volivoli Beach Resort
	In Attendance Fantasha Lockington (CEO), Secretariat. Litia Mario (EO), Secretariat	
1.1	WELCOME Brian Kirsch welcomed everyone and started the meeting at 10:35am.	
2.0	CONFIRMATION OF EXCOM MEETING OF 18 JUNE 2020, FHTA OFFICE, SUVA Chair asked the meeting to consider the Draft ExCom meeting minutes provided in the ExCom pack and asked for any comments or amendments. No comments or requests for amendments were made. Tammie moved, Neeraj seconded. Minutes moved.	
3.0	MEETING FOCUS Chair asked the meeting to consider focusing discussions on the COVID Guidelines while Neeraj was in attendance. The meeting agreed to prioritise the COVID-19 discussions.	
4.0	FHTA's version of the COVID Safe Guidelines Upon the Chair's invitation Neeraj provided background information on how the initial document was created with the aim of ensuring compliance, setting a higher standard and adaptability for members (for new and established businesses). Neeraj stated that FHTA's role was to develop the guidelines for members and that Tourism Fiji was responsible for ensuring consistency between FHTA document and Government guidelines. CEO confirmed that there had been minimal feedback from the Board on the guidelines and Chair stated that it was important to let the Board know that the document was going to be endorsed and their feedback would ensure that the endorsed document was practical for the industry. Tarun noted that any implementation of guideline requirements would be an investment on the part of the businesses and should not reflect practices that would be liable to change in the short term. Neeraj confirmed that the guidelines produced would be relevant for at least the next 3 years and would provide the business with the confidence to market itself as a COVID Safe property. The meeting agreed that the next steps would be for FHTA to agree and endorse the checklist and detailed document and take it to Tourism Fiji to include in the CareFiji framework. Following that the point of compliance and audits will be the next step to sort out. <i>Action Point: CEO to ask Board to provide feedback and to follow up with each Director.</i>	
4.1	Discussion over ExCom composition and filling the vacant position The meeting discussed the difficulty in ensuring a quorum and committee input at the ExCom meetings noting that there was still a vacant position on the Executive Committee. <i>Action Point: CEO to ask Narend and Vincent if they would like to be on the Executive Committee.</i> The meeting also discussed the vacant Treasurer position and considered the alternative of hiring PWC to provide oversight of the monthly accounts. <i>Action Point: CEO to ask Board members if any are interested in assuming the Treasurer's post.</i>	
4.2	Remuneration Survey Tammie requested that the Remuneration Survey be reactivated as per the request at the FHTA Annual General Meeting. The meeting discussed that some consideration needed to be given to altering the data collection to provide the most relevant remuneration rate post-COVID. <i>Action Point: to ask Narend as Chair of the HR/IR sub-committee to relook at the Survey and restart it for deadline at end of November.</i>	
5.0	DISCUSSION PAPERS	
5.1	Approval of Nadraki Contract for 2020-2021 – Discount Option approved The meeting discussed the options offered by Nadraki regarding a discount for the 2020-2021 contract and agreed to endorse the recommendation for a 33% discount with the full amount payable at the beginning of the contract period. This was moved by Nick and seconded by Tammie with all in agreement.	
5.2	Confirmation of Sub-Committees for 2020-2021	

	Chair noted that the confirmation for the sub-committees would need input from all Board members and would need to be addressed at the October Board meeting. Prior to the meeting, the CEO would complete the Terms of Reference for each sub-committee and follow up with Board members to confirm their sub-committee appointments.
5.3	<p>Approval of FEFHA Audited Accounts</p> <p>The meeting agreed that the FHTA CEO should sign on behalf of FHTA with Tarun being the second signatory. <i>Action Point: CEO to arrange for the change of signatory on the audited financial statements.</i></p> <p>The meeting discussed briefly the FEFHA Lease agreement that was given to the CEO and agreed that this issue should be brought to FEFHA committee first before being confirmed. <i>Action Point: CEO to write to FEFHA confirming that she cannot bring it to the FHTA Board until it is endorsed by the FEFHA subcommittee.</i></p>
5.4	<p>Revised FHTA 2020 Budget and Projected FHTA 2021 Cash Flow Scenarios - Endorsed</p> <p>Meeting discussed the FHTA 2021 cash flow scenarios options and considered the cost cutting measures and the effect of offering a discount for membership annual fees.</p> <p>The meeting endorsed the following:</p> <ul style="list-style-type: none"> • Training should be programmed into the budget and should not be run at a loss. • Staff salary will not have any increment applied and is to remain at 20% reduction. • Membership should be offered a 50% discount • Other cost cutting measures in the scenario outlining the 50% income should be implemented <p>This endorsement was moved by Tarun and seconded by Tammie. All in agreement. <i>Action Point: Secretariat to prepare the 2021 budget and Cash Flow Scenario with these conditions applied and present it for endorsement at the October Board meeting.</i></p>
5.5	<p>Term Deposit Paper for Partial Withdrawal and Reinvestment of HFC Term Deposits - Approved</p> <p>CEO presented the term deposit paper with the recommendation for partial withdrawal and reinvestment of the HFC term deposits with a 6-month maturity.</p> <p>Tammie moved for approval; Nick seconded. All in favour.</p>
6.0	FINANCIALS
6.1	<p>New Membership Application</p> <p>The meeting considered three membership applications and approved all applications subject to ratification from the Board.</p> <p>The membership applications approved were:</p> <ul style="list-style-type: none"> • Treasure Island Resort – active membership • Production Pacific Pte Ltd – associate membership • Ontime Catering Supplies (Fiji) Pte Ltd – associate membership
7.0	OTHER MATTERS
7.1	<p>FHTA Tax Exemption Status</p> <p>Chair confirmed that he received legal advice from Munro Leys that a business needs a certificate from FRCS that states the tax exemption status. <i>Action Point: CEO to clarify the requirement with PWC and get a certificate for FHTA.</i></p>
7.2	<p>FCEF Board Nomination</p> <p>The meeting was notified the FHTA CEO was nominated for election onto the FCEF Board with the elections to take place at the FCEF AGM on September 25th.</p>
7.3	<p>October Board meeting</p> <p>The meeting agreed that the October Board to be held in Nadi and would accommodate attendance in person and via Zoom. <i>Action Point: Secretariat to organise the October FHTA Board meeting to be held at the Tourism Fiji office in Nadi</i></p>
8.0	<p>CLOSING:</p> <p>There being no further business, the Chair thanked everyone for attending. Meeting closed at 1:30pm.</p>

5.0 MATTERS ARISING

To be actioned		Actioned, pending confirmation/outcome	Completed	On Hold		
Initiating Meeting	Item	Description	Action Required	Status	Original Due Date	Revised Due Date
Board August 2020	3.1 Member Talanoa Sessions	Chair commended the Secretariat for the smooth running of the AGM, and initial feedback from members was that they found it useful. Tarun noted that some good discussion points were brought up by members during the Other Matters section of the AGM and he suggested organizing member sessions for “talanoa” on member issues.	Secretariat to explore options for member talanoa sessions to give the members the opportunity to talk on, and gain insight into, issues that affect them.	Secretariat is exploring venues for talanoa sessions in November	17/09/20	
Board August 2020	3.2 FHTA Chapters	Chair moved that Chapter Chairs (Mamanuca and Coral Coast) be co-opted onto the Board to provide that conduit to Chapter members. Bob seconded the motion and all present were in agreement.	Secretariat to reach out to Chapter Chairs of the Mamanuca and Coral Coast chapters to invite them to the next Board meeting and ensure that they are aware of the confidentiality required.	Done 15/10	17/09/20	
Board August 2020	3.3 Freesoul Case	Chair noted that there had been some media coverage regarding the ongoing Freesoul case and asked that the Secretariat to research and compile an update on the case.	CEO to submit an update on the Freesoul case for the Board’s information.	Included in Sept Excom Papers	17/09/20	
Board August 2020	6.1 FCCC	Directors raised the concern that members were being contacted by FCCC to confirm that they have reduced their prices following the reduction in taxes approved and implemented through the 2020-2021 National Budget. The meeting agreed that some mediation with FCCC on member’s behalf should be undertaken to avoid any misunderstanding and punitive actions.	CEO to formalize a meeting with FCCC CEO and draft a written statement for Board consideration. Available Board members should be invited to attend meeting once confirmed.	CEO FCCC met 9/9/20 and member advice sent.	30/09/20	
Board August 2020	6.2 FNU Director – Remarks in Media	CEO stated that she had met with the FNU Director twice and presented research and data to demonstrate the true status of Fiji tourism. The Director however continued to make media statements that do not accurately portray the tourism industry. Tarun suggested that an independent media personality such as Stanley Simpson should interview him and FHTA to provide Stanley with the information to challenge his wrong assumptions.	CEO to contact Stanley Simpson to explore the possibility. Meeting 15/9/20 CEO to also formally accept the invitation by the Director to join the Advisory Council to enable a closer working relationship & understanding of tourism business. Done	15/9 25/9	30/09/20	
Board August 2020	7.1 HFC Deposit Withdrawal - Maturing on 11/10/2020	CEO provided an overview of the cash position and the recommendation for a partial withdrawal of the HFC Term Deposit of \$74,524.29 with the balance of \$50,000 to be reinvested for 6 months.	Secretariat to organise withdrawal of HFC Term Deposit and provide reinvestment options for the balance to September ExCom meeting.	Reinvestment options in October Board Papers	17/09/20	

Initiating Meeting	Item	Description	Action Required	Status	Original Due Date	Revised Due Date
Board August 2020	7.2 Approval of Reduction in Hours for Secretariat Staff for 2020	Tammie moved the motion to endorse the 20% reduction in hours for a trial period with the arrangement being reviewed at the September ExCom meeting. Narend seconded the motion. All were in agreement and the motion was so passed.	Secretariat to implement a 20% reduction in hours for staff and CEO to provide a report on the effect of the reduction on Secretariat operations at the September ExCom meeting.	In- place	17/09/20	
Board August 2020	7.3 Approval of Nadraki Contract for 2020-2021	CEO provided overview of the Nadraki contract up for renewal in November and submitted for Board consideration. The meeting discussed the contract and agreed that the service was a valued service to members but that FHTA should seek a discount on the annual rate.	Secretariat to negotiate a discount of the annual rate with Nadraki and present the amended contract to Board for approval.	Completed 18/09	17/09/20	
Board August 2020	7.4 Confirmation of Sub-Committees	The composition of the sub-committees was discussed. This included the opening up of the currently ExCom only sub-coms - Policy & Legal, Membership and FRCS sub-committees. These currently fall under ExCom but would now be open to other members.	Board members not present at the August meeting to indicate which sub-committee they would like to serve on. Board Directors to confirm sub-comms	Sent 5/10	15/10/20	
Board August 2020	7.5 Revised FHTA 2020 Budget & Projected FHTA 2021 Cash Flow Scenarios	Adjustments needed to be made to reflect a 20% reduction in staff hours and not a 40% reduction as well as the audit adjustments from the 50% discount.	Secretariat to prepare a revised budget and cash flow scenario forecast for consideration at the September ExCom.	Approved at Sept ExCom. Included for Board endorsement	15/10/20	
Board August 2020	8.2 Financial Summary	CEO provided overview for the Board, and stated that the income was still overstated due to the 50% discount that was pending AGM approval. Now that the AGM had approved the 50% discount the accounting adjustments would be applied to reflect the actual income for 2020.	Financial Officer to pass audit adjustments and provide an updated AR by first week of September to Tarun.	Completed	17/09/20	
Board August 2020	9.2 Treasurers Position	CEO stated that the Treasurer position needed to be confirmed. Tarun confirmed that he would be happy to hand over the responsibility to another willing Board member.	CEO to ask Board members if they would like to take on the Treasurers position to be confirmed at September ExCom meeting.	No change.	15/10/20	
Board August 2020	9.3 FNU IAC Invite	CEO confirmed that she had been invited to sit on the Fiji National University – Industry Advice Committee and the invitation letter was included in the Board pack. The meeting approved the appointment and asked that the CEO consider the demands on her time for her appointments.	CEO to prepare a list of her current Board/Committee appointments and the commitments for time for each and present for information to the Board.	Provided	17/9/20	

Initiating Meeting	Item	Description	Action Required	Status	Original Due Date	Revised Due Date
Board July 2020	3.3 Care Fiji Commitment & Communications Plan and FHTA Action Plan & Commitment Statement	<p>The meeting agreed that FHTA needed to take a leading role in providing a self-regulating policy that could be presented to the Ministry of Tourism and Ministry of Health and which should be part of a cohesive framework that ties in with the Airline, Airport, Local Transfer, Entertainment and Activity Provider policies for the same.</p> <p>The meeting agreed that the framework should be based on existing best practice and modelled off protocols in place in other countries in terms of what would work in a Fiji business environment.</p> <p>Vincent and Neeraj volunteered to identify and make available personnel that could work on the development of the framework.</p> <p>Update August 2020: Meeting discussed the FHTA COVID Compliance Draft 1 document that was sent out by Fantasha for feedback.</p> <p>The meeting agreed that the document too prescriptive and specific to be able to be adopted by the larger membership and asked that a more generic version that still met all the COVID Safe guidelines could be prepared.</p> <p>Chair stressed that this should be an immediate priority for the Secretariat</p>	<ul style="list-style-type: none"> • Secretariat to send through draft policy/plans • Secretariat to inform Tourism Fiji that FHTA were developing a framework for members to ensure self-regulation in COVID Safe compliant practices. • Board members to provide feedback on draft policy • Vincent and Neeraj to meet with CEO and discuss the timeframes, logistics and deliverables required to have the framework developed • Identified personnel to work exclusively on the project to deliver within the agreed timeframes. • CEO to reach out to SOFTA to put together similar plans for local transfers that would form part of the cohesive framework. 	<p>Draft circulated to Board 14 /8 & to incoming board 25/8 for comments</p> <p>Received & included Resent 5/10 to full Board & shared with TF</p>	30/8/20	15/10
ExCom Mar 2020	4.13 SOS Cover	Neeraj stated that some guests had SOS cover – insurance cover that mandated evacuation of a person from Fiji to another country. He stated that in this current situation, it would be very hard to execute this with the travel restrictions in place.	Secretariat to research insurance issues and advise members to make themselves aware of protocols/procedures	Followed up 15/9 Will share once provided	31/3/20	17/09/20
Board Feb 2020	3.2 EIA	Nick expressed his concern that development along the coastline in Rakiraki was causing damage to the environment. Feb Update: 26 Feb Follow up request mtg with PS Environ. Mtg def.	Nick to send through his concerns to Secretariat. Secretariat to follow up on concerns with relevant authorities.	DoE advised 11/9. Confirmed she would look into concerns & advise	31/7/20	30 /9/20
Board Feb 2020	3.6 Hyperbaric Chamber	Nick also asked for a follow up on the request for training – hyperbaric nurse training, if available for those outside MoH	Nick to provide names of persons interested in training with their training history. Secretariat to follow up on request with MoH. Sec has received some interest to assist as well.	Awaiting expert to travel in to complete inspection and conduct training	26 Feb	On Hold

Initiating Meeting	Item	Description	Action Required	Status	Original Due Date	Revised Due Date
Board Feb 2020	3.5 Stop Sail Order	The Board agreed that despite a request by operators in the Mamanucas to the NDMO to consider local advice before issuing blanket advisories such as the Stop Sail Order, the response from NDMO did not resolve the issue adequately.	Secretariat to follow up on the issues to ensure that a proper resolution is received. <i>Update - August 2020: CEO to organize meeting with both MSAF and NDMO and invite Bob Speed, Bradley Robinson and Brad Rutherford to attend to provide the background needed.</i>	Brought to Min of Transport Attention. Agreed but did not offer amended protocol Meeting held on 08/10. Update included in Board Papers	09/03/20 23/9/20 8/10/20	30/9/20
ExCom Jan 2020	7.2 Collective Agreement Negotiations	FHTA Collective Agreement is due for renewal on March 31 2020. The Executive Committee recommended that discussions amongst FHTA stakeholders begin to facilitate the preparation for the negotiations with the union.	Secretariat to set up first meeting of HR/IR committee and other FHTA members that come under or wish to come under the Collective Agreement for the 13 th of February. Feb 2020: Following the initial meeting, Secretariat will contact interested operators to compile list of clauses that will be captured in the standardised CA and property specific clauses in the appendices. Update – Mar 2020: Secretariat to facilitate meeting for HR/IR committee to finalise standard CA document Secretariat to develop a breakdown of the negotiation schedule with timelines and circulate to Board. <i>Update – Aug 2020: Secretariat to invite members to unite under FHTA umbrella agreement and organise a HR/IR meeting to discuss a way forward.</i>	HR/IR Meeting held on February 13 in Nadi. Update – Mar 2020: Secretariat received CAs for comparison <i>Update – Aug 2020: Board suggested that more members be invited to come under the FHTA umbrella for CA negotiation.</i>	31/03/20	30/09/20
Board Dec 2019	2.1.8 Productivity Report	A position statement from FCEF CEO was requested 26/9 and again 18/10 cc to FCEF Chair	As FCEF CEO was leaving & new one being appt, FCEF Chair Sandeep Chauhan advised new FCEF CEO would take this up. it was again requested 8 Dec. Kameli (CEO) and CEO FHTA will work on this together in Feb.	New CEO has been briefed & will action	29/02/20	On Hold
Board Dec 2019	2.2.7 VAT Legislation	KPMG to push for change in VAT legislation on advance deposit.	To be treated separately from the VMS issue. KPMG requested to assist with this 14 Dec. Lisa Apted confirmed she would work on it. Submissions for VAT also now called for. Update – Jan 2020: CEO requested to work with KPMG to produce a submission on behalf of FHTA for the VAT legislation change.	Submission deadline extended to Jan 2022 and now on hold. Discussions with KPMG & FRCS will be continued on VMS Sep	30/01/20	On Hold
Board Dec 2019	3.1 VMS	Advance deposits should <i>reflect</i> that VAT amount should be realised on time of invoice rather than time of deposit.	Confirmed as realised on invoice Oct 19. Copies of all information can be found on the Google share folder created for the Board. https://drive.google.com/open?id=1D863iOo3bVRNuAJHNqiAAC14myzx_vUb Letter to FRCS CEO requesting deadline extension to VMS implementation as SIGs still in draft mid Dec so implementation will have shorter timeframe. Meeting held with CEO FRCS & VMS Team 15 Jan. Extensions will be considered on case by case basis only.	VMS implementation delayed until Dec-2020 Jan 2022	31/12/19	On Hold

Initiating Meeting	Item	Description	Action Required	Status	Original Due Date	Revised Due Date
Board Dec 2019	4.2 Special Recognition Award for Dixon Seeto	Award for Dixon to recognise & honour him posthumously - to present this award to Jenny Seeto at the 2020 AGM.	Include in Honorary Roll. Life Membership and recommend changes for approval at 2020 AGM. Some recognition for life members who have since died. Honour Roll inclusion. Secretariat to arrange for the installation of a memorial plaque in the FHTA office. Update – Jan 2020: Secretariat to send Excom options available	Update: Included in ExCom papers for March but not discussed yet. Update – Aug 2020: Secretariat to relook at options for 2021 AGM	31/01/20	2021 AGM On Hold
Board Dec 2019	2.2.3 Tourism Industry Remuneration Survey	Secretariat finalised job listing by 21 October and sent it to KPMG. Job categories & benefits now included by KPMG	HR group updated list. Brian has sent to HR Com for comments. HR Committee to provide feedback & to test on a few members to ensure the survey has all applicable sections & is understandable. No further input from HR Comm received by Jan, so first test survey confirmed to KPMG 27 Jan with sample list of properties. Update – Jan 2020: Survey sent out to core test group of 20 properties on 30 Jan. Follow up meeting with stakeholders and HR/IR committee to be scheduled in Feb to discuss the survey in practice. Update – Feb 2020: Secretariat to provide KPMG with contact list for HRM's and GM's for properties by 19/02. KPMG to send out survey to properties by 21/02. Update – Mar 2020: Secretariat to follow up with members to ensure maximum participation in survey.	Resent 28 Nov. HR Comm sent survey 13 Dec. Confirmed for sample group 27 Jan Jan 2020: Survey sent out to core test group of 20 properties on 30 Jan. Feb 2020: Meeting held on 13 Feb. Survey endorsed to be sent out to all active members Update – Feb 2020: Survey sent out to all members on 20 Feb; due on 13 Mar <i>Update: Only 30 members responded to survey. Survey has been put on hold until post COVID-19.</i>	16/01/20	On Hold
Board Dec 2019	6.1 Strategic Plan	Action Plan, rebranding & sustainability inclusion	Action Plan to identify resources required to achieve the plan. Consider rebranding for FHTA and review logo Include sustainability strategies to tie in with how members are treating environment issues & climate change actions. Update Jan 2020: CEO to provide 2019 delivered activity and include Comms Strategy with 2020 Plan. CEO to send out to ExCom for feedback. <i>Update – Aug 2020: CEO to prepare FHTA strategic priorities list for consideration by Board</i>	Post COVID the Secretariat has prioritised cost cutting measures and responding to membership challenges, updates and awareness in current environment. Update - Aug 2020: Board stressed that FHTA priorities need to be identified and work continued on them outside of immediate priorities. Provided to Excom 17/9	16/1/20 17/9/20	17/09/20
ExCom Nov 2019	7.6	Climate Change Bill	Submission is required from FHTA. Environment subcom – to look at draft.	For completion	31/12/19	On Hold
ExCom Nov 2019	7.7	Staff increments	2019 PMS was circulated to Excom 12 Dec. Sec will provide 2019 achievements <i>Update Jan 2020: CEO to send through 2019 achievements with the Strat Plan update to ExCom to allow a final decision to be made.</i>	Put on hold as per recommendation post COVID19 and Budget Review	31/12/19	On Hold

6.0 SECRETARIAT REPORT

6.1 SECRETARIAT KEY ACTIVITIES SEPTEMBER/OCTOBER

15 September	Stanley Simpson MAI TV & presenter REST & Stanley @ - to discuss tourism facts & figures for countering Dr Kishore's incorrect tourism information. Agreed would use to ensure facts are presented correctly.
17 September	FHTA ExCom Meeting UN/FHTA Meeting – UN 75 Campaign US Embassy Independence Day Celebrations
18 September	FCEF Combined Council Meeting – Nadi – Tourism & Transport Council report provided
23 September	Captain Cook Cruises Meeting – Suva
24 September	Meeting with Walt and Deb Smith to discuss Coral Reef Restoration for Ecotourism. New members have offered expertise for coral replanting program with Min of Fisheries & Min of Tourism. Dep of Environment have withheld CITES certificate that will allow coral exports
25 September	FCEF AGM – Suva. CEO nominated by FHTA Board to FCEF Board & elected. First meeting 14 Oct.
28 September	Delivering opening remarks for Green Business Recovery Workshop. Tourism & SME members.
29 September	Meeting with Director Immigration to discuss Immigration Act amendments, tourism consultation and note FHTA offer to collaborate and work closer on immigration issues
30 September	Meeting with Consultants regarding Child Safe Tourism Policy Development NTPC Advisory Board Meeting. Board members include Tessa Price (A/VC), Dr William May, PS Osea Nawaru, Raymond Prasad, Gordon Jenkins, PS Susan Kiran, PS Shaheen Ali
01 October	USP IPAC Meeting with School of Hospitality & Tourism
02 October	Tanoa Group Trade Event, Tanoa Plaza
05 October	APTC Industry Advisory Meeting
06 October	Meeting with Dawn Gibson regarding COVID Safe training opportunities through DFAT who prefer funding is channelled through private sector org like FHTA. Dawn will review proposal for sending to FHTA
	FEFHA Building Sub Comm Meeting to discuss annual accounts & sign-off, lease agreement & address building issues
08 October	Meeting with MSAF and NDMO

6.2 CORRESPONDENCE

The following correspondence was received by the Secretariat and is attached for your information:

[Appendix 6: Letter from APTC | Re: Industry Reference Group Meeting | 04 October 2020](#)

[Appendix 7: Letter from Ministry of Employment | Video Request - IVCO Conference | 28 Sep 2020](#)

6.3 FRAMEWORK FOR IQOLIQOLI PAYMENTS

The Minister for Fisheries, Semi Koroilavesau has responded to FHTA's query on the clarification of the framework governing the payment of goodwill to Customary Fishing Rights Owners (CFRO). He confirmed that the framework has been submitted to Cabinet which would ensure that traditional fishing rights owners were paid fairly for the use of their resources.

He confirmed that the goodwill payments would range from \$25 to \$4000, depending on the activities undertaken in a fishing ground. Under the framework, each landowning unit would need to have trustees and would also ensure that each landowning unit member received equal share of the proceeds.

Government had abolished goodwill payments to iqoliqoli (customary fishing rights) owners. It is now illegal to receive any form of goodwill from investors for the use of their traditional fishing grounds from Jan 2016.

Previously, fishermen paid levies to fishing rights owners, this changed to provincial offices and then changed to applying for permits at divisional commissioner's office.

6.4 DEVELOPMENT OF COVID SAFE GUIDELINES - UPDATE

The Ministry of Tourism released its “*Guidelines for the Fiji Tourism Industry COVID Safe Operations*” that have been used as a baseline for FHTA to put together a members fillable guide (*FHTA General COVID Safe Guidelines*) to enable businesses to fill in their own action plans, commitment and guide on required practices for COVID safety.

Following this, Tourism Fiji (TF) have put together their Care Fiji Commitment (CFC) which is included that outlines the steps required to be compliant (1) Register EOI (2) Nominate Wellness Ambassadors (3) Register for Commitment (4) Certify wellness Ambassadors (5) Create Action Plan (FHTA Document) & conduct Staff Training (6) CFC Confirmed (7) Progress to VIP Lane if required.

The Care Fiji Commitment document is essentially the LANE 1 required guidelines – Minimum COVID Infection Risk.

FHTA’s Recommended Minimum COVID Guidelines that was circulated to Board members 5th October forms the LANE 2 (Partial COVID Infection Risk) & LANE 3 (High COVID Infection Risk).

Fiji Airways’ VIP Lanes Qualifying Rules will include compliance with TF’s Lane 1 CFC Doc and FHTA’s Recommended Minimum Guidelines.

It must be noted that at this stage, both TF & FHTA are still awaiting discussions and confirmation of their submitted documents. These include the following to move forward:

1. Approval of CFC communication materials (CRMT)
2. Development of the Wellness Ambassador training curriculum and resources (MHMS)
3. Agreement on industry Action Plan templates and case studies meet COVID-safe Guideline requirements (MHMS who had undertaken assessment with TF)
4. Alignment on a launch TF roadshow and face-to-face training schedule (MHMS)
5. FHTA release of Guidelines Doc to industry and update on training

A meeting took place with the Ministry of Tourism (A/Director), TF (Emma Campbell, James Pridgeon & Kathy K), Ministry of Health (Dr. Anaseini Maisema) & FHTA CEO on 8th October to discuss the approvals of the above documents with the Ministry of Health segments.

The FHTA Guidance doc was shared with TF before hand and TF amalgamated the FHTA document with theirs to both substantially bolster theirs with more specific details and SOP’s that had been previously requested by the MoH doctor in charge of checking procedures.

The version can be found [here](#).

6.5 FEFHA BUILDING COMMITTEE MEETING 6 OCTOBER 2020

The meeting was attended by Sub Committee members Harvey Probert (Chair, via Zoom), Sandeep Chauhan (FCEF President), Himen Chandra (FCEF), Ravinesh Prasad (F/O FCEF & FEFHA), Kameli Batiweti (CEO FCEF), Tarun Patel (FHTA) & Tammie Tam (FHTA).

The FEFHA audited accounts were discussed, approved and signed with FHTA CEO name & signature replacing Brain Kirsch. The sub-Committee also discussed:

- Investment Valuation should take place annually but was not required this year (2020) due to COVID
- The bank had offered 6months interest free but FEFHA has chosen not to take this and continues to pay loan as normal
- Repayment term balance – 13 years (total was 16 years) but are ahead of payments schedule
- Phone line issues with FHTA’s direct land line – Ravi will request TFL to advise cost for including 1 more line though same channel been used by FCEF who have also recently changed their won lines for the same reason
- Drain crossing for driveway to carpark being used next door – have to apply to SCC for approval (for either them to do it or us to do it). Alternative is a metal plate that FEFHA can organise to have fitted
- Board room hire – clarification requested on why funds for boardroom hire would only go to FCEF (should be shared). FCEF is actively promoting the use of the room to members. FHTA would also do so.
- Lease Agreement – shared the agreement from Neel Shivam copy with FEFHA members. Ravi would fill relevant sections, include the floor plan and common areas as discussed and bring to FHTA for signing
- Men’s toilet smell – other than including more air vents, the strong odor issue is difficult to resolve because of incorrect piping/material used initially

6.6 MEETING WITH MSAF & NDMO 8 OCT 2020

Attended by Marine & Yachting Committee members (Bob Speed & Alifereti Koroilavesau - Capt Cook Cruises, Chase Smith, Boabab Marine, Adam Wade – Vuda Marina + FHTA CEO)

Government delegation included: PS David Kolitagane (PS Disaster Management, Rural & Maritime Dev & Exec Chair MSAF), Vasiti Soko (Director Disaster Management/NDMO), Tomasi Kete (MSAF Manager Qualification and Licensing / Officer in Charge)

Key issues discussed with agreed actions:

1. Safety Certificates Validity: last year MSAF agreed to take up amendments to legislations to extend validity from 6 months to 1 year & 5 years (based on vessel age) with an annual check for verification.
 - MSAF's legal officer has not been replaced, so still pending. Tomasi (MSAF) advised to follow up with legal team
 - Certification issuance had improved with interim certs & processing taking place in Lautoka and eventually including Denarau with budget for resources approved for MSAF
 - All western based ship files were being transferred to Lautoka for faster referencing
 - MSAF working towards digitilising filing process (still far away though)
2. Coastal Trading License (CTL) for Commercial Vessels: legislation to amend this to extend license for 20 years (applicable to franchise routes). The amendment to include tourism vessels to avoid delays to turnaround of Minister (for Transport) signoff
 - PS advised MSAF were required to turnaround license approval within 4 days & if this did not take place, FHTA to advise him via email
 - FHTA members encouraged to apply 1 month prior to expiry. Secretariat will send out reminder with updates
3. Coastal Trading Permit (CTP) requirements limiting super yacht charter opportunities in Fiji due to MSAF requirement for each charter on the same vessel to require a new CTP, the approval process for which could take 2-3 weeks.
 - Clarification on requirement noted it was regulated for container & commercial shipping lines only
 - FHTA requested a single CTP be enforced to allow a super yacht in Fiji waters to be covered for the duration of the time here & PS advised on higher revenue earning capacity with 5% ECAL applied to each charter, fees, taxes and provisioning required between charters and that Fiji lost this business to less restrictive Tahiti
 - CEO to send reminder to Tomasi (MSAF) for clarification & MSAF general update to ensure information was clarified to inspection officers
4. Stop Sail Orders during adverse weather conditions: Impressed on MSAF & NDMO that FHTA & tourism network could provide more real time information and that when Emergency Committee made decisions to include consideration for location, vessel size, operational circumstances, operating distances from port, international visitor numbers/season
 - PS noted that Emergency Committee have a position for private sector participation & requested NDMO Director to formalise this
 - FHTA also noted wide communications network that could support MSAF & NDMO if they consulted more often with us
5. Cyclone Haven Protection – Request to formalise the recognition of these by Government in the same manner that evacuation centres can be authorised and recognised by them on land. Although supported by the Surfing Decree, Government mandated locations would carry more weight and provide peace of mind to mariners:
 - PS requested FHTA provide him the coordinates of the known locations and he would take this up
6. Nadi River Flood Alleviation Plans – update requested on further progress
 - NDMO advised that plans were still very much in place but only paused because of COVID situation
 - And that FHTA needed to always be aware about river levels during potential flood situations to enable early advice to Nadi hotels for guest and staff safety, but information was not available – NDMO Director advised they had new data gathering equipment on this and would be sharing this information
 - Tsunami siren practices were now being initiated to take place once every month (on the 5th) throughout Fiji and that they had almost completed setting up tsunami warning sirens all over Fiji
7. Marine Crew Training: while coming under FNU, MSAF requested to support tourism need for more accessible marine licensing training in the interests of compliance. Requirement for minimum sized classes deterred compliance in the North and smaller islands and tourism operators had offered to cover costs for smaller classes
 - MSAF noted they would discuss with FNU trainers as well

6.7 OPERATIONAL UPDATE

6.7.1 ADMIN

	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Total
Work Permit Endorsement Letters Issued	27	17	12	6	8	2	9	6	5	92
Dive Letters Issued	4	3	4	1	1	0	0	1	0	15

6.7.2 BOARD MEETING ATTENDANCE RECORD 2020-2021 (BI-MONTHLY)

	Directors	Property	2020				Total
			Aug	P	R	A	
Term Ending 2023							
1	Tammie Tam	Warwick International Hotels	P	1	0	0	1
2	Viliame Vodonaivalu	Grand Pacific Hotel (FNPF Properties)	A	0	0	1	0
3	Tarun Patel	Vision Investments Ltd [Hilton Fiji/DoubleTree Sonaisali/Tadrai]	P	1	0	0	1
4	Allan Gortan	Paradise Taveuni	P	1	0	0	1
5	Nicholas Darling	Volivoli Beach Resort	A	0	0	1	0
6	Lachlan Walker	InterContinental Fiji Golf Resort & Spa	P	1	0	0	1
Term Ending 2022							
7	Azam Khan	Hexagon Group of Hotels	P	1	0	0	1
8	Bradley Robinson	Raffe Hotels & Resorts	P	1	0	0	1
9	Patrick Wong	Viwa Island Resort	P	1	0	0	1
10	Neeraj Chadha	Marriott International Inc. [Fiji Marriott/Sheraton Fiji/Sheraton Villas/The Westin]	A	0	0	1	0
11	Vincent Macquet	Sofitel Fiji Resort & Spa	A	0	0	1	0
Term Ending 2021							
12	Brian Kirsch	Robinson Crusoe Island Resort	P	1	0	0	1
13	Bob Speed	Captain Cook Cruises	P	1	0	0	1
14	Narend Kumar	Tanoa Hotel Group	P	1	0	0	1
15	Francis Lee	Shangri-La's Fijian Resort & Spa	A	0	0	1	0
16	Steven Andrews	Castaway Island, Fiji	A	0	0	1	0
TOTAL			10				

Key:	Present	P	Represented	R	Absent	A
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6.7.3 PR REPORT FOR JULY 8 TO SEPT 14 2020

1. TOURISM TALANOA (THURSDAYS, FIJI TIMES)

- a. July 9 - <https://fhta.com.fj/tourism-talanoa-keeping-tourism-safe-keeping-tourism-read/>
- b. July 16 - <https://fhta.com.fj/tourism-talanoa-a-chance-to-reset/>
- c. July 23 - <https://fhta.com.fj/tourism-talanoa-tourisms-budget-support/>
- d. July 30 - <https://fhta.com.fj/tourism-talanoa-adjusting-our-target-markets/>
- e. August 6 - <https://fhta.com.fj/tourism-talanoa-economic-preparation-and-changes/>
- f. August 13 - <https://fhta.com.fj/tourism-talanoa-reassuring-travellers/>
- g. August 20 - <https://fhta.com.fj/tourism-talanoa-our-peak-season/>
- h. August 27 - <https://fhta.com.fj/tourism-talanoa-fhta-holds-historic-55th-agm/>
- i. September 3 - <https://fhta.com.fj/tourism-talanoa-a-new-board-with-new-vigor-to-get-through-2020/>
- j. September 10 - <https://fhta.com.fj/tourism-talanoa-tourism-planning-for-border-opening/>

2. FBC

- a. <https://www.fbcnews.com.fj/news/tourism/tourism-fiji-maps-plans-for-recovery/>
- b. <https://nzfijitimes.co.nz/fiji-news-the-fiji-hotel-and-tourism-association-promoting-local-tourism/>
- c. <https://www.fbcnews.com.fj/news/tourism/fhta-commends-the-bold-budget-by-government/>

3. Fiji TV

- a. <https://www.fijione.tv/news-posts/digital-tourism-webinar-proves-popular-with-tourism-operators/>
- b. <https://www.fijione.tv/budget-responds-to-tourism-industry-needs-fhta/>

4. FIJI TIMES

- a. <https://www.facebook.com/thefijitimes/posts/10158831103268678>
- b. <https://www.fijitimes.com/fiji-forward-welcomes-women/>

- c. <https://www.fijitimes.com/fhta-hopes-for-relief-from-import-excise-duties/>
 - d. <https://www.fijitimes.com/fj/opinion-economic-setback-for-women/>
5. FIJI SUN
- a. <https://www.pressreader.com/fiji/fiji-sun/20200713/282428466484892>
 - b. <https://fijisun.com.fj/2020/07/09/1500-fijian-tourism-employees-benefit-from-training/>
 - c. <https://fhta.com.fj/2020-21-national-budget-verdict-bold-positive/>
 - d. <https://theworldnews.net/fj-news/brian-kirsch-leads-fiji-hotel-and-tourism-association>
6. FIJIVILLAGE
- a. <https://www.fijivillage.com/feature/We-need-to-work-together--Fantasha-Lockington-54f8rx/>
 - b. <https://www.fijivillage.com/feature/Only-about-20-of-hotels-have-re-opened---Lockington-8f45rx/>
 - c. <https://sargam.com.fj/fiji-hotels-and-tourism-association-delighted-with-2020-21-budget/>
 - d. <https://www.youtube.com/watch?v=R664TvioN4Q>
 - e. <https://vitifm.com.fj/marautaka-na-tabana-ni-saravanua-na-i-tuvatuva-vaka-ilavo-ka-kacivaki-ena-bogi/>
7. Island Business
- a. <https://islandsbusiness.com/pacific-market/partner-news/itemlist/tag/Fiji%20Hotel%20and%20Tourism%20Association.html>
 - b. <https://www.islandsbusiness.com/past-news-break-articles/itemlist/tag/Fiji%20Hotel%20and%20Tourism%20Association.html>
8. MAI TV
- a. https://www.pasifikarising.org/wp-content/uploads/2020/08/RESET-FIJI-Season-1-Report- Final-12-Aug_web-version.pdf
 - b. <https://www.youtube.com/watch?v=c2yxpz6rLc4>
9. EARTH JOURNALISM
- a. <https://earthjournalism.net/stories/could-eco-tourism-mark-the-post-covid-future-for-the-blue-pacific>
 - b. <http://pacific.scoop.co.nz/2020/07/eco-tourism-is-the-way-of-the-post-covid-future-for-the-blue-pacific/>
10. APTC
- a. <https://www.aptc.edu.au/sfsupporttest/news/2020/07/14/partnership-to-assist-tourism-employees-impacted-by-covid-19>
 - b. <https://www.aptc.edu.au/courses/customised-training/micro-credentials>
11. Xinhua
- a. http://www.xinhuanet.com/english/2020-07/09/c_139200527.htm
 - b. http://www.china.org.cn/world/Off_the_Wire/2020-07/09/content_76255421.htm
 - c. http://www.xinhuanet.com/english/2020-07/08/c_139197443.htm
12. UNDP
- a. <https://www.pacific.undp.org/content/pacific/en/home/presscenter/pressreleases/2020/partnership-to-assist-tourism-employees-impacted-by-covid-19.html>
13. Fiji Focus (Department of Information)
- a. <https://www.fiji.gov.fj/getattachment/b1202a6b-ed3a-418b-8aac-0d9058642e19/Fiji-Focus-Issue-11-Volume-11-July-22,-2020.aspx>
 - b. <https://www.youtube.com/watch?v=x6pqr9XQw98>
 - c. <https://www.youtube.com/watch?v=RmcpX5zjvL0>
 - d. <https://www.youtube.com/watch?v=hmTtwlUuw1k>
 - e. <https://www.fiji.gov.fj/Media-Centre/News/TOURISM-SECTOR-WORKERS-SET-TO-BENEFIT-FROM-LAUNCH>
14. Radio NZ
- a. <https://www.rnz.co.nz/international/pacific-news/420821/fijians-urged-to-support-local-tourism>
15. Economic Times
- a. <https://travel.economicstimes.indiatimes.com/news/destination/international/desperate-fiji-eyes-virus-free-tourism-bubble/76616964>
16. PINA
- a. <https://www.pina.com.fj/index.php?p=pacnews&m=read&o=12936840425f0f8bc7d53a9af355dc>
 - b. <http://www.pina.com.fj/index.php?p=pacnews&m=read&o=13660422875f112a9e34ef73fee75f>
17. Nukualofa Times
- a. <https://nukualofatimes.tbu.to/2020/07/30/f25m-price-tag-for-beachcomber-island-resort/>
18. Traveler
- a. <https://www.traveller.com.au/australian-tourists-during-coronavirus-covid19-the-destinations-missing-us-most-h1pp0r>
19. Narseyonfiji
- A. <https://narseyonfiji.wordpress.com/2020/09/12/covid-19-economic-setback-for-women-ft-1-9-2020/amp/>

7.0 DISCUSSION PAPERS

7.1 TERM DEPOSIT PAPER FOR WITHDRAWAL AND REINVESTMENT OF HFC TERM DEPOSITS

	Company	Amount	Interest Rate	Maturing Date	%	Options
1	Credit Corporation	\$36,138.80	4.50%	4/10/2021		
2	Credit Corporation	\$60,231.37	4.50%	4/10/2021		
3	Credit Corporation	\$61,836.95	4.50%	4/10/2021		
	Total Credit Corporation	\$158,207.12			21.78%	
4	Merchant Finance	\$85,971.57	4.50%	9/10/2022		
5	Merchant Finance	\$56,007.60	4.25%	31/07/2020		Withdrawn
6	Merchant Finance	\$53,950.00	3.75%	26/11/2021		
	Total Merchant Finance	\$195,929.17			26.97%	
7	HFC	\$45,491.36	4.25%	01/7/2020		Withdrawn
8	HFC	\$119,162.00	4.50%	11/10/2020		*For Withdrawal
9	HFC	\$119,162.00	4.50%	11/10/2020		*For Withdrawal
	Total HFC	\$238,324.00			32.81%	
10	Reserve Bank of Fiji	\$134,000.00	4.00%	21/12/2022		
	Total Reserve Bank	\$134,000.00			18.44%	
	Total IBD	\$771,951.65			100%	
	Total Withdrawn	\$101,498.96				
	Balance	\$670,452.69				

With the current cash at bank of \$91,508 (30 Sep 2020), the secretariat recommends the following:

- **TD No 8** of \$124,524.29 (principle of \$119,162 + interest \$5,362.20) to be withdrawn
 - of which \$74,524.29 will be added to **Cash at Bank** (total Cash at Bank moves to \$166,032.29)
 - balance of \$50,000 to be reinvested for **6 Months at a rate of 2.15% with Credit Corporation** (to provide additional short-term accessibility if needed)
- **TD No 9** of \$124,524.29 (principle of \$119,162.00 + interest \$5,362.20) to be withdrawn is being reinvested on a shorter term to enable accessibility, if required for cash flow later
 - \$50,000 will be reinvested with **Credit Corp** for **6 Months at a rate of 2.15%**.
 - and \$74,524.29 is to re-invested with **Credit Corp** for **12 months at a rate of 3.25%**

Market Rates

	6 Months	12 Months	24 Months	36 Months	Terms & Conditions for early withdrawal
Credit Corporation	2.15	3.25	3.6	3.85	Interest Rate of 1% will be applied
Kontiki Finance	2.15	3.25	3.55	3.85	
Merchant Finance	2.1	3.25	3.55	3.8	Fee of \$50 and Interest Rate will be the Withdrawal Month Rate
Bank of Baroda	1.5	2.85	2.5	2.5	
Bred Bank	1.5	2.75	3	3	Fee of \$50 and Interest Rate will be the Withdrawal Month Rate
HFC Bank	1.5	2.25	2	2	
ANZ Bank	1.5	2.25	2.25	2.25	
BSP Bank	1.5	2.25	2.25	2.25	
Westpac Bank	1.5	2	2.5	2.5	

7.2 REVISED FHTA 2020 BUDGET AND PROJECTED FHTA 2021 CASH FLOW SCENARIOS

The revised FHTA 2020 budget is included as [Appendix 2](#) and the revised FHTA 2020 Cash Flow is included as [Appendix 3](#). The projected FHTA 2021 Budget is included as [Appendix 4](#) and the project FHTA 2020 cash flow is included as [Appendix 5](#).

Submitted for Board consideration and approval.

8.0 FINANCIAL REPORTS

8.1 NEW MEMBERSHIP APPLICATIONS

1. Nakelo Treasure Island Resort &Spa

Applying for: Active Membership
 Registered as: Nakelo Treasure Island Resort &Spa
 Business Type: Hotel
 General Manager: Timoci Saukuru
 Location: Treasure Island, Mamnuca Islands, Fiji

2. Productions Pacific Pte Ltd

Applying for: Associate Membership
 Registered as: Productions Pacific Pte Ltd
 Business Type: Film Production Facilitation
 Director: Lailun Khan
 Location: 1ST Floor, Suites 8 & 9, QBE Insurance Centre, Suva

3. Ontime Catering Supplies (Fiji) Pte Ltd

Applying for: Associate Membership
 Registered as: Ontime Catering Supplies (Fiji) Pte Ltd
 Business Type: Importers and Wholesalers
 Director: Hemant Mahyavanshi
 Location: Meiguanyah, Back Road Nadi

Membership approved by ExCom, recommended for Board endorsement.

8.2 MEMBERSHIP UPDATE

		ACTIVE	ASSOCIATE	DIVE	MARINE	TOTAL
2018		117	136	13	15	281
2019		121	152	13	15	301
2020		ACTIVE	ASSOCIATE	DIVE	MARINE	TOTAL
January	Total	122 (+1)	148 (-4)	12 (-1)	15	297
February	Total	121 (-1)	148	12	15	296
March	Total	120 (-1)	148	12	15	295
April	Total	119 (-1)	146 (-2)	12	15	292
May	New	Copra Shed	Pacific Oz-Tralasia, For Earth, Tann Travels			4
	Suspended					0
	Reactivated	Crusoes				1
	Lost					0
	Total	120	149	12	15	296
June	New		Walt Smith (<i>partial paymnts</i>), Assa Abloy			2
	Suspended					0
	Lost					0
	Total	120	151	12	15	298
July	New	Remote Resort				1
	Suspended					0
	Lost		Total Events (<i>2020 subs pending</i>)			1
	Total	121	150	12	15	298
August	New	Island Breeze				1
	Suspended					0
	Lost	Anchorage (<i>2020 subs pending</i>), Beachcomber (<i>2020 subs pending</i>), Funky Fish (<i>2020 subs pending</i>)				3
	Total	119	150	12	15	296

8.3 FINANCIAL SUMMARY FOR SEPTEMBER 2020

Profit and Loss

Income

- The effects of COVID-19 continue to impact FHTA Income (Events, Training, Workshops, Subscriptions)
- \$14,065 has been received for Child Safety Tourism Policy Development Training. This is reflected in Profit and Loss under Other Income.

Balance Sheet

- Cash at Bank moved from \$115,535.58 in August to \$91,507.60 in September. The difference of \$24,027.98 Line # 6 is from AR (3,584.81) and AP (27,612.79). Please refer to attached Cash at Bank Detailed Report.

Accounts Receivable -

- Total AR is \$56,157.00
- Balance left to be collected for 2019 is \$16,481.48 (\$10,546.98 is with Small Claims Tribunal, while \$5,640.94 is being paid in installments)
- Adding to the difficulties in AR collection is the fact that Finance staff are on rotational hours and days so response is further delayed. With some properties still closed response is further delayed and phones are not answered.

For those properties that are currently closed and in consideration of the 50% reduction in payment for members for 2020, the following is being done:

- First half invoice as already raised – will remain on the AR list with a note confirming closure
- Reminders to members on 50% reduction and that they can pay in the second half of the year when they are expected to be opened. CEO and FO do follow-ups via email.
- Payment plans are also part of reminder to members to enable ease of payment

8.4 COMPLIANCE REGISTER

Month		Monthly	Annually	One-off	Due	Comment
January	FNPF	✓			29/02/2020	Completed
	PAYE	✓			29/02/2020	Completed
	VAT/VAT Returns	✓			29/02/2020	Completed
	Employers Monthly Summary	✓			29/02/2020	Completed
	Business Licence		✓		29/02/2020	Completed
	NFA Licence		✓		29/02/2020	Completed
February	FNPF	✓			31/03/2020	Completed
	PAYE	✓			31/03/2020	Completed
	VAT/VAT Returns	✓			31/03/2020	Completed
	Employers Monthly Summary	✓			31/03/2020	Completed
March	FNPF	✓			30/04/2020	Completed
	PAYE	✓			30/04/2020	Completed
	VAT/VAT Returns	✓			30/04/2020	Completed
	Employers Monthly Summary	✓			30/04/2020	Completed
April	FNPF	✓			31/05/2020	Completed
	PAYE	✓			31/05/2020	Completed
	VAT/VAT Returns	✓			31/05/2020	Completed
	Employers Monthly Summary	✓			31/05/2020	Completed
May	FNPF	✓			30/06/2020	Completed
	PAYE	✓			30/06/2020	Completed
	VAT/VAT Returns	✓			30/06/2020	Completed
	Employers Monthly Summary	✓			30/06/2020	Completed
June	FNPF	✓			31/07/2020	Completed
	PAYE	✓			31/07/2020	Completed
	VAT/VAT Returns	✓			31/07/2020	Completed
	Employers Monthly Summary	✓			31/07/2020	Completed
	FORM A11 and Audit Report		✓		31/07/2020	Completed
July	FNPF	✓			31/08/2020	Completed
	PAYE	✓			31/08/2020	Completed
	VAT/VAT Returns	✓			31/08/2020	Completed
	Employers Monthly Summary	✓			31/08/2020	Completed
August	FNPF	✓			30/09/2020	Completed
	PAYE	✓			30/09/2020	Completed
	VAT/VAT Returns	✓			30/09/2020	Completed
	Employers Monthly Summary	✓			30/09/2020	Completed
September	Annual Registration Fee Form R1		✓		5/09/2020	Completed
	FNPF	✓			31/10/2020	
	PAYE	✓			31/10/2020	
	VAT/VAT Returns	✓			31/10/2020	
	Employers Monthly Summary	✓			31/10/2020	
	Business Name Re-registration			✓	31/10/2020	Renewable for 10 years
October	FNPF	✓			30/11/2020	
	PAYE	✓			30/11/2020	
	VAT/VAT Returns	✓			30/11/2020	
	Employers Monthly Summary	✓			30/11/2020	
November	FNPF	✓			31/12/2020	
	PAYE	✓			31/12/2020	
	VAT/VAT Returns	✓			31/12/2020	
	Employers Monthly Summary	✓			31/12/2020	
December	FNPF	✓			31/01/2021	
	PAYE	✓			31/01/2021	
	VAT/VAT Returns	✓			31/01/2021	
	Employers Monthly Summary	✓			31/01/2021	
	Company Re-registration			✓	31/12/2020	

8.5 PROFIT AND LOSS AS AT 30 SEPTEMBER 2020

Line #		MTD				YTD			
		Actual	Budget	Variance	Last Year	Actual	Budget	Variance	Last Year
	INCOME								
1	Interest earned fixed deposit					6,366	6,366	(0)	6,302
2	Share of Partnership Income								
3	Gifts,Donations and Reguregu								1,950
4	Gain on Sale of Asset								364
5	Digital Tourism Workshop								5,980
6	Reimbursed Income					138			
	Total Other Income		0	0		6,503	6,366	137	14,595
	Events								
7	AGM					2,294	2,294	(0)	8,761
8	Dive Expo				(688)	1,147	1,606	(459)	22,555
9	HOTEC				49,541				49,541
10	Workshop				17,033	2,477	2,600	(123)	23,198
	Total Events		0	0	65,886	5,917	6,500	(583)	104,056
	Subscriptions Income								
	Subscriptions Active Members								
11	Backpackers								
12	New Members					500			750
13	Affiliation Fee	3,699	1,786	1,913	3,648	9,375	16,074	(6,699)	34,306
14	Dive Membership	222	222	(0)	477	2,411	1,995	416	3,812
15	Dorm Fees		12	(12)	15		112	(112)	237
16	Marine Fees	282	282	(0)	596	2,605	2,540	65	5,361
17	Room Charge	12,150	11,571	579	21,943	84,578	104,139	(19,561)	205,412
	Total Subscriptions Active Members	16,354	13,873	2,480	26,678	99,470	124,860	(25,391)	249,878
	Subscriptions Associates								
18	Associate Joining Fee				200	500			1,400
19	New Members								
20	Associate Yearly Fee	2,167	2,721	(554)	3,165	22,358	24,488	(2,131)	25,849
	Total Subscriptions Associates	2,167	2,721	(554)	3,365	22,858	24,488	(1,631)	27,249
	Total Subscriptions Income	18,521	16,594	1,926	30,042	122,327	149,349	(27,022)	277,127
	Total Overall Income	18,521	16,594	1,926	95,929	134,748	162,215	(27,467)	395,779
	EXPENSES								
	Accountancy Fee								
21	Audit Fee					1,869	1,869	0	4,150
	Total Accountancy Fee					1,869	1,869	0	4,150

Line #		MTD				YTD			
		Actual	Budget	Variance	Last Year	Actual	Budget	Variance	Last Year
	Bank Service Charges								
22	Bank Fee	26	49	(23)	31	350	439	(89)	507
	Total Bank Service Charges	26	49	(23)	31	350	439	(89)	507
	Communication								
23	Email	100	163	(63)	359	2,053	1,470	583	1,600
24	Mobile	325	540	(215)	271	4,129	4,858	(728)	2,288
25	Telephone	42	107	(65)	196	968	961	6	1,689
26	Website Hosting Charges		97	(97)	85	667	875	(209)	600
	Total Communication	467	907	(441)	911	7,816	8,164	(348)	6,177
	General Administration Expense								
27	Advertisement				275	5,229	5,229	0	619
28	Courier charges		8	(8)		45	75	(30)	22
29	Depreciation Expense	1,422	1,410	12	1,347	12,658	12,693	(35)	11,976
30	Doubtful Debts						2,250	(2,250)	
31	General Expenses	76	83	(7)	22	516	750	(234)	432
32	Reguregu					50	50	0	7,345
33	Licenses and Permits	11			10	211	200	11	797
34	Office Supplies	16	58	(43)	9	235	524	(289)	391
35	Postage and Delivery		22	(22)		214	198	16	230
36	Printing and Stationery	52	364	(312)		2,165	3,272	(1,107)	4,360
37	Subscriptions	292	150	142	869	1,965	1,350	615	1,638
38	Taxi Fares	19	13	6	39	75	121	(46)	279
39	Software Expense					856	856	(0)	342
40	Loss on Disposal								98
	General Administration Expense Total	1,888	2,109	(221)	2,571	24,219	27,567	(3,349)	28,528
	Events								
41	Dive Expo Expense								24,761
42	AGM					6,372	4,974	1,398	14,525
43	Workshop Expenses				26,033	4,710	3,975	735	33,504
44	Digital Tourism								5,647
45	Charity Golf Expense					1,500	1,500	0	
	Total Events		0	0	26,033	12,582	10,449	2,133	78,436
	Insurance								
46	Directors Offices Insurance	485	439	46	372	3,817	3,954	137	3,251
47	Fidelity Guarantee	33	27	565	14	227	243	(16)	129
48	Fire & Perils	51	50	1	55	446	449	(3)	498
49	General Property	52	45	7	30	383	405	(22)	223
50	Motor Vehicle Insurance	148	149	(1)	161	1,344	1,342	2	1,197

Line #		MTD				YTD			
		Actual	Budget	Variance	Last Year	Actual	Budget	Variance	Last Year
51	Public Liability	124	126	(2)	151	1,142	1,136	6	1,358
52	Sickness and accident Insurance	829	774	55	622	6,801	6,966	(165)	5,408
53	Worker Compensation								162
	Total Insurance	1,722	1,611	112	1,405	14,161	14,495	(334)	12,226
	Meeting Expenses								
54	Accommodation						455	(455)	
55	Airfare					58	58	0	
56	Board Meetings				207	583	583	0	428
57	Topex								(111)
58	Meals		86	(86)	63	526	770	(243)	877
59	Media Workshops					537	537	0	642
60	Taxi Fare					140	140	0	289
	Total Meeting Expenses		86	(86)	270	1,844	2,543	(699)	2,125
	Motor Expense								
61	Fuel	459	370	89	313	3,419	3,331	88	3,141
62	Motor Vehicle Service		11	(11)		447	99	348	40
63	Third party policy					222	300	(78)	254
	Total Motor Expense	459	381	78	313	4,088	3,730	358	3,435
	Professional Fees								
64	STR				3,374	6,566	6,307	259	9,829
65	IR				1,835	5,339	5,339	0	14,679
66	Membership Support Services					6,394	6,394	(0)	
67	Small Claims Tribunal		17	(17)		27	150	(123)	283
68	Nadraki - Weather Services	558	850	(292)	833	7,223	7,650	(427)	7,497
69	Website Maintenance Cost	99				1,988	1,789	199	3,620
	Total Professional Fees	658	867	(209)	6,042	27,537	27,629	(92)	35,908
	Rent								
70	Office Rent	2,072	2,072	0	2,072	18,648	18,648	0	18,648
	Total Rent	2,072	2,072	0	2,072	18,648	18,648	0	18,648
	Repairs								
71	Computer Repairs					190	190	0	271
	Total Repairs					190	190	0	271
	Staff Costs								
72	FNTC Levy					814	804	11	1,382
73	Casual work	80	60	20	30	545	540	5	530
74	Annual Leave								220
75	FNPF	839	796	42	1,208	7,865	7,167	698	11,362
76	Events & Comms Officer	1,371	1,069	302	603	10,198	9,623	576	9,877

Line #		MTD				YTD			
		Actual	Budget	Variance	Last Year	Actual	Budget	Variance	Last Year
77	Admin & Research Officer				923	1,938	1,938	0	7,846
78	Salary - Chief Executive	9,030	6,187	2,843	7,107	62,208	55,685	6,522	67,506
79	Salary - Executive Officer	2,769	2,087	683	2,308	19,500	18,779	721	17,308
80	Public Relations Officer	2,404	1,691	713		15,673	15,216	457	
81	Staff Attachments								465
82	Staff Costs - Finance Officer	1,201	1,120	81	1,144	10,469	10,082	387	10,416
83	Staff Training								505
	Total Staff Costs	17,694	13,010	4,684	13,323	129,211	119,834	9,377	127,416
	Total Expense	24,986	21,091	3,894	52,972	242,516	233,308	9,208	317,826
	Net Ordinary Income	(6,465)	(4,497)	(1,968)	42,956	(107,768)	(71,093)	(36,675)	77,953
	Other Income				400	14,065			400
	Surplus/Deficit	(6,465)	(4,497)	(1,968)	43,356	(93,703)	(71,093)	(22,610)	78,353

8.6 BALANCE SHEET AS AT 30TH SEPTEMBER 2020

Line #		September 30th 2020	August 31st 2020	Variance	Comments
	ASSETS				
	Current Assets				
1	Bank of South Pacific				
2	Reserve Bank of Fiji	134,000	134,000	0	
3	Credit Corporation	159,943	159,943	0	
4	Home Finance Company	238,324	238,324	0	TD Withdrawal and Recommendation in Discussion Paper 1
5	Merchant Finance	139,922	139,922	(1)	
6	Cash At Bank	91,508	115,536	(24,028)	
7	Petty Cash	100	100	0	
	Total Savings	763,796	787,824	(24,028)	
8	Accounts Receivable	56,157	59,677	(3,520)	
	Total Accounts Receivable	56,157	59,677	(3,520)	
	Other Current Assets				
9	Interest Receivable	4,220	4,220	0	
10	Staff Education Loan	1,799	1,799	(0)	
	Total Other Debtors	6,019	6,019	(0)	
	Prepayments				
11	Insurance Prepayments	22,000	23,723	(1,723)	
12	Nadraki Weather Prepayments	6,638	496	6,142	
13	Prepayments -Other	3,951	4,050	(99)	
	Total Prepayments	32,589	28,269	4,320	
14	Provision for Doubtful Debts	(15,660)	(15,660)	(0)	
15	Total Other Current Assets	22,948	18,628	4,320	
	Total Current Assets	842,901	866,128	(23,227)	
	Fixed Assets				
16	Computers	33,906	33,906	0	
17	Prov for deprn - Computers	(22,037)	(21,575)	(462)	
	Total Computers	11,869	12,331	(462)	
18	Motor Vehicles	54,954	54,954	0	
19	Prov for deprn - Motor Vehicle	(22,898)	(21,982)	(916)	
	Total Motor Vehicles	32,057	32,973	(916)	
20	Office Equipment & Furnitures	7,617	7,617	0	
21	Prov for deprn - OE & F	(4,466)	(4,421)	(45)	
	Total Office Equipment & Furnitures	3,151	3,196	(45)	
	Total Fixed Assets	47,077	48,499	(1,422)	
	Other Assets				
22	Investments	1,218,065	1,218,065	0	
	Total Investments	1,218,065	1,218,065	0	
	TOTAL ASSETS	2,108,043	2,132,693	(24,650)	
	LIABILITIES & EQUITY				
23	Accounts Payable	740	1,007	(267)	
	Total Accounts Payable	740	1,007	(267)	

Line #		September 30th 2020	August 31st 2020	Variance	Comments
	Other Current Liabilities				
24	Deferred Income	101,958	120,418	(18,460)	
	Other Creditors and Accruals				
25	Annual Leave Accrual	3,366	3,366	(0)	
26	Year End Accruals	8,033	8,033	0	
27	Income Received In Advance	2,521	2,521	0	
28	FNPF clearing account	2,540	1,460	1,080	
29	Other Accruals	270	270	0	
30	PAYE clearing account	1,068	712	356	
	Total Other Creditors and Accruals	17,798	16,362	1,436	
31	Tax Payable	(57,975)	(57,082)	(894)	
32	Total Other Current Liabilities	61,781	79,698	(17,918)	
33	Total Current Liabilities	62,521	80,705	(18,184)	
	Total Liabilities	62,521	80,705	(18,184)	
	Equity				
34	Retained Earning	2,139,226	2,139,226	0	
35	Net Income	(93,703)	(87,238)	(6,465)	
36	Total Equity	2,045,523	2,051,988	(6,465)	
	TOTAL LIABILITIES & EQUITY	2,108,043	2,132,693	(24,650)	

8.7 CASH AT BANK SUMMARY – SEPTEMBER 2020

Date	Name	Description	Split	Amount
09/01/2020	Opening Balance			115,535.58
	PAYMENTS RECEIVED			
01/09/2020	Namosi Joint Venture	FRCS Wkshop	Accounts Receivable	100.00
01/09/2020	Captain Cook Cruises	FRCS Wkshop	Accounts Receivable	50.00
01/09/2020	Viti Water Sports	FRCS Wkshop	Accounts Receivable	50.00
01/09/2020	Fiji Gateway	FRCS Wkshop	Accounts Receivable	50.00
01/09/2020	Turtle Island Resort	FRCS Wkshop	Accounts Receivable	100.00
01/09/2020	Leeward Island Services	FRCS Wkshop	Accounts Receivable	50.00
02/09/2020	FNPF	FRCS Wkshop	Accounts Receivable	900.00
03/09/2020	The Palms Denarau Island	FRCS Wkshop	Accounts Receivable	50.00
04/09/2020	ASSA ABLOY	Subs	Accounts Receivable	497.30
09/09/2020	Island Breeze	Subs	Accounts Receivable	191.48
09/09/2020	Tourism Fiji	FRCS Wkshop	Accounts Receivable	50.00
15/09/2020	Visa AP(Australia) PTY Ltd	Subs	Accounts Receivable	329.17
24/09/2020	Paradise Taveuni	Subs	Accounts Receivable	376.00
29/09/2020	FIRUS MARINA INVESTMENT	Subs	Accounts Receivable	527.24
29/09/2020	Counterpoint Group Ltd	Subs	Accounts Receivable	263.62
	Total AR			3,584.81

Date	Cheq #	Description	Split	Amount
		PAYMENTS ISSUED		
15/09/2020	7725	Total Fiji Limited 50-52337-0-5	Accounts Payable	500.38
15/09/2020	7726	Digicel Fiji	Accounts Payable	265.03
15/09/2020	7727	Fiji Times Limited 50-07042-0-2 - Annual Subs	Accounts Payable	100.00
15/09/2020	7728	Fiji Sun 50-12771-0-1 - Annual Subs	Accounts Payable	218.00
15/09/2020	7729	FEFHA Partnership 30-05584-0-9	Accounts Payable	2,258.48
15/09/2020	7730	FRCS PAYE	Accounts Payable	711.70
15/09/2020	7731	Fiji National Provident Fund	Accounts Payable	2,403.40
15/09/2020	7732	Please Pay Cash (Petty Cash)	Accounts Payable	142.50
15/09/2020	7733	Vodafone Fiji Limited 50-10599-0-9	Accounts Payable	462.72
22/09/2020	7734	VOID - Nadraki Holdings Ltd 50-25687-0-3	Accounts Payable	0.00
22/09/2020	7735	Nadraki Holdings Ltd 50-25687-0-3	Accounts Payable	7,303.00
29/09/2020	7736	Please Pay Cash (Petty Cash)	Accounts Payable	111.20
29/09/2020	7737	Telecom Fiji 50-08737-0-8	Accounts Payable	47.40
30/09/2020			Bank Fee	26.00
		Total AP		27,612.79
		Closing Balance as at 30.09.2020		91,507.60

Note:

Chq # 7732 (Toner \$52, Eca Wages \$45, Taxi fares \$14, FRCS Workshop morning tea \$20, Office supplies \$11.50)
 Chq # 7736 (Extension cord power board \$21.70, Lodgement of Form A11 \$54.50, Eca Wages \$35.00)

8.8 AR SUMMARY AS AT 30 SEPTEMBER 2020

	Current	1 - 30	31 - 60	61 - 90	91 - 120	> 120	TOTAL	Comments
Active Members								
Anchorage Beach Resort	-	-	-			1,422	1,422	1
Beachcomber Island Resort	-	-	-			1,164	1,164	2
Dolphin Island Hideaway						- 21	- 21	
Fiji Hideaway Resort & Spa	-	-	-			2,698	2,698	3
First Landing Resort	-	-	-			1,263	1,263	4
Funky Fish Beach & Surf Resort	-	-	-			791	791	5
Garden Island Resort	-	-	-			1,007	1,007	6
Hilton Fiji Beach Resort & SPA	-	-	-			- 0	- 0	
Jean-Michel Cousteau Resort	-	-	-			220	220	7
Kulu Bay Resort	-	-	-			555	555	8
Mango Bay Resorts	-	-	-		-	151	151	9
Manta Ray Island Resort	-	-	-			- 93	- 93	
Maya Magnuson Hotels	-	-	-		-	1,081	1,081	10
Mai Dive Limited	-	-	-			1,120	1,120	11
Maqai Eco Resort	-	-	-			- 405	- 405	
Nakia Resort & Dive Limited	-	-	-			496	496	12
Namale Resort	-	-	-			1,479	1,479	13
Namuka Bay Lagoon Resort Ltd	-	-	-		-	1,426	1,426	14
Nanuku Resort & Spa	-	-	-		-	0	0	
Navini Island Resort	-	-	-			- 70	- 70	
Navutu Stars Resort	-	-	-		-	0	0	
Nila International Limited	-	-	-			1,080	1,080	15
Oneta Resort	-	-	-			476	476	16
Paradise Taveuni	-	- 125	-			- 125	- 125	
Qamea Resort and Spa Fiji	-	-	-			732	732	17
Royal Davui Fiji	-	-	-			732	732	18
Sandy Point Beach Cottages	-	-	- 98			- 9	- 107	
Serenity Island Resort	-	-	-		-	1,431	1,431	19
Shangri Las Fijian Resort	-	-	-		-	- 120	- 120	
Six Senses	-	-	-			889	889	20
Suva Apartments	-	-	-		-	382	382	21
Tambua Sands Beach Resort	-	-	-			909	909	22
The Crow's Nest Resort	-	-	-			2,409	2,409	23

¹ Received email from Nemia GM that they will be paying in installments from 12.10.20. \$100 per month

² Received email from Nemia GM that they will be paying in installments from 12.10.20. \$100 per month

³ Spoke to Chandar and he has advised he is still awaiting for funds to pay

⁴ Spoke to Shalini and she has advised they will pay in installments from 12.10.20.

⁵ Received email from Nemia GM that they will be paying in installments from 12.10.20. \$100 per month

⁶ Closed. Reminder has been sent to GM and Owners for payment in installments

⁷ Closed. Reminder has been sent to GM and Owners for payment in installments

⁸ Closed. Reminder has been sent to GM and Owners for payment in installments

⁹ Payment will be done by 20.10.20

¹⁰ Small Claims Tribunal

¹¹ Small Claims Tribunal

¹² Closed. Reminder has been sent to GM and Owners for payment in installments

¹³ Closed. Reminder has been sent to GM and Owners for payment in installments

¹⁴ Small Claims Tribunal

¹⁵ Sathya has advised payment will be done by 20.10.20. Resort is up for Sale

¹⁶ Closed. Reminder has been sent to GM and Owners for payment in installments

¹⁷ Closed. Reminder has been sent to GM and Owners for payment in installments

¹⁸ Closed. Reminder has been sent to GM and Owners for payment in installments

¹⁹ Small Claims Tribunal

²⁰ Closed. Reminder has been sent to GM and Owners for payment in installments

²¹ Payment will be done by 15.10.20

²² Closed. Reminder has been sent to GM and Owners for payment in installments

²³ Received email from GM that they will be paying in installments from 12.10.20. \$100 per month

	Current	1 - 30	31 - 60	61 - 90	91 - 120	> 120	TOTAL	Comments
The Pearl Shack (Fiji)	-	-	-	- 109		521	411	24
The Pearl South Pacific Limited	-	-	-			4,546	4,546	25
The Terraces	-	-	-			- 578	- 578	
Town House Apartments Hotel	-	-	-			918	918	
Uprising Beach Resort	-	-	-			444	444	26
Villa Holiday Homes	-	-	-			- 44	- 44	
Viwa Island Resort	-	-	-			633	633	27
Volivoli Beach Resort	-	-	-			- 500	- 500	
Wananavu Beach Resort	-	-	-			1,105	1,105	28
Yadua	-	-	-			928	928	
Total Active Members	-	- 125	- 98	- 109	-	31,040	30,833	
Less Credit							- 1,937	
Total Outstanding							32,770	
Associate Members								
Asco Motors	-	-	-			264	264	29
Assa Abloy	-	-	-			- 234	- 234	
Austrade	-	-	-			264	264	30
Automated Building Services	-	-	-			264	264	31
Blue Ocean Top Travelling	-	-	-			- 122	- 122	
BSP Life		650					650	32
Blue Pacific Holiday	-	-	-			264	264	33
Carpenters Finance	-	-	-			264	264	
CMS Consulting Ltd	-	-	-			30	30	
Communications Fiji	-	-	-			264	264	34
Creek Solutions PL	-	-	-			474	474	
Denarau Golf & Racquet Club	-	-	-			264	264	
DHL EXPRESS	-	-	-			264	264	
DIGICEL FIJI LTD	-	-	-			557	557	35
Dynasty Tours & Travel	-	-	-			264	264	36
Eco Clean (Fiji) Ltd	-	-	-			264	264	37
Embassy of the United States of America	-	-	-			- 4	- 4	
Epic International Ltd	-	-	-			264	264	
Evergreen International Fiji LLC	-	-	-			- 369	- 369	
Exchange & Finance Fiji	-	-	-			264	264	
Fiji Airports Ltd	-	-	-			264	264	38
Fiji Airways	-	-	-			264	264	39
Fiji Finest Tours	-	-	-			264	264	
Fiji International	-	-	-			294	294	
Fiji Performing Rights	-	-	-			264	264	
Finest Liquor Pty Ltd	-	-	-			264	264	
Firus Marina	-	-	-			- 265	- 265	
Flour Mills of Fiji Ltd	-	-	-			- 500	- 500	

²⁴ Closed. Reminder has been sent to GM and Owners for payment in installments

²⁵ Final Reminder has been sent to GM for partial payments. Failure to respond by Monday 12.10.20 CEO has advised to lodge with SCT

²⁶ Payment will be done by 17.10.20

²⁷ Closed. Reminder has been sent to GM and Owners for payment in installments

²⁸ Closed. Reminder has been sent to GM and Owners for payment in installments

²⁹ Spoke to Lynda and she requested for invoice. Resent her invoice. Payment will be done by 20.10.20

³⁰ Spoke to Savita and she advised payment will be done by 30.10.20

³¹ Spoke to Anjana and resent invoice.

³² Spoke to Michael and advised payment will be done by 15.10.20

³³ Spoke to Shahida and she advised they will pay in installments starting from 12.10.20 and will pay off by 31.12.20

³⁴ Maria emailed for withdrawal of membership. Have sent final reminder for payment

³⁵ Emailed Final reminder for payment.

³⁶ Spoke to Hirday and she advised she will pay in installments from 12.10.20

³⁷ Spoke to Shelvin and resent him invoice. Payment will be done by 30.10.20

³⁸ Spoke to Rohit and resent him invoice. Payment will be done by 20.10.20

³⁹ Spoke to Krish and resent him invoice. Payment will be done by 20.10.20

	Current	1 - 30	31 - 60	61 - 90	91 - 120	> 120	TOTAL	Comments
Furnz Pacific Ltd	-	-	-			294	294	
Gibson Freight International	-	-	-			264	264	
Goodman Fielders International	-	-	-			264	264	
Goundar Shiping Limited	-	-				533	533	
Green Leaf Supply Solutions	-	-	-			583	583	
GX2 Technology	-	-	-			- 264	- 264	
Helipro (Fiji) Ltd	-	-	-			264	264	
HFC Bank	-	-	-			264	264	
Hot Glass Fiji Ltd	-	-	-			264	264	
Imaams Prestige Limousines	-	-	-			529	529	
Infratec Limited	-	-	-			264	264	
Insurance Risk Consulting	-	-				264	264	
Island Hoppers	-	-	-			264	264	
Lawhill Group of Companies	-	-	-			264	264	
Marinas of Fiji Ltd	-	-				264	264	
McDonalds Fiji Limited	-	-	-			264	264	
Mundus Trade Fiji PTE	-	-	-			264	264	
Munro Leys	-	-	-			- 136	- 136	
My Idea Limited	-	-	-			110	110	
Natadola Golf Course	-	-				264	264	
Naturally (Fiji) Ltd	-	-				7	7	
Nautilus Adventure Tours Pte Ltd	-	-	-			264	264	
One Hundred Sands Ltd	-	-	-			294	294	
Original Green Tour Company	-	-	-			294	294	
P. Meghji & Company Limited	-	-	-			264	264	
Pacific Island Air & Seaplanes	-	-	-			264	264	40
Patrick Kumar Lawyers	-	-	-			264	264	
Payless Shoes	-	-	-			294	294	
Prestige Laundry and Valet Service	-	-	-			294	294	
Rentokil Limited	-	-				13	13	
Sea Reel Productions	-	-	-			264	264	41
Senikai Spas Fiji Ltd	-	-	-			264	264	
South Pacific Sports Promotions Ltd	-	-	-			583	583	
STAAH Limited	-	-	-			427	427	
Streamvision Pty Ltd	-	-				264	264	
Sunergise	-	-	-			264	264	
Sunny Tours	-	-	-			- 637	- 637	
Tadra Flowers	-	-	-			583	583	
Tailor Made Fiji	-	-	-			587	587	
Tappoo	-	-	-			264	264	42
Taveuni Estates	-	-	-			- 264	- 264	
The Coliseum Limited	-	-	-			583	583	
The Fiji Gas Company Limited	-	-	-			- 4	- 4	
The Glassware Company	-	-				279	279	
Tiara Enterprises Ltd	-	-	-			294	294	
Tower Insurance	-	-	-			636	636	
Triple 3 Ltd	-	-	-			264	264	
UnionPay International Co Ltd	-	-				264	264	
University of the South Pacific	-	-	-			264	264	
USP Pacific Tafe	-	-				- 40	- 40	
Vincard Elsafe New Zealand & Pacific	-	-	-			264	264	
Viti Holidays (Fiji) Pte Ltd	-	-				264	264	
Vodafone Fiji Limited	-	-				264	264	43
Vunabaka Bay Fiji Limited	-	-				264	264	

⁴⁰ Payment will be done by 15.10.20

⁴¹ Payment will be done by 15.10.20

⁴² Payment will be done by 15.10.20

⁴³ Payment will be done by 15.10.20

	Current	1 - 30	31 - 60	61 - 90	91 - 120	> 120	TOTAL	Comments
Walt Smith International		259					259	44
Westpac Banking Corporation	-	-	-			264	264	45
Westside Motorbike Rentals (Fiji) Ltd	-	-	-			289	289	
World Wildlife Fund (WWF)	-	-	-			264	264	46
Total Associate Members	-	909	-	-	-	18,674	19,580	
Less Credit							- 1,691	
Total Outstanding							21,272	
Dive Members								
Aqua Trek Beqa	-	-	-		-	264	264	47
Aqua Trek Mana	-	-	-		-	264	264	48
Beqa Adventure Divers	-	-	-		-	264	264	49
Dive Academy Fiji	-	-	-		-	264	264	50
Dive Kadavu	-	-	-		-	264	264	51
Diveaway Fiji Ltd	-	-			-	508	508	
Manta Ray Dive	-	-	-		-	- 7	- 7	
Namena Reef Divers	-	-	-		-	512	512	52
Scubahire Limited	-	-	-		-	264	264	53
Subsurface Fiji	-	-	-		-	264	264	54
Total Dive Members	-	-	-	-	-	2,858	2,858	
Marine Members								
EMEI Capital Investments Ltd	-	-	-			264	264	55
Fiji Surf Legend	-	-	-			1,031	1,031	56
Mamanuca Express	-	-	-			264	264	57
Rivers Fiji Ltd	-	-	-			264	264	58
Vuda Point Marina	-	-	-			- 512	- 512	
Total Marine Members	-	-	-	-		1,310	1,310	
Others								
Association of Banks in Fiji	-	-	-	-	-	1,000	1,000	
LifeLight		550					550	59
Dormakaba New Zealand Ltd	-	-	-	-	-	10	10	
RTFI	-	-	-	-	-	15	15	
Total Others	-	550	-	-	-	1,025	1,575	
TOTAL AR	-	1,334	- 98	- 109	-	54,907	56,157	

⁴⁴ Paying in installments

⁴⁵ Payment will be done by 20.10.2020

⁴⁶ Payment will be done by 15.10.20

⁴⁷ Closed. Reminder has been sent to GM and Owners for payment in installments

⁴⁸ Closed. Reminder has been sent to GM and Owners for payment in installments

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⁵³ Closed. Reminder has been sent to GM and Owners for payment in installments

⁵⁴ Payment will be done by 20.10.2020

⁵⁵ Closed. Reminder has been sent to GM and Owners for payment in installments

⁵⁶ Small Claims Tribunal

⁵⁷ Closed. Reminder has been sent to GM and Owners for payment in installments

⁵⁸ Closed. Reminder has been sent to GM and Owners for payment in installments

⁵⁹ Payment will be done by 15.10.2020

APPENDIX 1: FHTA SUB-COMMITTEE TERMS OF REFERENCE

COMMITTEE	TERMS OF REFERENCE
<p>MARKETING Brian Kirsch [Chair] – Robinson Crusoe Nick Darling – Volivoli Beach Resort Steven Andrews – Castaway Island, Fiji Vincent Macquet – Sofitel Fiji Resort Azam Khan – Hexagon Group</p>	<p>Attached. The Fiji Tourism Industry Marketing Committee is an informal cross-industry collaborative task force comprised of the industry’s key stakeholders: FHTA, Society of Fiji Travel Agents (SOFTA), Fiji Airways (FJ), and Tourism Fiji (TF). Its mandate is for high-level information-sharing and collaboration to fulfill key marketing objectives supporting the long-term sustainable growth of the national tourism industry.</p>
<p>ENVIRONMENT Nick Darling [Chair] – Volivoli B. Resort Patrick Wong – Viwa Island Resort Steven Andrews – Castaway Island, Fiji Bradley Robinson – Raffe Group</p>	<p>Meet with the Min of Agriculture & Environment, stakeholders & agencies to provide background, raise concerns & clarify environmental issues raised by members. Support the protection & preservation of natural ecosystems that provide Fiji’s tourism attractions</p>
<p>HUMAN RESOURCES (HR) Narend Kumar [Chair] – Tanoa Group Bradley Robinson – Raffe Group Azam Khan – Hexagon Group</p>	<p>Promote the development of employees within the industry. Identify training programs for staff & management for HR compliance. Industry job evaluation & survey</p>
<p>INDUSTRIAL RELATIONS (IR) Brian Kirsch – Robinson Crusoe Resort Tammie Tam – Warwick Hotels Patrick Wong – Viwa Island Resort Neeraj Chadha – Marriott Int. Inc.</p>	<p>Encourage good industrial relations within the industry and provide support to industrial relations issues. Active role in ERAB. Negotiate & consult with Trade Unions, work on Collective Agreements.</p>
<p>FEFHA MANAGEMENT Tarun Patel [Chair] – Vision Investments Tammie Tam – Warwick Hotels</p>	<p>42 Gorrie Street Building – maintenance, operational costs & investment</p>
<p>MEMBERSHIP (currently under ExCom) Brian Kirsch [Chair] – Robinson Crusoe Tammie Tam – Warwick Hotels Tarun Patel – Vision Investments Ltd Neeraj Chadha – Marriott Int Inc. Nick Darling – Volivoli Beach Resort</p>	<p>Membership application review, background check and endorsement. Membership benefit review, subscriptions, and membership drive to increase numbers</p>
<p>PROPRIETARY RIGHTS Patrick Wong [Chair] – Viwa Is Resort Tammie Tam – Warwick Hotels Brian Kirsch – Robinson Crusoe Resort Nick Darling – Volivoli Beach Resort Francis Lee – Shangri-La’s Fijian Resort</p>	<p>Promote good relations with all stakeholders in the local and resource owning communities. Increase involvement with Resource Owners and their representatives. Meetings with resource owners & reps and regular consultation on land lease issues and lease agreements.</p>

<p>DIVE (DiveComm) Nick Darling [Chair] – Volivoli B.R Mike Agnew – Viti Water Sports Allan Gortan – Paradise Taveuni Stuart Gow – Resort Support</p>	<p>Endorse Dive Member applications. Raise dive issues and safety concerns with relevant stakeholders. Updates on Hyperbaric Chamber & Dive Emergency Notes</p>
<p>MARINE & YACHT OPERATORS (includes Surf) Nick Darling [Chair] – Volivoli B. Resort David Jamieson – Yacht Help Cynthia Rasch – Port Denarau Marina Adam Wade – Vuda Marina Ltd Uri Kurop – Denarau Surf Dive N Ski Bob Speed – Captain Cook Cruises</p>	<p>Marine related compliance issues & challenges brought to relevant agency attentions (MSAF, NDMO, Min of Transport). Regular consultations with stakeholders.</p>
<p>DOMESTIC TRANSPORT Allan Gortan [Chair] – Paradise Taveuni Stuart Gow – Resort Support Justin Hunter – The Pearl Shack</p>	<p>Member consultations on transportation issues that should be raised with CAAFI, FAL, LTA, FRA and airlines.</p>
<p>POLICY & LEGAL (currently under ExCom) same as Membership</p>	
<p>FRCS (currently under ExCom) same as Membership</p>	

APPENDIX 2: FHTA REVISED BUDGET 2020

Items	Budget 2020	Actual Jan - July	Estimate Aug- Dec	Revised Budget 2020	2020 Projected Activities
Income					
Annual Subscriptions - Active Members	358,394	166,340	0	166,289	50% Waiver on 2020 Subscriptions
Annual Subscriptions - Associate Members	79,108	32,819	0	32,651	50% Waiver on 2020 Subscriptions
Total Subscriptions Income	437,502	199,159	0	198,940	
Interest Earned Fixed Deposit	32,607	5,115	28,294	33,409	Refer to attached TD Interest Breakdown
AVI Funding		14,065	0	14,065	
Total Other Income	32,607	19,180	28,294	47,474	
Income from Events					
Workshop and Training Courses	63,201	0	11,600	11,600	Targeted Loss for workshops is \$224.50 Refer 'Workshop Income & Expenses' worksheet
HOTEC	100,000	0	0	0	Event Cancelled due to COVID- 19 and Border Closed
AGM	10,000	1,789	505	2,294	Income from advertisement in Annual Report pages
Digital Tourism Workshop	6,000	0	0	0	Online Webinar
Dive Expo	30,000	1,606	0	1,606	Event Cancelled due to COVID- 19 and Border Closed
TOTAL INCOME EVENTS	209,201	3,395	12,105	15,499	
TOTAL INCOME	679,309	221,734	40,399	261,914	
Expenses					
Events					
Workshop and Training Expense	53,310	3,206	11,825	11,825	Refer 'Workshop Income & Expenses' worksheet.
AVI Funding		0	14,605	14,605	
HOTEC	95,000	0	0	0	Event Cancelled due to COVID- 19 and Border Closed
AGM	16,000	0	4,974	4,974	Venue
Charity Golf		1,500	0	1,500	
Media workshops	1,000	537	0	537	Reduction in allocation for Media workshop to reflect hosting one (1) workshop in Suva.
Digital Tourism Workshop	6,000	0	0	0	Online Webinar organised by Pacific Trade Invest
Dive Expo Expenses	25,000	0	0	0	Event Cancelled due to COVID- 19 and Border Closed
TOTAL EXPENSE EVENTS	196,310	5,243	31,404	33,441	
Professional Fees					
Audit of FHTA Books	4,000	1,869	0	1,869	
Membership Support Services Fees	42,000	6,394	5,000	11,394	Allocation projection for assistance with VMS and adhoc research
Public Relation Fees	5,000	0	0	0	
Small Claims	500	30	170	200	
Legal Fees	5,000	0	0	0	
TOTAL	56,500	8,293	5,170	13,463	

Items	Budget 2020	Actual Jan – July	Estimate Aug- Dec	Revised Budget 2020	2020 Projected Activities
<u>Membership Services</u>					
Hotel report survey / STR	10,000	6,307	0	6,307	STR monthly reports suspended uptil December
Website Development Cost	5,000	1,789	0	1,789	Website maintenance cost
IR Support	24,000	5,339	0	5,339	Neel Shivam decreased in costing as Monthly retainer cost waived by Neel from April 2020
Weather Services	10,200	5,831	4,369	10,200	
Total Membership Benefits/Services	49,200	19,266	4,369	23,635	
<u>General & Office Administration Expenses</u>					
Advertising	8,000	5,229	0	5,229	
Bank Fee	700	286	300	586	
Courier charges	250	45	55	100	
Depreciation expenses	16,000	9,813	7,111	16,924	
Doubtful Debts	3,000	0	20,000	20,000	2019 Audit Recommendation and COVID Economic Impact
FHTA Office Rent	24,864	14,504	10,360	24,864	Rental based on current tenancy agreement
General Expense	6,000	440	560	1,000	
Gifts & Donations / Reguregu	1,000	50	0	50	
Licenses and Permits	800	200	0	200	Business Licence, OHS and NFA
Loss on Disposal	0	0	0	0	
Office Supplies	1,000	198	500	698	
Postage & Delivery	500	214	50	264	Posting Charges for Ministries or Office Letter. Statements Invoice are dispatched electronically to reduce cost
Printing & Stationery	5,000	2,113	2,250	4,363	Monthly printing, photocopying, faxing and scan charges
Sponsorship	0	0	0	0	
Staff Functions/Board Retreat	500	0	0	0	no retreat planned for 2020
Subs - Govt Printer & FCEF,Fiji Village	1,800	893	907	1,800	Subscriptions for Island Business, FCEF, Govt. Printery, SPTO, Fiji Times, Fiji Sun
Taxi Fare	400	61	100	161	
Vat Write Off	0	0	0	0	
Total General & Office Administration	69,814	34,046	42,193	76,239	
<u>Communication - Ph, Fax, Email,Website</u>					
Email	2,000	1,460	500	1,960	\$100 per month vodafone internet
Mobile Charges	3,500	3,227	3,250	6,477	Vodafone and Digicel.
Telephone	2,750	882	400	1,282	Only 1 Telecom Line is active and the rest has been replaced by Digicel Numbers
Website Hosting Charges	3,000	667	500	1,167	Constant Contact, Email G-Suite
Total Communication	11,250	6,236	4,650	10,886	

Items	Budget 2020	Actual Jan - July	Estimate Aug- Dec	Revised Budget 2020	2020 Projected Activities
<u>Meeting Expenses/Marketing/Travel</u>					
Accommodation and Travel	2,500	455	0	455	
Airfare	2,000	58	0	58	
Board Meetings & Travel	1,000	583	0	583	
FETA Awards	0	0	0	0	
FRCA Subcommittee Meeting	200	0	0	0	
Grants for Chapters	6,000	0	0	0	
IR & HR Meeting Expenses	500	0	0	0	
Meals & Entertainment	2,000	526	500	1,026	
Chapter meetings	4,000	0	0	0	
Taxi Fare	600	140	0	140	
Topex	2,000	0	0	0	
Total Meeting Expenses	20,800	1,762	500	2,262	
<u>Motor Expenses</u>					
Fuel	5,000	2,442	2,000	4,442	
Motor Vehicle Repair / Service	2,500	324	1,000	1,324	
Wheel Tax & Road Levy / Third Party	300	0	300	300	
Total Motor Expenses	7,800	2,766	3,300	6,066	
<u>Staff & Payroll Expenses</u>					
Advertisement of Staff Recruitment	2,000	0	0	0	<i>No Allocation, reflects the full complement of staff at the Secretariat i.e. no current or anticipated immediate vacancies.</i>
Annual Leave	-	0	0	0	Leave managed as an expense as paid out. AL is accrued.
Casual Work	800	420	300	720	
Provision for Performance Review	0	0	0	0	No bonus payouts as Performance Management used
Research & Admin Officer	12,960	1,938	0	1,938	
Salary - Chief Executive	103,018	47,157	27,090	74,247	CEO on 20% Pay Reduction from May
Salary - Events & Comms	15,396	7,731	5,099	12,830	ECO on 20% Hour Reduction from 1st September
Salary - Executive Officer	32,400	14,885	10,154	25,039	EO on 20% from May
Salary - Finance Officer	16,062	8,181	5,262	13,443	FO on 20% Hour Reduction from 1st September
Salary - FNPF	20,000	6,428	3,128	9,556	
Salary - FNTC Levy	2,000	814	793	1,607	
Salary - PR Officer	25,000	11,346	8,942	20,288	PRO on 20% Hour Reduction from 1st September
Salary Intern	1,000	0	0	0	
Staff Training	5,000	0	0	0	
Total Staff Cost	235,636	98,900	60,769	159,669	

Items	Budget 2020	Actual Jan – July	Estimate Aug- Dec	Revised Budget 2020	2020 Projected Activities
<u>Insurance</u>					
Directors Offices Insurance	4,500	2,846	2,426	5,272	
Fidelity Guarantee	200	161	163	324	
Fire & Perils	700	344	255	599	
General Property	350	279	261	540	
Medical Insurance	8,500	5,144	4,144	9,288	
Motor Vehicle Insurance	1,800	1,048	741	1,789	
Public Liabilty	1,900	894	621	1,515	
Total Insurance	17,950	10,716	8,611	19,327	
<u>Repairs & Upgrade</u>					
Computer Repairs & Tech Support	1,000	190	0	190	
Computer Software Virus Update and Email	500	856	0	856	
Video Conferencing equipment	0	0	0	0	
Equipment Repairs - Photocopy Machine/Fax/Air Con	0	0	0	0	
Total for Repairs and Upgrade	1,500	1,046		1,046	
Total Expenses	666,760	188,274		346,034	
OPERATIONAL Surplus	12,549	33,460		(84,121)	
Share of partnership income	0	0	0	43,000	<i>Estimate based on FEFHA Audited Accounts</i>
Surplus/Deficit	12,549	33,460		(41,121)	
Charity Events					
Charity Golf Revenue	52,500				Cancelled due to Covid 19
Charity Golf Expenses	30,000				
Charity Golf Profit	22,500				
Scholarship fundraising Revenue	50,000				Cancelled due to Covid 19
Scholarship fundraising expenses	25,000				
Scholarship Profit	25,000				

APPENDIX 2A: TERM DEPOSIT INTEREST BREAKDOWN

Company	Amount	Interest Rate	Maturing Date	2020 Interest	
Credit Corporation	\$ 36,138.80	4.50%	04/10/2021	\$ 1,626.25	
Credit Corporation	\$ 60,231.37	4.50%	04/10/2021	\$ 2,710.41	
Credit Corporation	\$ 61,836.95	4.50%	04/10/2021	\$ 2,782.66	
Total Credit Corporation	\$ 158,207.12			\$ 7,119.32	
Merchant Finance	\$ 85,971.57	4.50%	09/10/2022	\$ 3,868.72	
Merchant Finance	\$ 56,007.60	4.25%	31/07/2020	\$ 2,380.32	Withdrawn
Merchant Finance	\$ 53,950.00	3.75%	26/11/2021	\$ 2,023.13	
Total Merchant Finance	\$ 139,921.57			\$ 8,272.17	
HFC	\$ 45,491.36	4.25%	01/07/2020	\$ 1,933.38	Withdrawn
HFC	\$ 119,162.00	4.50%	11/10/2020	\$ 5,362.29	Partial Withdrawal
HFC	\$ 119,162.00	4.50%	11/10/2020	\$ 5,362.29	Re-investment
HFC	\$ 50,000.00	2.10%	11/03/2021	\$ 1,050.00	
HFC	\$ 124,524.29	2.10%	11/10/2021	\$ 2,615.01	Re-investment
Total HFC	\$ 174,524.29			\$ 2,657.96	
Reserve Bank					
Viti Bond	\$ 134,000.00	4.00%	21/12/2022	\$ 5,360.00	
Total IBD	\$ 606,652.98				
TOTAL IBD INTEREST 2020				\$ 33,409.45	

APPENDIX 2B: PROPOSED TRAINING AND WORKSHOP 2020

Description	Unit	Cost per Unit	Income	Expenses	Profit/Loss
FRCS Workshop Nadi					
Income Member Fee	18	\$ 50.00	\$ 900.00		
Income Non Member	2	\$ 100.00	\$ 200.00		
FNPF			\$ 900.00		
Expenses Conference Package	40	\$ 45.00		\$ 1,800.00	
Venue	1			\$ 600.00	
Travel,Accommodation,Meal Facilitator	1	\$ 1,006.00		\$ 1,006.00	
Profit FRCS Workshop			\$ 2,000.00	3406	\$(1,406.00)
FRCS Workshop Suva					
Income	5	\$ 50.00	\$ 250.00		
Expenses Conference Package		\$ 8.50		\$ 8.50	
Profit FRCS Workshop			\$ 250.00	8.5	\$ 241.50
FRCS Workshop Coral Coast					
Income	7	\$ 50.00	\$ 350.00		
Expenses Conference Package	20	\$ 28.00		\$ 560.00	
Profit FRCS Workshop			\$ 350.00	560	\$(210.00)
FRCS Workshop North (Zoom)					
Income		\$ -	\$ -		\$ -
Profit FRCS Workshop			\$ -	0	\$ -
Overall FRCS Workshop Surplus					-\$ 1,374.50
OHS 3 & 4 West					
ILO Funding			\$ 5,000.00		
Income	20	\$ 200.00	\$ 4,000.00		
Conference Package	20	\$ 170.00		\$ 3,400.00	
Venue Hire				\$ 600.00	
AV				\$ 350.00	
Facilitator Cost	1	\$ 2,000.00		\$ 2,000.00	
Facilitator Acc/Meals,Transport	1			\$ 1,500.00	
Profit from OHS Workshop			\$ 9,000.00	7850	\$ 1,150.00
Total Revenue			\$ 11,600.00		
Total Expense				\$ 11,824.50	
Overall Workshop Profit					\$ (224.50)

APPENDIX 3: CASH FLOW FORECAST FOR 2020

Members paid through Aug = 74.% # of membership withdrawn & closed = 6 # of members still closed = 70 Members out of 146 (48%) (Resorts, Dive, Marine and Tour Operators)	Cost-cutting Measures
	Freeze on hiring of replacement Research and Admin Officer; Work reallocated to existing staff members. (\$10,061.54)
	CEO on 20% pay reduction. (\$19,565.22)
	Secretariat Staff on 20% Hour Reduction. (\$5,616.06)
	Neel Shivam waived monthly fees (\$16,000.00)
	Nadraki 50% off on last quarter of invoice (\$1,362.50) . For 2021 Nadraki Gave 33% Discount
	STR Agreed to cancellation of the contract till December 2020 (\$10,000.00)
	Most meetings to be conducted via Zoom except AGM which will be delayed (tentative Aug)
	All other office expenses reviewed downwards
	Income
	Training at Break even or Funded
	Members offered 50% discount on Subscriptions
Term Deposits from Merchant Finance, HFC were withdrawn	

The following Term deposit will mature in 2020

Bank	Maturity Date	Principal	Interest	Total	Withdrawal	Balance
HFC	11.10.2020	\$ 119,162.00	\$ 5,362.29	\$ 124,524.29	\$ 74,524.29	\$ 50,000.00
HFC	11.10.2020	\$ 119,162.00	\$ 5,362.29	\$ 124,524.29		\$ 124,524.29
Total TD Maturing in 2020			\$ 10,724.58	249048.58	\$ 74,524.29	\$ 174,524.29

There is an additional total of **\$625,024.15** invested in term deposits that will mature in 2021 and 2022 \$ 625,024.15
 Cash at Bank + TD \$ 698,701.12

2020 TD Withdrawals	July	August	October	Total
	\$ 47,412.39	\$ 58,394.44	\$ 74,524.29	\$ 180,331.12

Operating Bank Account	August	September	October	November	December	Total Income	Comments
Opening Bank Balance	\$ 29,780.45	\$ 75,846.90	\$ 55,553.39	\$ 117,705.98	\$ 101,580.66		
AGM Revenue from Adverts and FRCS Training	\$ 2,000.00					\$ 2,000.00	
Training		\$ 1,350.00		\$ 2,000.00			60
Member Subs (min collection)	\$ 9,503.14	\$ 2,184.81	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 26,687.95	
AVI Funding						\$ -	
Merchant Finance TD	\$ 58,394.44						
HFC (\$124,524.29)			\$ 74,524.29				61
Total	\$ 99,678.03	\$ 79,381.71	\$ 135,077.68	\$ 124,705.98	\$ 106,580.66	\$ 28,687.95	

Payments for 2020	August	September	October	November	December	Total Expenses	Comments
Telecom	\$ 80.00	\$ 80.00	\$ 80.00	\$ 80.00	\$ 80.00	\$ 400.00	
Vodafone	\$ 562.07	\$ 299.83	\$ 299.83	\$ 299.83	\$ 299.83	\$ 1,761.39	
Digicel	\$ 280.00	\$ 280.00	\$ 280.00	\$ 280.00	\$ 280.00	\$ 1,400.00	
Total (Fuel)	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 2,500.00	
Salary	\$ 9,512.90	\$ 10,485.46	\$ 10,485.46	\$ 10,485.46	\$ 12,841.41	\$ 53,810.69	62
PAYE	\$ 711.70	\$ 711.70	\$ 711.70	\$ 711.70	\$ 853.90	\$ 3,700.70	
FNPF	\$ 753.98	\$ 559.85	\$ 559.86	\$ 559.85	\$ 775.07	\$ 3,208.61	
Nadraki		\$ 7,303.00				\$ 7,303.00	
Stationery			\$ 500.00			\$ 500.00	
CEO Meeting	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 1,000.00	
Counterpoint			\$ 428.37			\$ 428.37	
LTA JS 455 Passing		\$ 400.00				\$ 400.00	
Fiji Times subs e-edition			\$ 100.00			\$ 100.00	
Fiji Sun			\$ 218.00			\$ 218.00	
Remington	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 1,250.00	
FEFHA Rent	\$ 2,258.48	\$ 2,258.48	\$ 2,258.48	\$ 2,258.48	\$ 2,258.48	\$ 11,292.40	
AVI Funding Expenses					\$ 14,065.00	\$ 14,065.00	
KPMG VMS (work done in 2019)				\$ 5,000.00		\$ 5,000.00	
Cost for hosting delayed AGM	\$ 5,222.00					\$ 5,222.00	
Training	\$ 3,000.00			\$ 2,000.00		\$ 5,000.00	
Contingency (to cover small unplanned expenses)	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 2,500.00	
Total Payments	\$ 23,831.13	\$ 23,828.32	\$ 17,371.70	\$ 23,125.32	\$ 32,903.69	\$ 121,060.16	
Closing Bank Balance	\$ 75,846.90	\$ 55,553.39	\$ 117,705.98	\$ 101,580.66	\$ 73,676.97		

Key	Estimated costs – actual amounts may differ	Reflects reduced cost amounts
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⁶⁰ IR Workshop

⁶¹ 50,000 to be re-invested in October for 6 Months at current market rate of 2.10%

⁶² Dec Pay is 2 Pays plus 4 Days (Pay till 31.12.2020)

APPENDIX 4: FHTA 2021 PROPOSED BUDGET

Items	Budget 2020	Revised Budget 2020	Budget 2021 (100% Subs)	Budget 2021 (50% Subs)	2021 Projected Activities
Income					
Annual Subscriptions - Active Members	358,394	166,289	314,499	157,250	
Annual Subscriptions - Associate Members	79,108	32,651	65,785	32,892	
Total Subscriptions Income	437,502	198,940	380,284	190,142	
Interest Earned Fixed Deposit	32,607	33,409	22,607	22,607	Refer to Appendix 4A
AVI Funding		14,065			Funded for Child Safety Tourism Development Policy
Total Other Income	32,607	47,474	22,607	22,607	
Income from Events					
Workshop and Training Courses	63,201	14,000	18,200	18,200	Targeted profit for workshops is \$2,961 Refer Appendix 3B
HOTEC	100,000	0	0	0	Event Cancelled due to COVID- 19 and Border Closed
AGM	10,000	2,294	2,000	2,000	Income from advertisement in Annual Report pages
Digital Tourism Workshop	6,000	0	0	0	Online Webinar Funded
Dive Expo	30,000	1,606	0	0	Event Cancelled due to COVID- 19 and Border Closed
TOTAL INCOME EVENTS	209,201	17,899	20,200	20,200	
TOTAL INCOME	679,309	264,314	423,091	232,949	
Expenses					
Events					
Workshop and Training Expense	53,310	10,889	15,239	15,239	Refer Appendix 4B
AVI Funding	0	14,605	0	0	
HOTEC	95,000	0	0	0	Event Cancelled due to COVID- 19 and Border Closed
AGM	16,000	4,974	5,000	5,000	Venue Hosting
Charity Golf	0	1,500	0	0	
Media workshops	1,000	537	600	600	Reduction in allocation for Media workshop to reflect hosting one (1) workshop in Suva.
Digital Tourism Workshop	6,000	0	0	0	Online Webinar funded by Pacific Trade Invest
Dive Expo Expenses	25,000	0	0	0	Event Cancelled due to COVID- 19 and Border Closed
TOTAL EXPENSE EVENTS	196,310	32,505	20,839	20,839	
Professional Fees					
Audit of FHTA Books	4,000	1,869	3,500	3,500	
Membership Support Services Fees	42,000	11,394	10,000	10,000	Allocation projection for assistance with VMS and adhoc research
Public Relation Fees	5,000	0	0	0	
Small Claims	500	200	500	500	
Legal Fees	5,000		5,000	5,000	Contingency
TOTAL Professional Fees	56,500	13,463	19,000	19,000	

Items	Budget 2020	Revised Budget 2020	Budget 2021 (100% Subs)	Budget 2021 (50% Subs)	2021 Projected Activities
<i>Membership Services</i>					
Hotel report survey / STR	10,000	6,307	10,000	10,000	STR monthly reports suspended until December 2020, Contingency
Website Development Cost	5,000	2,584	2,500	2,500	Website maintenance cost @ 50%
IR Support	24,000	5,339	12,000	12,000	Neel Shivam decreased in costing as Monthly retainer cost considered from July - December 2021
Weather Services	10,200	10,200	10,200	6,834	33% Discount
<i>Total Membership Benefits/Services</i>	49,200	24,430	34,700	31,334	
<i>General & Office Administration Expenses</i>					
Advertising	8,000	5,229	1,000	1,000	Contingency
Bank Fee	700	586	700	700	
Courier charges	250	100	250	250	
Depreciation expenses	16,000	16,924	16,924	16,924	
Doubtful Debts	3,000	20,000	5,000	20,000	2019 Audit Recommendation and COVID Economic Impact
FHTA Office Rent	24,864	24,864	24,864	24,864	Rental based on current tenancy agreement
General Expense	6,000	1,000	1,000	1,000	
Gifts & Donations / Reguregu	1,000	50	2,000	2,000	Gift for Jenny Seeto to be presented at 2021 AGM and installing a plaque in the office in honour of Dixon Seeto
Licenses and Permits	800	200	500	500	OHS and NFA
Loss on Disposal					
Office Supplies	1,000	698	1,500	1,500	
Postage & Delivery	500	264	300	300	Posting Charges for Ministries or Office Letter. Statements Invoice are despatch electronically to reduce cost
Printing & Stationery	5,000	4,363	5,000	5,000	Monthly printing, photocopying, faxing and scan charges
Subs - Govt Printer & FCEF,Fiji Village	1,800	1,800	1,800	1,800	Subscriptions for Island Business, FCEF, Govt. Printery, SPTO, Fiji Times, Fiji Sun
Taxi Fare	400	161	200	200	
<i>Total General & Office Administration</i>	69,314	76,239	61,038	76,038	
<i>Communication - Ph, Fax, Email,Website</i>					
Email	2,000	1,960	2,000	2,000	\$100 per month vodafone internet
Mobile Charges	3,500	6,477	6,500	6,500	Vodafone and Digicel.
Telephone	2,750	1,282	960	960	Only 1 Telecom Line is active and the rest replaced by Digicel Numbers
Website Hosting Charges	3,000	1,167	3,000	3,000	Constant Contact, Email G-Suite
<i>Total Communication</i>	11,250	10,886	12,460	12,460	

Items	Budget 2020	Revised Budget 2020	Budget 2021 (100% Subs)	Budget 2021 (50% Subs)	2021 Projected Activities
<u>Meeting Expenses/Marketing/Travel</u>					
Accommodation and Travel	2,500	455	1,500	1,500	Contingency
Airfare	2,000	58	500	500	Contingency
Board Meetings & Travel	1,000	583	1,000	1,000	Contingency
FRCA Subcommittee Meeting	200	0	200	200	Contingency
IR & HR Meeting Expenses	500	0	1,000	1,000	Contingency
Meals & Entertainment	2,000	1,026	1,000	1,000	Contingency
Chapter meetings	4,000	0	2,000	1,000	Membership Drive (North,Coral Coast and Nadi)
Taxi Fare	600	140	200	200	Contingency
Topex	2,000	0	2,000	2,000	Contingency
Total Meeting Expenses	14,800	2,262	9,400	8,400	
<u>Motor Expenses</u>					
Fuel	5,000	4,442	5,000	5,000	
Motor Vehicle Repair / Service	2,500	1,324	2,500	2,500	
Wheel Tax & Road Levy / Third Party	300	300	300	300	
Total Motor Expenses	7,800	6,066	7,800	7,800	
<u>Staff & Payroll Expenses</u>					
Advertisement of Staff Recruitment	2,000	0	0	0	<i>No Allocation,reflects the full complement of staff at the Secretariat i.e. no current or anticipated immediate vacancies.</i>
Annual Leave	-	0	0	0	Leave managed as an expense as paid out. AL is accrued.
Casual Work	800	720	800	800	
Research & Admin Officer	12,960	1,938	0	0	
Salary - Chief Executive	103,018	74,247	97,826	74,247	Staff Salary back to normal at a 100% subs, Reduced hours (Staff) and 20% salary deduction (CEO) on 50% subs scenario
Salary - Events & Comms	15,396	12,830	14,256	11,405	
Salary - Executive Officer	32,400	25,039	30,000	24,000	
Salary - Finance Officer	16,062	13,443	14,872	11,898	
Salary - FNPF	20,000	9,556	9,098	7,077	
Salary - FNTC Levy	2,000	1,607	1,820	1,235	
Salary - PR Officer	25,000	20,288	25,000	20,000	
Staff Training	5,000	0	5,000	5,000	
Total Staff Cost	234,636	159,668	198,671	155,662	

Items	Budget 2020	Revised Budget 2020	Budget 2021 (100% Subs)	Budget 2021 (50% Subs)	2021 Projected Activities
<u>Insurance</u>					
Directors Offices Insurance	4,500	5,272	5,272	5,272	181,954
Fidelity Guarantee	200	324	324	324	
Fire & Perils	700	599	599	599	
General Property	350	540	540	540	
Medical Insurance	8,500	9,288	9,288	9,288	
Motor Vehicle Insurance	1,800	1,789	1,789	1,789	
Public Liability	1,900	1,515	1,515	1,515	
Total Insurance	17,950	19,327	19,327	19,327	
<u>Repairs & Upgrade</u>					
Computer Repairs & Tech Support	1,000	190	3,000	3,000	New Laptop replacement
Computer Software Virus Update and Email	500	856	500	500	
Video Conferencing equipment	0	0	0	0	
Equipment Repairs - Photocopy Machine/Fax/Air Con	0	0	0	0	
Total for Repairs and Upgrade	1,500	1,046	3,500	3,500	
Total Expenses	659,260	345,892	386,735	354,360	
OPERATIONAL Surplus	20,049	(81,579)	36,355	(121,412)	
Share of partnership income	0	43,000	40,000	40,000	<i>Estimates</i>
Surplus/Deficit	20,049	(38,579)	76,355	(81,412)	
Charity Events					
Charity Golf Revenue	52,500				
Charity Golf Expenses	30,000				
Charity Golf Profit	22,500				
Scholarship fundraising Revenue	50,000				
Scholarship fundraising expenses	25,000				
Scholarship Profit	25,000				

APPENDIX 4A: TERM DEPOSIT INTEREST BREAKDOWN

Company	Amount	Interest Rate	Maturing Date	2020 Interest
Credit Corporation	\$ 37,765.05	4.50%	04/10/2021	\$ 1,699.43
Credit Corporation	\$ 62,941.78	4.50%	04/10/2021	\$ 2,832.38
Credit Corporation	\$ 64,619.61	4.50%	04/10/2021	\$ 2,907.88
Total Credit Corporation	\$ 165,326.44			\$ 7,439.69
Merchant Finance	\$ 89,840.29	4.50%	09/10/2022	\$ 4,042.81
Merchant Finance	\$ 55,973.13	3.75%	26/11/2021	\$ 2,098.99
Total Merchant Finance	\$ 145,813.42			\$ 6,141.81
HFC	\$ 50,000.00	2.10%	11/03/2021	\$ 1,050.00
HFC	\$ 124,524.29	2.10%	11/10/2021	\$ 2,615.01
Total HFC	\$ 174,524.29			\$ 3,665.01
Reserve Bank				
Viti Bond	\$ 134,000.00	4.00%	21/12/2022	\$ 5,360.00
Total IBD	\$ 619,664.15			
TOTAL IBD INTEREST 2021				\$ 22,606.51

APPENDIX 4B: PROPOSED WORKSHOP INCOME AND EXPENSES 2021

Workshop	Description	Unit	Cost per Unit	Income	Expenses	Profit/Loss
FRCS Workshop Nadi	Income	50	\$ 60.00	\$ 3,000.00		
	Expenses Conference Package	50	\$ 40.00		\$ 2,000.00	
	Venue	1			\$ 600.00	
	Travel,Accommodation,Meal Facilitator	1	\$ 500.00		\$ 500.00	
	Profit FRCS Workshop			\$ 3,000.00	3100	\$ (100.00)
FRCS Workshop Suva	Income	10	\$ 60.00	\$ 600.00		
	Expenses Conference Package		\$ 100.00		\$ 100.00	
	Profit FRCS Workshop			\$ 600.00	100	\$ 500.00
FRCS Workshop Coral Coast	Income	10	\$ 60.00	\$ 600.00		
	Expenses Conference Package	20	\$ 28.00		\$ 560.00	
	Profit FRCS Workshop			\$ 600.00	560	\$ 40.00
FRCS Workshop North (Zoom)	Income		\$ -	\$ -		\$ -
	Profit FRCS Workshop			\$ -	0	\$ -
Overall FRCS Workshop Surplus						\$ 440.00
OHS 3 & 4 West	ILO Funding			\$ 5,000.00		
	Income	20	\$ 200.00	\$ 4,000.00		
	Conference Package	20	\$ 170.00		\$ 3,400.00	
	Venue Hire				\$ 600.00	
	AV				\$ 350.00	
	Facilitator Cost	1	\$ 2,000.00		\$ 2,000.00	
	Facilitator Acc/Meals,Transport	1			\$ 1,500.00	
Profit from OHS Workshop				\$ 9,000.00	7850	\$ 1,150.00
HR/IR Workshop Nadi	Income	30	\$ 100.00	\$ 3,000.00		
	Expenses Conference Package	30	\$ 40.00		\$ 1,200.00	
	Venue	1			\$ 600.00	
	Travel,Accommodation,Meal Facilitator	1	\$ 1,229.00		\$ 1,229.00	
	Profit HR/IR Workshop			\$ 3,000.00	3029	\$ (29.00)
HR/IR Workshop Suva	Income	20	\$ 100.00	\$ 2,000.00		
	Expenses Conference Package	30	\$ 20.00		\$ 600.00	
	Profit HR /IR Workshop			\$ 2,000.00	600	\$ 1,400.00
Overall HR/IR Workshop Surplus						\$ 1,371.00
Total Revenue				\$ 18,200.00		
Total Expense					\$ 15,239.00	
Overall Workshop Profit						\$ 2,961.00

APPENDIX 5: CASH FLOW PROJECTION FOR 2021 AT 50% SUBS COLLECTION

50% Subs Invoiced for 1st half of the year. Minus 1.5% Rate increas Borders Open Early 2021 2nd Half invoice will be raised in June Some Membership withdrawals expected	Cost-cutting Measures
	Freeze on hiring of replacement Research and Admin Officer; Work reallocated to existing staff members. (\$12,000)
	CEO on 20% pay Reduction.(\$19,565.22)
	Secretariat Staff on 20% Hour Reduction. (\$15,531.31)
	Freeze Neel Shivam Monthly Costs for 6 Months & to be reviewed if borders open later (\$6,000.00)
	Laptron on 50% maintenance fees (\$1,733.31)
	Nadraki on 66% Fees. (\$6,835) (payment done in 2020)
	Most meetings to be conducted via Zoom except AGM which will be delayed (tentative Aug)
	All other office expenses reviewed downwards
	Income
	Training at Break even or Funded
	HFC Term Deposit is required for withdrawal in March (\$102,100)

TD Maturing 2021	Principal	Interest Rate	Maturity Date	Interest Amount	Maturity Amount	Withdrawal	Balance
Merchant Finance	\$ 53,950.00	3.75%	26/11/2021	\$ 2,023.13	\$ 55,973.13		\$ 55,973.13
Credit Corporation	\$ 36,138.80	4.50%	04/10/2021	\$ 1,626.25	\$ 37,765.05		\$ 37,765.05
Credit Corporation	\$ 60,231.37	4.50%	04/10/2021	\$ 2,710.41	\$ 62,941.78		\$ 62,941.78
Credit Corporation	\$ 61,836.95	4.50%	04/10/2021	\$ 2,782.66	\$ 64,619.61		\$ 64,619.61
HFC	\$ 50,000.00	2.10%	11/03/2021	\$ 1,050.00	\$ 51,050.00	\$ 51,050.00	\$ -
HFC	\$ 50,000.00	2.10%	11/03/2021	\$ 1,050.00	\$ 51,050.00	\$ 51,050.00	\$ -
HFC	\$ 74,524.29	2.10%	11/10/2021	\$ 1,565.01	\$ 76,089.30		\$ 76,089.30
Total	\$ 386,681.41			\$ 12,807.46	\$ 399,488.87	\$ 102,100.00	\$ 297,388.87

TD Maturing in 2022		Principal	Interest Rate	Maturity Date	Interest Amount	Maturity Amount
Merchant Finance		\$ 85,971.57	4.50%	09/10/2022	\$ 3,868.72	\$ 89,840.29
Viti Bond		\$ 134,000.00	4.00%	21/12/2022	\$ 5,360.00	\$ 139,360.00
Total		\$ 219,971.57			\$ 9,228.72	\$ 229,200.29

TD Balance **\$ 526,589.16**
Cash at Bank + TD **\$ 590,108.38**

Operating Bank Account	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total Income
Opening Bank Balance	73,676.97	55,356.72	39,731.40	103,049.13	107,745.44	95,241.60	80,116.28	88,433.79	80,139.28	83,533.72	75,972.71	77,585.15	73,676.97
Training			2,000.00			2,000.00		2,000.00		2,000.00	2,000.00		10,000.00
HFC TD Maturing in March			102,100.00										
Member Subs 2020			10,000.00		10,000.00								20,000.00
Member Subs 2021			10,000.00	15,000.00	10,000.00	15,000.00	30,000.00	30,000.00	30,000.00	20,000.00	20,000.00	10,000.00	190,000.00
Total	73,676.97	55,356.72	163,831.40	128,049.13	117,745.44	112,241.60	110,116.28	120,433.79	110,139.28	105,533.72	97,972.71	87,585.15	293,676.97

Payments for 2021	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total Expenses
Telecom	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	960.00
Vodafone	299.83	299.83	299.83	299.83	299.83	299.83	562.07	562.07	562.07	562.07	562.07	562.07	5,171.40
Digicel	280.00	280.00	280.00	280.00	280.00	280.00	280.00	280.00	280.00	280.00	280.00	280.00	3,360.00
Insurance Premium			20,000.00										20,000.00
Total (Fuel)	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
Salary	10,485.46	10,485.46	10,485.46	10,485.46	15,728.20	10,485.46	10,485.46	10,485.46	10,485.46	15,728.20	10,485.46	10,485.46	136,311.00
PAYE	711.70	711.70	711.70	711.70	1,067.55	711.70	711.70	711.70	711.70	1,067.55	711.70	711.70	9,252.10
FNPF	559.85	559.85	559.85	559.85	839.78	559.85	559.85	559.85	559.85	839.78	559.85	559.85	7,278.06
FNU Levy			500.00						500.00				1,000.00
Nadraki													-
PWC Audit Fee				4,000.00									4,000.00
Stationery	500.00					500.00							1,000.00
Dixon Seeto Memorium						2,000.00							2,000.00
CEO Meeting	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00
Constant Contact					1,000.00								1,000.00
Counterpoint	428.37			428.37			428.37			428.37		428.37	2,141.85
LTA JS 455 Passing									400.00				400.00
Servicing of JS 455	250.00			250.00				250.00				250	1,000.00
Fiji Times subs e-edition									100.00				100.00
Govt Gazette	650.00												650.00
Fiji Sun									218.00				218.00
STR						2,000.00	2,000.00	2,000.00	2,000.00	2,000.00			10,000.00
Laptron Holdings	866.56						866.56		2,000.00	2,000.00	2,000.00	2,000.00	12,000.00
Neel Shivam							2,000.00		2,000.00	2,000.00	2,000.00	2,000.00	35,313.90
Vat Payable			17,656.95					17,656.95					35,313.90
Remington	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	3,000.00
FEFHA Rent	2,258.48	2,258.48	2,258.48	2,258.48	2,258.48	2,258.48	2,258.48	2,258.48	2,258.48	2,258.48	2,258.48	2,258.48	27,101.76
KPMG VMS			5,000.00			5,000.00			5,000.00			5,000.00	20,000.00
AGM						5,000.00							5,000.00
Training			2,000.00			2,000.00		2,000.00		2,000.00	2,000.00		10,000.00
Contingency (to cover small unplanned expenses)							500.00	500.00	500.00	500.00	500.00	500.00	3,000.00
Total Payments	18,320.25	15,625.32	60,782.27	20,303.69	22,503.84	32,125.32	21,682.49	40,294.51	26,605.56	29,561.01	20,387.56	24,065.93	332,257.75
Closing Bank Balance	55,356.72	39,731.40	103,049.13	107,745.44	95,241.60	80,116.28	88,433.79	80,139.28	83,533.72	75,972.71	77,585.15	63,519.22	
Key	Estimated costs – actual amounts may differ							Reflects reduced cost amounts					

04 October 2020

Fiji Hotel & Tourism Association
42 Gorrie Street
Suva, Fiji



To whom it may concern

Re: Industry Reference Group Meeting

The Australia-Pacific Training Coalition is an innovative development project, funded by the Australian government, delivering Australian-standard skills and qualifications for a wide range of vocational careers for skilled workers across the Pacific. APTC offers qualifications in trades, hospitality and community services.

The APTC student body comprises adult students from across the Pacific. For most of our learners, this is the first opportunity of vocational training. The goal of APTC is to contribute to a more prosperous Pacific, driven by a skilled, competitive and productive workforce.

The Hospitality and Cookery team would like to invite you to participate in a Industry Reference Group meeting to seek your valuable ideas, feedback and recommendations for ongoing improvement of the SIT30616 Certificate III in Hospitality and SIT30816 Certificate III in Commercial Cookery qualification.

Feel free to contact us by using the contact numbers below or send your questions to the email noted herewith. The details are as follows:

TIME: 2:30pm – 4:00pm
DATE: Monday 5 October, 2020
VENUE: Pacific Fusion Restaurant, USP Campus,
Laucala
RSVP: Temalesi Lutu
temalesi.lutu@aptc.edu.au
P +679 7021667

Your presence will be highly appreciated.

Yours sincerely

temalesi.lutu
@aptc.edu.au

Digitally signed by
temalesi.lutu@aptc.edu.au
DN: c=au, o=Australia Pacific Training Coalition, ou=APTC, email=temalesi.lutu@aptc.edu.au, Date: 2020.10.04 17:22:04 +1200

Temalesi Lutu
Trainer



MINISTRY OF EMPLOYMENT, PRODUCTIVITY & INDUSTRIAL RELATIONS
PO BOX 2216, GOVERNMENT BUILDINGS, SUVA



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Level 4, Civic House, Suva
Phone: 3303500
Fax: 3304701

Mediation Services
Level 5 Civic House, Suva
Phone: 3315808 / 3100097
Fax: 3317256 / 3100242

National Occupational Health & Safety
Level 6, Civic House, Suva
Phone: 3316699
Fax: 3315029

Labour Standard Services
Level 2, Post Fij Building, Suva
Phone: 3314999 / 3306372
Fax: 3314198

National Employment Centre
Level 4, Post Fij Building, Suva
Phone: 3310331 / 3310801
Fax: 3310806

"DECENT WORK & EMPLOYMENT GROWTH"

File: ME/NEC/554/95

Date: 28th September 2020

The Chief Executive Officer
Fiji Hotel & Tourism Association
Gorrie Street
Suva

Dear CEO

Greetings from the Ministry of Employment, Productivity & Industrial Relations.

- 1.0 Madam, in its Cabinet Decision 132/2020, approval has been granted for Fiji to host the International Volunteer Cooperation Organisation 2020 Conference scheduled to be held in Fiji from 25th to 28th October 2020, however, due to the global pandemic, the conference will now be conducted virtually.
- 2.0 The International Volunteer Cooperation Organisation (IVCO) comprises of thirty (30) members representing over 80 organisations that recruit and deploy international volunteers for development.
- 3.0 The IVCO Conference is an annual conference, bringing together heads of agencies from volunteering for development organisations around the globe. The theme for the Conference is *Volunteering for Climate Action*.
- 4.0 In view of the above, we wish to request Fiji Hotel & Tourism Association on a short video clip on your organization in line with the theme of the Conference to be shown during the Conference as part of promoting Fiji.
- 5.0 For any queries, please contact Ms Seruwaia Bavai on email address seruwaia.bavai@govnet.gov.fj or mobile no. 9906421.
- 6.0 Your continued support is highly appreciated.

Osea N Cawaru
Permanent Secretary for Employment,
Productivity & Industrial Relations