

---

Shire of Perenjori  
MINUTES  
Finance Committee Meeting

---

Held in the Shire of Perenjori Council Chambers, Fowler Street, Perenjori on Thursday 16<sup>th</sup>  
May 2013 commenced at 5 pm.

---

**Table of Contents**

<b>13051</b>	<b>PRELIMINARIES</b> .....	<b>2</b>
13051.1	DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS.....	2
13051.2	DISCLAIMER READING.....	2
13051.3	RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED).....	2
13051.4	NOTATIONS OF INTEREST.....	2
13051.5	APPLICATIONS FOR LEAVE OF ABSENCE.....	2
13051.6	CONFIRMATION OF MINUTES .....	2
<b>13052</b>	<b>FINANCE &amp; ADMINISTRATION</b> .....	<b>3</b>
13052.1	FINANCIAL STATEMENTS – APRIL 2013 .....	3
13052.2	ACCOUNTS FOR PAYMENT .....	5
<b>13053</b>	<b>GENERAL BUSINESS</b> .....	<b>6</b>
13053.1	DATE OF NEXT MEETING / MEETINGS.....	6

**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 20<sup>th</sup> June 2013.

**13051.6 CONFIRMATION OF MINUTES**

---

Minutes of Finance Committee Meeting held Thursday 18<sup>th</sup> April 2013.

Moved: Cr R Desmond

Seconded: Cr L Smith

That the minutes from the Finance Meeting held on Thursday 18<sup>th</sup> April 2013 be accepted as a true and accurate record.

Carried: 8/0

<b>13052</b>	<b>FINANCE &amp; ADMINISTRATION</b>
--------------	-------------------------------------

<b>13052.1</b>	<b>FINANCIAL STATEMENTS – APRIL 2013</b>
----------------	--

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

#### 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

- 
- Note 8. – Payables - Borrowings
  - Note 9. - Reserves
  - Note 10. - Capital Works Program ( under development)
  - Note 11. - Trust Fund

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**

<b>Officers Recommendation – Item 13052.1</b>
---

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

<b>COMMITTEES RECOMMENDATION – ITEM 13052.1</b>
---

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 16<sup>th</sup> May 2013, be accepted.

Carried: 8/0

<b>13052.2</b>	<b>ACCOUNTS FOR PAYMENT</b>
----------------	-----------------------------

<b>APPLICANT:</b>	<b>SHIRE OF PERENJORI</b>
<b>FILE:</b>	<b>1304P</b>
<b>DISCLOSURE OF INTEREST:</b>	<b>NIL</b>
<b>AUTHOR:</b>	<b>DAVID FONG – SENIOR FINANCE OFFICER</b>
<b>RESPONSIBLE OFFICER:</b>	<b>ALI MILLS–CEO</b>
<b>REPORT DATE:</b>	<b>16<sup>th</sup> May 2013</b>
<b>ATTACHMENTS</b>	<b>ACCOUNTS FOR PAYMENT</b>

**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.

**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;

EFT and Cheques		
EFT 4560, EFT 4584 - EFT4641	\$ 661,355.14	Muni
Chq 18613, 18615 - 18642	\$81,522.51	Muni
Total EFT and Cheques	\$742,877.65	

Credit Card	\$3,545.51	Muni
Total Credit Card	\$ 3,545.51	

*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;

EFT and Cheques		
EFT 4560, EFT 4584 - EFT4641	\$ 661,355.14	Muni
Chq 18613, 18615 - 18642	\$81,522.51	Muni
Total EFT and Cheques	\$742,877.65	

Credit Card	\$3,545.51	Muni
Total Credit Card	\$ 3,545.51	

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

.....(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 20<sup>th</sup> June 2013.

---

13053.1 CLOSURE

---

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 16<sup>th</sup> May 2013.*

*Signed:* \_\_\_\_\_  
*Presiding Elected Member*

*Date:* \_\_\_\_\_