

## **Services Updates June 2020**

### **A) Human Resources**

#### **1) Current Workforce**

As of 30<sup>th</sup> June 2020 , current workforce is **35 pax**.

#### **2) Misc.**

a) Effective 1<sup>st</sup> June 2020, Sashikala Manikam holding a new position i.e. Assistant Manager, Membership Unit

b) MNS Mitigation Plan document disseminated to all staff on 17<sup>th</sup> June 2020. Each staff also received a letter from the ED on the same day alerting them that the mitigation plan might be extended if the financial situation of the Society is still not in a good shape. Hence, all staff need to return the signed letter to HR indicating that they have read the mitigation plan and understood why certain actions have to be implemented in order to ensure the sustainability of the society.

c) First online orientation conducted on 9<sup>th</sup> June 2020 for interns. We have 9 interns from Universiti Pendidikan Sultan Idris ( UPSI) & 1 intern from Kolej Professional Mara. They are assigned to conservation division and 1 from Universiti Malaysia Sabah ( UMS) who is assigned to KSNP . As per our SOP, those who taking public transport will be required to work from home. Note – they are not left on their own devices as they have weekly skype meeting with their supervisor.

d) Assistance provided to EE team on 18<sup>th</sup> June 2020 as they require ED's e-signature meant for certificates. Note - HR also acted as QC when it comes to e-signatures especially for the President and the ED.

e) Revision of Job Descriptions for Services Unit completed. Next the focus will be on KSNP team This is following up from one of the action points under Mitigation Plan. Note – as of 25<sup>th</sup> July 2020, not all revised JDs been signed and returned to HR. This will be resolved within last week of July 2020 as sufficient time given to those relevant staff.

f) Request received from Zakat Kerteh branch and assistance provided on 29<sup>th</sup> June 2020 . This is meant for one of the staff at Ecocare Centre. Relevant document submitted as requested.

### **B) Financial Management of Projects**

1) Assistance provided to EE Manager by submitting relevant supporting documents on 11<sup>th</sup> June 2020 meant for proposal for Forestry Dept.

2) Working closely with the rest of the EU project team, budget for 2020 and budget based on 3 different scenario planning submitted to BL on 15<sup>th</sup> June 2020 as requested.

3) Assistance provided to M&P Manager and the Know your Client (KYC) checklist filled up and submitted on 16<sup>th</sup> June 2020. This is meant as part of supporting documents for proposal submission. Support also provided on 26<sup>th</sup> June 2020 by going through & comments provided for a project MOU.

### **C) Special Addition for June 20 – Revised Budget 2020/2021**

Had a discussion with the ED on 1<sup>st</sup> June 2020 and the final revised budget approved by him. Powerpoint presentation prepared and the finalised version sent to Honorary Treasurer on 3<sup>rd</sup> June 2020. This is meant for Council meeting.

### **D) Finance**

- 1) Payment Voucher and Official Receipt generated for the month of June 2020.
- 2) Vendors' invoices updated in the accounting systems for the month of June 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 June 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) Lead person for audit exercise.

### **E) General Administration**

- 1) Arrangement made on 23<sup>rd</sup> June 2020 for the purchase of anti virus for relevant staff.
- 2) Reminder sent to management team on 24<sup>th</sup> June 2020 as relevant reports must be submitted on time. This is inclusive of submission of AGM report.

### **F) Misc.**

- 1) Email from JPSM forwarded to Pasupathy Jayaraj, Chair of Selangor Branch on 3<sup>rd</sup> June 2020 as JPSM would like to invite MNS to attend their skype meeting on Integrated River Basin Management (IRBM) for Sungai Buloh.
- 2) Acted as facilitator and connection made on 25<sup>th</sup> June 2020 between President and a production company for documentary meant for RTM i.e. Advokasi Alam
- 3) Assistance provided and relevant supporting documents submitted to Mid Valley on 25<sup>th</sup> June 2020. This is meant for getting the refund of deposit for electric bill for UEEH.
- 4) As requested by VP Vincent Chow, all emails meant for BCC also forwarded to him on 29<sup>th</sup> June 2020 since VP Vincent is the advisor for conservation.

The End