Shire of Perenjori  
MINUTES  
Finance Committee Meeting  
14th November 2017  

Shire of Perenjori  
MINUTES  
Finance Committee Meeting  

Held in the Shire of Perenjori Council Chambers, Fowler Street, Perenjori on Tuesday 14th November 2017 commencing at 5.00 pm.

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Shire of Perenjori

Finance Committee Meeting

MINUTES

14th November 2017

17111  PRELIMINARIES

17111.1  DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

Moved: Cr J Hirsch  Seconded: Cr K Pohl
The CEO called for nominations for Presiding Member – Cr Hirsch nominated Cr Butler
Carried 7/0

Cr Butler declared the meeting open at 5.04 pm.

17111.2  DISCLAIMER READING

17111.3  RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

Cr L Butler – Presiding Member
Cr L Smith
Cr K Pohl
Cr J Hirsch
Ali Mills – CEO
Peter Money – MCDS
Rose Jones - SFO

Apologies;
Nil

17111.4  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

17111.5  APPLICATIONS FOR LEAVE OF ABSENCE

17111.6  CONFIRMATION OF MINUTES

That the Minutes from the Finance Committee Meeting of the 17th October 2017 be confirmed as a true and correct record of that meeting.

**Officer Recommendation – Item 17111.6**

That Council accepts the Minutes from the Finance Committee Meeting of the 17th October 2017 as a true and correct record of that Meeting.
Committee Resolution – Item 1711.6

Moved: Cr J Hirsch  
Seconded: Cr K Pohl
That Council accepts the Minutes from the Finance Committee Meeting of the 17th October 2017 as a true and correct record of that Meeting.  
Carried: 7/0

17112  FINANCE & ADMINISTRATION

17112.1  FINANCIAL STATEMENTS – OCTOBER 2017

APPLICANT:  SHIRE OF PERENJORI
FILE:  ADM 0081
DISCLOSURE OF INTEREST:  NIL
AUTHOR:  ROSE JONES – SENIOR FINANCE OFFICER
RESPONSIBLE OFFICER:  PETER MONEY - MCDS
REPORT DATE:  14TH NOVEMBER 2017
ATTACHMENTS  MONTHLY FINANCIAL REPORT

Executive Summary
This item recommends that the Council accepts the Financial Activity Statement for the period ending 31st October 2017.

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

Details

The following statements are presented to Council:

- Monthly Summary Information - Charts
- Statement of Financial Activity (Program of Nature and 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
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 sub regulation (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 sub regulation 34 (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 MCDS, SFO, & MIS.

Comment
Nil.

Voting Requirements – Simple Majority

<table>
<thead>
<tr>
<th>Officers Recommendation – Item 17112.1</th>
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<table>
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<tr>
<th>Committee Resolution – Item 17112.1</th>
</tr>
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<tbody>
<tr>
<td>Moved: Cr L Smith</td>
</tr>
<tr>
<td>Carried: 7/0</td>
</tr>
</tbody>
</table>
17112.2 ACCOUNTS FOR PAYMENT – OCTOBER 2017

APPLICANT: SHIRE OF PERENJORI
FILE: 1306P
DISCLOSURE OF INTEREST: NIL
AUTHOR: LIZ MARKHAM - AO
RESPONSIBLE OFFICER: PETER MONEY - MCDS
REPORT DATE: 14th NOVEMBER 2017
ATTACHMENTS ACCOUNTS FOR PAYMENT

Executive Summary
This item recommends that the Council confirms the payment of accounts for October 2017 as shown on the attached schedule.

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 34 (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**

Accountant

**Comment**

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

**Voting Requirements – Simple Majority**

<table>
<thead>
<tr>
<th>Officers Recommendation – Item 17112.2</th>
</tr>
</thead>
<tbody>
<tr>
<td>That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 (as amended), confirms the accounts paid for the month ending 31&lt;sup&gt;st&lt;/sup&gt; October 2017 as attached to and forming part of this report.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Municipal Account</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EFT</td>
<td>$440,220.38</td>
</tr>
<tr>
<td>Direct Debits</td>
<td>$90,113.86</td>
</tr>
<tr>
<td>Cheques</td>
<td>$53,829.27</td>
</tr>
<tr>
<td>Corporate MasterCard</td>
<td>$1,811.70</td>
</tr>
<tr>
<td>Bank Fees</td>
<td>$1887.97</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$587,863.18</strong></td>
</tr>
</tbody>
</table>
Shire of Perenjori  
Finance Committee Meeting  
MINUTES  
14th November 2017

## Trust Account - Shire

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>EFT</td>
<td>$</td>
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<td>Bank Fees</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$</strong></td>
</tr>
</tbody>
</table>

## Trust Account – Mt Gibson Public Benefit Funds

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>EFT</td>
<td>$</td>
</tr>
<tr>
<td>Cheques</td>
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<td>Bank Fees</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$</strong></td>
</tr>
</tbody>
</table>

*Totalling $587,863.18 from Municipal and Trust Accounts for the month ending 31st October 2017.*

## Council Resolution – Item 17112.2

Moved: Cr J Hirsch  
Seconded: Cr K Pohl

That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 (as amended), confirms the accounts paid for the month ending 31st October 2017 as attached to and forming part of this report.

Carried: 7/0

## Municipal Account

<table>
<thead>
<tr>
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</tr>
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<tbody>
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Total $587,863.18

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trust Account - Shire</td>
<td></td>
</tr>
<tr>
<td>EFT</td>
<td>$</td>
</tr>
<tr>
<td>Cheques</td>
<td>$</td>
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<tr>
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<td>Total</td>
<td>$</td>
</tr>
<tr>
<td>Trust Account – Mt Gibson Public Benefit Funds</td>
<td></td>
</tr>
<tr>
<td>EFT</td>
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</tr>
<tr>
<td>Total</td>
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</tr>
</tbody>
</table>

Totalling $587,863.18 from Municipal and Trust Accounts for the month ending 31st October 2017.

17113 GENERAL BUSINESS

17113.1 MOTIONS OF WHICH DUE NOTICE HAVE BEEN GIVEN

17113.2 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

17113.3 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

17113.4 MATTERS BEHIND CLOSED DOORS

17113.5 DATE OF NEXT MEETING / MEETINGS

The next Finance Committee Meeting is to be held Tuesday 19th December 2017 commencing at 5.00 pm.

CLOSURE

Cr Butler declared the meeting closed at 5.57 pm.
I certify that this copy of the Minutes is a true and correct record of the meeting held on 14th November 2017.

Signed: ______________________

    Presiding Elected Member

Date: ______________________