
**Shire of Perenjori
MINUTES
Finance Committee Meeting**

Held in the Shire of Perenjori Council Chambers, Fowler Street, Perenjori on Tuesday
16th December 2014, **commenced at 5pm.**

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14121 PRELIMINARIES

14121.1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

Cr King opened the meeting at 5:00 PM.

14121.2 DISCLAIMER READING

14121.3 RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

Cr King

Cr Smith

Cr Hirsch

Cr Butler

Cr Wass

Ali Mills – CEO

Peter Money – MCDS

David Fong – SFO

14121.4 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.

14121.5 APPLICATIONS FOR LEAVE OF ABSENCE

14121.6 CONFIRMATION OF MINUTES

That the Minutes for the Finance Committee Meeting of 14th October 2014 be confirmed as a true and correct record of the meeting.

Moved: Cr Smith

Seconded: Cr Wass

That the minutes from the Finance Committee Meeting of the 14th October 2014 be confirmed as a true and correct record of the meeting

Carried: 7/0

14122 FINANCE & ADMINISTRATION

14122.1 FINANCIAL STATEMENTS – NOVEMBER 2014

APPLICANT:	SHIRE OF PERENJORI
FILE:	ADM 0081
DISCLOSURE OF INTEREST:	NIL
AUTHOR:	DAVID FONG – SFO
RESPONSIBLE OFFICER:	PETER MONEY – MCDS
REPORT DATE:	16TH DECEMBER 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 30th November 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 30th November 2014.

The following statements are presented to Council:

- Monthly Summary Information - Charts
- Statement of Financial Activity (Program and Nature& Type) - 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))
- Statement of Capital Acquisitions and Capital Funding
- 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. - Explanation of Material Variances
 - Note 3. – Net Current Funding Position
 - Note 4. – Cash & Investments
 - Note 5. – Budget Amendments
 - Note 6. – Receivables
 - Note 7. – Cash Back Reserves

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- Note 8. – Capital Disposals
 - Note 9. – Rating Information
 - Note 10. – Information on Borrowings
 - Note 11. – Grant and Contributions
 - Note 12.- Trust Fund
 - Note 13.- Details of Capital Acquisition

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, MIS, CDO, WS.

Comment:

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

Voting Requirements – Simple Majority

Officers Recommendation – Item 14122.1

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 th November 2014.
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Councils Recommendation – Item 14122.1

Moved: Cr Wass

Seconded: Cr 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 30th November 2014.

Carried: 7/0

14122.2 ACCOUNTS FOR PAYMENT – NOVEMBER 2014

APPLICANT: SHIRE OF PERENJORI
FILE: ADM 0081
DISCLOSURE OF INTEREST: NIL
AUTHOR: DAVID FONG – SFO
RESPONSIBLE OFFICER: PETER MONEY – MCDS
REPORT DATE: 16th DECEMBER 2014
ATTACHMENTS: ACCOUNTS FOR PAYMENT

Executive Summary

Recommendation – The schedule of Accounts for month ending 30th November 2014 to be confirmed.

The Schedule of Accounts is presented pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996.

The report identifies payments made from the Municipal and Trust Fund.

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 14122.2	
That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 (as amended), confirms the accounts paid for the month ending 30TH November 2014 as attached to and forming part of this report.	
Municipal Account	
EFT	\$679,217.96
Direct Debits	\$27,347.38
Cheques	\$21,269.16
Corporate MasterCard	\$7,182.12
Bank Fees	\$290.70

Total	\$735,307.32
Trust Account – Shire	
EFT	\$0
Cheques	\$
Bank Fees	\$0
Total	\$
Trust Account – Mt Gibson Public Benefit Funds	
EFT	\$0
Cheques	\$0
Bank Fees	\$0
Total	\$0
<i>Totalling \$735,307.32 from Muni and Trust Accounts for the month ending 30th November 2014</i>	

Council Recommendation – Item 14122.2

Moved: Cr Hirsch

Seconded: Cr 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 30th November 2014 as attached to and forming part of this report.

Totalling \$735,307.32 from Muni and Trust Accounts for the month ending 30th November 2014

Carried: 7/0

14123 GENERAL BUSINESS

14123.1 MOTIONS OF WHICH DUE NOTICE HAVE BEEN GIVEN

14123.2 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

14123.3 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

14123.4 MATTERS BEHIND CLOSED DOORS

14123.5 CONFIDENTIAL – RESULTS OF EOI FOR BANKING SERVICES

APPLICANT: SHIRE OF PERENJORI
FILE: NIL
DISCLOSURE OF INTEREST: NIL
AUTHOR: PETER MONEY – MCDS
RESPONSIBLE OFFICER: PETER MONEY – MCDS
REPORT DATE: 16th DECEMBER 2014
ATTACHMENTS: SUMMARY OF BANKING SUBMISSIONS 2014

Voting Requirements – Simple Majority

Officers Recommendation – Item 14123.5

That Council;

Retains the services of the current banking services provider as they present the best value for money.

The CEO is to advise the applicants of the outcome of the expressions of interest in accordance with regulation 24 of the LG (Functions & General) Regulations.

Councils Recommendation – Item 14123.5

Moved: Cr Smith

Seconded: Cr Wass

That Council;

Retains the services of the current banking services provider as they present the best value for money.

The CEO is to advise the applicants of the outcome of the expressions of interest in accordance with regulation 24 of the LG (Functions & General) Regulations.

Carried: 7/0

14123.6 DATE OF NEXT MEETING / MEETINGS

The next Finance Committee Meeting is to be held Tuesday 17th February 2015

14123.7 CLOSURE

Cr King closed the meeting at 5:28 PM.