

LITCHFIELD COUNCIL



Community effort is essential

Thorak Regional Cemetery Board Meeting **BUSINESS PAPER** **WEDNESDAY 20/09/2017**

Meeting to commence following the Litchfield Council Meeting at
6:00pm
In Council Chambers at 7 Bees Creek Road, Freds Pass

Kaylene Conrick, Chief Executive Officer

Any member of Council who may have a conflict of interest, or a possible conflict of interest in regard to any item of business to be discussed at a Council meeting or a Committee meeting should declare that conflict of interest to enable Council to manage the conflict and resolve it in accordance with its obligations under the Local Government Act and its policies regarding the same.



THORAK REGIONAL CEMETERY BOARD MEETING

Notice of Meeting
to be held in the Council Chambers, Litchfield
on Wednesday, 20 September 2017

Kaylene Conrick
Chief Executive Officer

Number	Agenda Item	Page
1	Opening of Meeting	
2	Apologies and Leave of Absence	
3	Disclosures of Interest	
4	Confirmation of Minutes	
	THAT the minutes of the Thorak Regional cemetery board meeting held 16 August 2017, 3 pages, be confirmed.	
	Minutes have been distributed under separate cover and are publicly available on Council's website http://www.litchfield.nt.gov.au/council/council-meetings/council-minutes or in hard copy by request.	
5	Business Arising from the Minutes	
6	Accepting or Declining Late Items	
7	Notices of Motion	
8	Officers Reports	
	8.1 Finance Report – August 2017	
9	Other Business	
10	Confidential Items	
11	Next Meeting	
12	Close of Meeting	



COUNCIL REPORT

Agenda Item Number:	8.1
Report Title:	Thorak Cemetery Finance Report – August 2017
Report Number:	17/0021
Meeting Date:	20/09/2017
Attachments:	Nil

Purpose

The purpose of this report is to present the monthly financial report for Thorak Regional Cemetery for the period ending 31 August 2017.

Recommendation

THAT Council receive the Thorak Regional Cemetery finance report for the period ended 31 August 2017.

OPERATING RESULT

Thorak Cemetery had 54 internments and cremations to date for this financial year, below provides a comparison with the same report period last year:

Year-comparison	Burials	Cremations	Total	Difference
July & August 2016	12	24	36	
July & August 2017	21	33	54	+18

Revenue is favourable to date and expenses are as expected for this period of the financial year, with insurance premiums and the administration fee both paid for the full year.

No capital revenue or expenses are expected in the 2017/18 financial year.

	2017/18 YTD Actuals	2017/18 Budget	2017/18 Forecast	Variance +ve (-ve)
REVENUE				
User Fees and Charges	201,447	725,125	725,125	0
TOTAL REVENUE	201,447	725,125	725,125	0
EXPENSES				
Contractors	2,015	84,800	84,800	0
Materials	102,270	189,210	189,210	0
Other Expenses	4,655	26,600	26,600	0
Employee Costs	66,834	491,045	491,045	0
TOTAL EXPENSES	175,774	791,655	791,655	0
TOTAL	25,673	(66,530)	(66,530)	0

CASH & INVESTMENTS

Date Invested	Invested Amount	Days Invested	Invested with	Interest Rate	Maturity Date	Return
29/06/2017	418,032	365	Bendigo Bank	2.75%	29/06/2018	11,496

DEBTORS

Total Sundry Debtors at 31 August 2017 are \$82,946. Most outstanding debtors rest with the three funeral service providers and reflect the increased activity at the Cemetery.

Category	Current	30 Days	60 Days	90 Days and over	Balance
Cemetery	\$59,539	\$22,015	\$0	\$1,392	\$82,946
% of TOTAL DEBTORS	71.8%	26.5%	0.0%	1.7%	

Action summary of 90 Days Debtors:

\$1,392.00

Two invoices are 90 days and over. Reminder notices have been sent to the postal addresses associated with the outstanding invoices. The debt recovery process has initiated for \$1,152. Attempts are being made to contact the family of the other outstanding invoice prior to the debt recovery process implementation.



CEMETERY FINANCIAL RESERVE




The Cemetery Reserve balance as at 30 June 2018 is forecast to be \$98,337.

	Balance as at 1/7/2017	Forecast TO Reserve	Forecast FROM Reserve	Forecast Net Movement	Forecast Balance as at 30/06/2018
Cemetery Reserve	164,867	-	(66,530)	(66,530)	98,337

THORAK CEMETERY KEY PERFORMANCE INDICATORS (KPI)

The table below tracks the KPI's for the Thorak Regional Cemetery as set out in the 2017/18 Municipal Plan.

Key Performance Indicator	Target	Status	Comment
Compliance with Cemetery Regulations	100%		
Achievement of Operational Budget	100%		

-  KPI met
-  KPI in progress, on track
-  KPI not met

Links with Strategic Plan

Priority # 4 – A vibrant economy

Legislative and Policy Implications

Local Government (Accounting) Regulations and the Northern Territory Cemeteries Act.

Risks

The operations of Thorak Regional Cemetery remain an ongoing financial challenge for Litchfield Council. Due to significant savings in employee costs (unfilled positions), Thorak's financial reserve position has slightly improved in comparison to the budget 2017/18. Council's introduction of a new 10% administrative charge for non-resident service users as part of the Thorak Regional Cemetery Fees and Charges for 2017/18 is in effect and should slightly off-set the cost of providing this service.

Financial Implications

To date, the new administration charge has raised additional revenue totalling \$8,834. All revenue and expenditure levels will continue to be monitored closely throughout the financial year.

**Recommending
Officer:**

Silke Maynard, Director Community and Corporate Services

Any queries on this report may be directed to the Recommending Officer on telephone (08) 8983 0600.

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