
Shire of Perenjori
AGENDA
Finance Committee Meeting

Held in the Shire of Perenjori Council Chambers, Fowler Street, Perenjori on
Wednesday 9th July 2014 commenced at 4.00pm.

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14071 PRELIMINARIES

14071.1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

Cr Hirsch was nominated as chairman for the meeting.
Cr Hirsch declared the meeting opened at 4:07pm

14071.2 DISCLAIMER READING

14071.3 RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

Cr H Wass
Cr L Smith
Cr J Hirsch
Ali Mills - CEO
Peter Money - MCDS
David Fong- SFO

Apologies - Cr King
Cr Butler
Cr Cunningham
Cr Desmond – Leave of absence

14071.4 NOTATIONS OF INTEREST

Financial Interest – Local Government Act S 5.60a
Proximity Interest – Local Government Act S 5.60b
Interest Affecting Impartiality – Local Government - Code of Conduct.

14071.5 APPLICATIONS FOR LEAVE OF ABSENCE

14071.6 CONFIRMATION OF MINUTES

Minutes of the Finance Committee Meeting held Thursday 11th June 2014 as attached.

COUNCIL RESOLUTION – ITEM 14071.6

Moved: Cr Smith

Seconded: Ali Mills

That the Minutes of the Finance Committee Meeting held Thursday 11th June 2014 as attached be accepted as a true and correct record of the Meeting.

Carried: 6/0

14072.0 FINANCE & ADMINISTRATION

14072.1 FINANCIAL STATEMENTS – JUNE 2014

APPLICANT:	SHIRE OF PERENJORI
FILE:	ADM 0081
DISCLOSURE OF INTEREST:	NIL
AUTHOR:	DAVID FONG – SFO
RESPONSIBLE OFFICER:	PETER MONEY – MCDS
REPORT DATE:	9 JULY 2014
ATTACHMENTS:	MONTHLY FINANCIAL REPORT

Executive Summary

This item recommends the acceptance of the Financial Activity Statement Report which is presented for the period ending 30 June 2014. The report complies with the requirements of Regulation 34 (Financial activity statement report) of the Local Government (Financial Management) Regulations 1996.

Background

Each month officers are required to prepare monthly financial reports, covering prescribed information, and present these to Council for acceptance.

Details

Presented is the Financial Activity Statement Report for the period ending 30 June 2014.

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 1.- Significant Accounting Policies
 - Note 2. - Graphical Representation
 - Note 3. – Net Current Funding Position
 - Note 4. – Cash & Investments
 - Note 5. – Major Variances
 - Note 6. – Budget Amendments
 - Note 7. – Receivables & Rates Information

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- Note 8. – Payables - Borrowings
 - Note 9. – Grants and Contributions
 - Note 10. – Cash Back Reserves
 - Note 11. - Capital Disposals and Acquisitions
 - Note 12.- Trust Fund

Legal Compliance

Regulation 34 (Financial activity statement report) of the Local Government (Financial Management) Regulations 1996 states –

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail –
 - (a) Annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1) (b) or (c);
 - (b) budget estimates to the end of the month to which the statement relates;
 - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - (e) the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing –
 - (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
 - (b) an explanation of each of the material variances referred to in subregulation (1) (d); and (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown –
 - (a) according to nature and type classification; or
 - (b) by program; or
 - (c) by business unit
- (4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be –
 - (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
 - (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value,

calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

Section 6.8 of the Local Government Act 1995 (Expenditure from municipal fund not included in annual budget) states –

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure –
- a. is incurred in a financial year before the adoption of the annual budget by the local government; or
 - b. is authorised in advance by resolution*; or
 - c. is authorised in advance by the mayor or president in an emergency.

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, MCDS,FO, ECDC, and MIS.

Comment:

It is recommended that the Financial Activity Statement Report for the period ending 30 June 2014 be accepted.

Voting Requirements – Simple Majority

Officers Recommendation – Item 14072.1

That Council, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996, accepts the Financial Activity Statement Report for the period ending 30 June 2014.

Committees Recommendation – Item 14072.1

Moved: Cr H Wass

Seconded: CR L Smith

That Council, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996, accepts the Financial Activity Statement Report for the period ending 30 June 2014.

Carried: 6/0

14072.2	ACCOUNTS FOR PAYMENT – JUNE 2014
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APPLICANT:	SHIRE OF PERENJORI
FILE:	1306P
DISCLOSURE OF INTEREST:	NIL
AUTHOR:	DAVID FONG – SFO
RESPONSIBLE OFFICER:	PETER MONEY - MCDS
REPORT DATE:	9 JULY 2014
ATTACHMENTS:	ACCOUNTS FOR PAYMENT

Executive Summary

This item recommends that Council confirms the accounts paid for the month ending 30 June 2014 from the Municipal and Trust funds.

Background

Council has delegated to the Chief Executive Officer the authority to make payments from the Municipal and Trust funds in accordance with the Local Government (Financial Management) Regulations 1996.

Under Regulation 13(1) of the Local Government (Financial Management) Regulations 1996, where a local government has delegated to the Chief Executive Officer the exercise of its power to make payments from the Municipal fund or the Trust fund, each payment from the Municipal fund or the Trust fund is to be noted on a list compiled for each month showing:

- a) The payee's name;
- b) The amount of the payment
- c) The date of the payment; and
- d) Sufficient information to identify the transaction

That list should then be presented at the next Ordinary Meeting of the Council following the preparation of the list, and recorded in the minutes of the meeting at which it is presented.

Legal Compliance

Section 6.10 (d) of the Local Government Act 1995 refers, i.e.-

6.10. financial management regulations

Regulations may provide for —

(d) the general management of, and the authorisation of payments out of

—

(i) the municipal fund; and

(ii) the trust fund,

of a local government.

Regulation 13(1), (3) & (4) of the Local Government (Financial Management) Regulations 1996 refers, i.e. -

13. Lists of Accounts

(1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —

- (a) the payee's name;
- (b) the amount of the payment;
- (c) the date of the payment; and
- (d) sufficient information to identify the transaction.

(3) A list prepared under subregulation (1) is to be —

- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
- (b) recorded in the minutes of that meeting.

Policy Implications

All accounts paid have been duly incurred and authorised for payment as per approved purchasing and payment procedures.

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

All accounts paid have been duly incurred and authorised for payment as per approved purchasing and payment procedures and it is therefore recommended that the payments, as contained within the Appendices, be confirmed.

Voting Requirements – Simple Majority

Officers Recommendation – Item 14072.2

That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 (as amended), confirms the accounts paid for the month ending **30 June 2014** as attached to and forming part of this report.

Municipal Account	
EFT	\$474,717.10

Direct Debits	\$51,388.07
Cheques	\$57,312.37
Corporate MasterCard	\$7,214.42
Bank Fees	\$215.12
Total	\$590,847.08
Trust Account – Shire	
EFT	\$0
Cheques	\$10,030.00
Bank Fees	\$0
Total	\$10,030.00
Trust Account – Mt Gibson Public Benefit Funds	
EFT	\$46,922.64
Cheques	\$0
Bank Fees	\$0
Total	\$46,922.64
<i>Totalling \$647,799.72 from Muni and Trust Accounts for the month ending 30 June 2014</i>	

Committees Recommendation – Item 14072.2

Moved: Cr L smith

Seconded: Cr H Wass

That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 (as amended), confirms the accounts paid for the month ending 30 June 2014 as attached to and forming part of this report.

Carried 6/0

14072.3 WRITE OFF BAD DEBTS

APPLICANT: SHIRE OF PERENJORI
FILE: 1306P
DISCLOSURE OF INTEREST: NIL
AUTHOR: DAVID FONG – SFO
RESPONSIBLE OFFICER: PETER MONEY - MCDS
REPORT DATE: 9 JULY 2014
ATTACHMENTS: NIL

Purpose of Report

The purpose of this report is to seek Council approval to write off bad debts, which have been outstanding for an excessive period of time and are considered unrecoverable.

Background

There are three outstanding accounts that have remained unpaid for as far back as December 2011 and despite numerous attempts by the Shire to recoup those outstanding debts they have remained unrecoverable. It is considered that expending further funds to try to recover the debts would be unjustified.

A schedule of sundry debts to be written off is detailed below:

Debtor #	Details	Amount
80457	Outstanding since June 2012. The invoice was raised several months after the event and was raised by the former DCEO. There is no supporting information to say the accommodation was used or if the debt had been raised twice – at the Park also. It relates the period Dec 2011 and Jan 2012.	\$1,560.00
80497	Outstanding since March 2013. It relates to the Caravan Park Accommodation Village fees charged in March 13 – the debtor has gone into administration.	\$110.00
80280	Outstanding since Aug 2012 and it was referred to the	\$1,103.50

	debts collectors. It relates to rental fees charged in Aug and Sept 2012. In May 2013, the debtor went into bankruptcy.	
		\$2,773.50

Legal Compliance

Section 6.12(1) (c) of the Local Government Act states:-

- 1) Subject to subsection (2) and any other written law, a local government may –
(c) Write off any amount of money, which is owed to the local government.

Policy Implication:

Nil

Financial Implications:

It is recommended that a total of \$2,773.50 be written off. This will affect the Council's surplus/deficit position in the 2013/2014 financial year by reducing the amount of current receivables.

Strategic Implications:

There are no strategic implications for this report.

Consultation:

Liaison with MCDS and FO.

Comment:

The current debts recovery has improved significantly due to the new processes in place and the Sundry Debts is healthier with debts recovered within 30 days, compared to +60 days in April 2013.

Voting Requirements – Simple Majority

Officers Recommendation – Item 14072.3

That Council authorises the write off of the following sundry debtors, totalling \$2,773.50:

- | | |
|----------|------------|
| 1. 80457 | \$1,560.00 |
| 2. 80497 | \$110.00 |
| 3. 80280 | \$1,103.50 |

Moved: Cr J Hirsch

Seconded: Cr L Smith

Committee Recommendation – Item 14072.3

That Council authorises the write off of the following sundry debtors, totalling \$2,773.50:

1. 80457 \$1,560.00
2. 80497 \$110.00
3. 80280 \$1,103.50

Carried 6/0

14073 GENERAL BUSINESS

14073.1 MOTIONS OF WHICH DUE NOTICE HAVE BEEN GIVEN

14073.2 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

14073.3 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

14073.4 MATTERS BEHIND CLOSED DOORS

14073.5 DATE OF NEXT MEETING / MEETINGS

The next Finance Committee meeting will be discussed at the meeting held on the 13th August 2014.

14073.6 CLOSURE

Cr Hirsch declared the meeting closed at 4:50pm

I certify that this copy of the Minutes is a true and correct record of the meeting held on 9th July 2014.

*Signed: _____
 Presiding Elected Member*

Date: _____