Shire of Perenjori
MINUTES
Finance Committee Meeting
16th May 2013

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13051 PRELIMINARIES

13051.1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

Cr C King officially opened the meeting at 5.06 pm.

13051.2 DISCLAIMER READING

13051.3 RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

Cr CR King  
Cr H Wass  
Cr RP Desmond  
Cr LJ Smith  
Cr JH Hirsch  
Ali Mills – CEO  
Carla Sanderson – Executive Assistant

Apologies  
David Fong - SFO

13051.4 NOTATIONS OF INTEREST

Financial Interest – Local Government Act s 5.60A  
Proximity Interest – Local Government Act s 5.60B  
Interest Affecting Impartiality – Shire of Perenjori Code of Conduct.

13051.5 APPLICATIONS FOR LEAVE OF ABSENCE

Cr Smith requested Leave of Absence for the meeting being held on Thursday 20th June 2013.

13051.6 CONFIRMATION OF MINUTES

Minutes of Finance Committee Meeting held Thursday 18th April 2013.
Shire of Perenjori
Finance Committee Meeting
16th May 2013

Moved: Cr R Desmond
Seconded: Cr L Smith
That the minutes from the Finance Meeting held on Thursday 18th April 2013 be accepted as a true and accurate record.
Carried: 8/0

13052 FINANCE & ADMINISTRATION

13052.1 FINANCIAL STATEMENTS – APRIL 2013

APPLICANT: SHIRE OF PERENJORI
FILE: ADM 0081
DISCLOSURE OF INTEREST: NIL
AUTHOR: DAVID FONG – SENIOR FINANCE OFFICER
RESPONSIBLE OFFICER ALI MILLS – CEO
REPORT DATE: 16th May 2013
ATTACHMENTS MONTHLY FINANCIAL REPORT

Executive Summary

The Local Government Financial Management Regulations, Clause 34 (1) requires that a monthly financial report be presented to Council in a form and manner preferred by the Council. The monthly financial report is provided as a separate attachment. This format has been developed by Haines Norton, in conjunction with the Department of Local Government and is one that is generally adopted by Western Australian Local Governments. Some sheets are still under development, and will be available to Council over the next few months. This format is not mandatory, and is generally flexible, so should Council require further financial information to be included, it can be.

Background

The following statements are presented to Council:

- Statement of Financial Activity (Statutory Reporting by Program) - This provides the budget and actual income and expenditure for operating and non-recurrent as well and the closing surplus to date. (FM Reg 34(1))
- Net Current (Assets) Funding Position (Note 3.) - This provides the amount of assets over liabilities within the Balance Sheet. (FM Reg 34 (1)(e))
- Notes to the Financial Statements include:
  - Note 4. – Cash & Investments
  - Note 5. – Major Variances
  - Note 6. – Budget Amendments
  - Note 7. – Receivables & Rates Information
The reporting requirements provide Council with a comparison between budget and actual income and expenditure as well as the funding requirements and movements for the reporting period.

**Statutory Environment**

Local Government (Financial Management) Regulations 1996
Presentation of a monthly financial activity report is required by the *Local Government Act (section 6.4)* and *Local Government (Financial Management) Regulation 34 (1)*.

Section 6.14 of the *Local Government Act 1995* grants Council the power to invest surplus funds.

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

Area 5: Investing in Councils Leadership
Goal: Strengthen the Shire’s position as an innovative, independent local Government providing excellence in all areas of governance, management and leadership.

**Consultation**

Liaison with CEO and External Contractor

**Comment**

Nil

**Voting Requirements – Absolute Majority**

**Officers Recommendation – Item 13052.1**

That the Financial Reports for the period ended 30 April 2013, as attached to the Ordinary Council Agenda of 16th May 2013, be accepted.

**COMMITTEES RECOMMENDATION – ITEM 13052.1**

Moved: Cr H Wass  
Seconded: Cr L Smith
That the Financial Reports for the period ended 30 April 2013, as attached to the Ordinary Council Agenda of 16th May 2013, be accepted.  
Carried: 8/0
Executive Summary
To present the listing of accounts paid from the Municipal Fund and Trust Fund in accordance with the requirements of the Local Government (Financial Management) Regulations 1996.

Background
Council delegated to CEO the exercise of its power under Financial Management Regulation 12 to make payments from Municipal Fund and Trust Fund.

Statutory Environment
Local Government Act 1995 – Section 5.42
Local Government (Financial Management) Regulations 1996 – Regulations 12 and 13

Policy Implications
All accounts are paid as per the Shire of Perenjori’s 2012/13 Budget.

Financial Implications
Ongoing management of Council funds by providing Council with sufficient information to monitor and review payments made.

Strategic Implications
Area 5: Investing in Councils Leadership
Goal: Strengthen the Shire’s position as an innovative, independent local Government providing excellence in all areas of governance, management and leadership.

Consultation
Nil

Comment
Regulation 13 (3) of the Local Government (Financial Management) Regulations 1996 requires that a list of payments be presented to Council and recorded in the Minutes of Council.

Accordingly, payments made for the period to 30 April 2013 are attached to the financial report. This report contains details of the payments made by the Shire in relation to goods & services received.

A further report is attached relating to Credit card payments deducted by Bankwest between February and April. These are currently being reviewed and full details will be provided to Council at its next meeting.
**Shire of Perenjori**  
**Finance Committee Meeting**  
**MINUTES**  
**16th May 2013**

### Voting Requirements – Simple Majority

#### Officers Recommendation – Item 13052.2

That the accounts paid to 30 April 2013 as listed in Schedule covering vouchers numbered from:

<table>
<thead>
<tr>
<th>EFT and Cheques</th>
<th>Amount</th>
<th>Muni</th>
</tr>
</thead>
<tbody>
<tr>
<td>EFT 4560, EFT 4584 - EFT4641</td>
<td>$661,355.14</td>
<td></td>
</tr>
<tr>
<td>Chq 18613, 18615 - 18642</td>
<td>$81,522.51</td>
<td></td>
</tr>
<tr>
<td>Total EFT and Cheques</td>
<td>$742,877.65</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Credit Card</th>
<th>Amount</th>
<th>Muni</th>
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<tbody>
<tr>
<td></td>
<td>$3,545.51</td>
<td></td>
</tr>
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<td></td>
</tr>
</tbody>
</table>

**Totalling $746,423.16 be endorsed by Council.**

………………………………..…(Author)  ……………………………..(Manager/CEO)

#### Committees Recommendation – Item 13052.2

Moved: Cr R Desmond  
Seconded: Cr H Wass

That the accounts paid to 30 April 2013 as listed in Schedule covering vouchers numbered from:

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………………………………..…(Author)  ……………………………..(Manager/CEO)

Carried: 8/0

### 13053  GENERAL BUSINESS

**13053.1  DATE OF NEXT MEETING / MEETINGS**

The next Finance meeting will be held on the 20th June 2013.
Cr C King closed the meeting at 5.22 pm.

I certify that this copy of the Minutes is a true and correct record of the meeting held on 16th May 2013.

Signed: ________________________

Presiding Elected Member

Date: _________________________