

LITCHFIELD COUNCIL



Community effort is essential

Thorak Regional Cemetery Board Meeting BUSINESS PAPER WEDNESDAY 16/08/2017

Meeting to be held and will 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, 16 August 2017 2017

Kaylene Conrick
Chief Executive Officer

Any member of Council who may have a conflict of interest, or a possible conflict of interest regarding 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.

Audio Disclaimer

An Audio recording of this meeting will be made for minute taking purposes as authorised by the Chief Executive Officer.

Acknowledgement of Traditional Ownership

It is acknowledged that the meeting is held on the land of the traditional owners and Council respect the Elders past and present for their continuing custodianship of the land and the children of this land across generations.

Number

Agenda Item

- 1 Opening of Meeting
- 2 Apologies and Leave of Absence
- 3 Confirmation of Minutes
THAT the minutes of the Thorak Regional Cemetery Board Meeting held 19 July 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.

- 4 Business Arising from the Minutes
- 5 Conflict of Interest
- 6 Accepting or Declining Late Items
- 7 Notices of Motion

8	Officer's Report
8.1	Finance Report – July 2017
9	Other Business
10	Confidential Items
11	Next Meeting
12	Close of Meeting

Agenda Item Number: 8.1
Report Title: Thorak Cemetery Report July 2017
Meeting Date: 16/08/2017
Attachments:

Purpose

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

Recommendation

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

OPERATING RESULT

There are no budget amendments and YTD Actual is expenditure and income recognised to date for the month of July 2017.

Thorak Cemetery had 27 internments and cremations (14 burials and 13 cremations) compared to 9 (1 burial and 8 cremations) at the same time last year.

Revenue is favourable to budget for the month of July.

Expenses are reasonable for the first month of the financial year, given the insurance premiums 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	118,150	725,125	725,125	0
TOTAL REVENUE	118,150	725,125	725,125	0
EXPENSES				
Contractors	180	84,800	84,800	0
Materials	27,019	189,210	189,210	0
Other Expenses	141	26,600	26,600	0
Employee Costs	48,325	491,045	491,045	0
TOTAL EXPENSES	75,665	877,859	877,859	0
TOTAL	42,485	(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	2.75%	29/06/2018	11,496

DEBTORS

Total Sundry Debtors at 31 July 2017 are \$80,243. The outstanding debtors are with the three funeral service providers and reflects the activity at the Cemetery over the past few months.

Category	Current	30 Days	60 Days	90 Days and over	Balance
Cemetery	\$69,032	\$8,631	\$0	\$2,581	\$80,243
% of TOTAL DEBTORS	86.0%	10.8%	0.0%	3.2%	

Action summary of 90 Days Debtors: \$2,581.00

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

5. Effective Council Management

Legislative and Policy Implications

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

Risk

The operation of Thorak Regional Cemetery remains an ongoing financial sustainability challenge for Litchfield Council.

This matter was raised with the Minister for Housing and Community Development in late May 2017. Council is awaiting the Minister's response.

In the interim, Council adopted Thorak Regional Cemetery Fees and Charges for 2017/18 with the inclusion of an Administration Charge of 10% on all fees and charges for non-Litchfield service users.

Financial Implications

The Administration Charge has raised additional revenue totalling \$3,040 in July 2017. Revenue and expenditure levels will continue to be monitored closely throughout the financial year.

Recommending Officer: Silke Reinhardt, Director Community and Corporate Services

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

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.