

## Services Updates July 2020

### A) Human Resources

#### 1) Current Workforce

As of 31<sup>st</sup> July 2020, current workforce is **35 pax**.

#### 2) Misc.

a) Acceptance of resignation letter prepared for Noor Atikah Syazira Samsubahari , the cleaner for Ecocare centre . Her last day with MNS was 31<sup>st</sup> July 2020

b) Facilitated the request for insurance coverage from NEC on 24<sup>th</sup> July on 2020 as this is meant for their Young Explorer programme to be held on 25<sup>th</sup> July 2020.

c) Month of July was also spent responding to universities student requests as they would like to conduct their internship with MNS. Intake meant for Aug, Sept or Oct 2020. This is inclusive of requests to conduct their internships with relevant branches i.e. Penang, Kelantan & Perak.

### B) Financial Management of Projects

1) Working with Yeap Chin Aik, financial report meant for ASEAN Centre for Biodiversity ( ACB) being prepared at the beginning of July . The rest of the month was also spent responding to queries and revising the financial report. Note - ACB financial reporting requirement is one level below EU project reporting.

At the same time, arrangement made for relevant supporting documents to be scanned as well for another funder of HH project . Supporting documents i.e. payment vouchers & receipts meant for financial report.

2) Attended the first Finance Committee Meeting on 16<sup>th</sup> July 2020. Please refer to the meeting minutes for details.

3) Participated in the regional EU project meeting on 24<sup>th</sup> July 2020 with the rest of the team.

4) Vetted thru' project contract from BL Asia – Singapore office. This is meant for conservation team's Helmeted Hornbill project. Final contract submitted on 24<sup>th</sup> July 2020.

5) Attended the audit meeting with Honorary Treasurer & Finance Manager on 28<sup>th</sup> July 2020. Additional project documents sent to the auditors on the same day as requested.

6) Assistance provided to M&P unit and relevant supporting documents submitted on 28<sup>th</sup> July 2020 to a new funder as requested .

7) Short briefing/ phone discussion held on 29<sup>th</sup> July 2020. This is to explore the possibility of engaging a new auditor for MNS. This is made possible with the assistance of ex BOT member. We also explore possibilities of collaboration with one of the big boys. Unfortunately, due to current situation, most firms are not willing to provide pro bono services or they already have existing pro bono clients.

### **C) Finance**

- 1) Payment Voucher and Official Receipt generated for the month of July 2020.
- 2) Vendors' invoices updated in the accounting systems for the month of July 2020.
- 3) Facilitated and arrangement made for cheques to be signed and banked in.
- 4) Posting Point of Sales (POS) for membership into the accounting system for July 2020
- 5) Completed the bank reconciliation exercise for CIMB and MBB bank respectively.
- 6) Prepared & arrangement made for fixed deposit withdrawal meant for salary and statutory payments.
- 7) Assistance provided to relevant staff when it comes to payment received for sales, POS System and request for general ledger for their division/unit/centre.
- 8) Acted as secretary for Finance Committee meeting and minutes prepared for the first meeting

### **D) General Administration**

- 1) Reminder email sent to HQ staff on 14<sup>th</sup> July 2020 on best practices for the office - "*common sense that is not so common*". For those who have allergic reaction to reading long email, an alternative was provided as indicated below :-

#### **PANTRY**



**BAD HABIT**

**NEW NORM**

## LADIES WASHROOM – DOWNSTAIRS



BAD HABIT

NEW NORM

2) Arrangement made on 20<sup>th</sup> July 2020 for the purchase of anti virus for a few colleagues – Yeap, Sashikala and Zalikha. Note - it is cheaper to purchase for 3 units instead of 1 unit at a time.

3) Analysis made based on fixed asset listings received from divisions/units/centres. Phone discussion held with the insurance agent and final listing submitted on 21<sup>st</sup> July 2020. Note – this is meant for the renewal of MNS general classes of insurance for this financial year.

4) Facilitated the request from Tan Choo Eng and arrangement made on 30<sup>th</sup> July 2020 to send 20 copies of latest MN to him. This is meant for an event held at Teluk Air Tawar. Note – relevant cost charged to Penang branch accordingly.

5) With the help of an intern, signages prepared for the front gate. This is meant as notification to ensure everybody following our SOP i.e. making sure the front gate is always closed at all time and requesting for visitors to park their vehicles outside the main gate.

### **E) Misc.**

1) Email invitation from Fatal Light Awareness Programme (FLAP), Canada forwarded to Tan Choo Eng, Chair of BCC on 6<sup>th</sup> July 2020 as they would like MNS to participate in their citizen Science Campaign : Global Bird Rescue

2) Acted as a liaison person on 15<sup>th</sup> July 2002 as Sultan Kedah's office was trying to get touch with Henry Goh as the Sultan will like to have a session with Henry regarding an article that was written by Henry on Ulu Muda. Note – Henry was the President of MNS when the article was published.

3) Email from a concerned individual forwarded to Pasupathy Jayaraj, Chair of Selangor Branch on 15<sup>th</sup> July 2020 as this concerned citizen was not happy with the destruction of flora & fauna along Kepong KTM komuter station. Note - the vegetation and trees will be cut to clear the path and

make the place brighter and safer. Unfortunately, at that particular time, all trees were chopped off and all vegetation totally cleared.

4) Attended the Johor Branch AGM as an observer from Secretariat on 18<sup>th</sup> July 2020. Another observer was council member, Lai Chong Haur.

5) Email invitation from *Bahagian Rancangan Pembangunan Pejabat Projek Zon Utara* forwarded to Eric Sinnaya, Chair of Langkawi on 24<sup>th</sup> July 2020 as they would like MNS to participate in their Focus Group Discussion (FGD) meant for *Pelan Pengurusan Pembangunan Persisir Pantai Padang Mat Sirat – Ayer Hangat, Langkawi*.

6) Invitation from Jabatan Alam Sekitar (JAS) forwarded to Vuthy Taing on 27<sup>th</sup> July 2020 as they would like MNS to provide written comments for the Terms of Reference Adequacy Check (TORAC) for the Proposed Scheduled Waste Incinerator & Scheduled Waste Recovery Plant, Bandar Sri Sendayan, Negeri Sembilan.

The End