

LITCHFIELD COUNCIL



Community effort is essential

Thorak Regional Cemetery Board Meeting BUSINESS PAPER WEDNESDAY 18/01/2017

Meeting to be held commencing 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.

AGENDA

Number Agenda Item Page

1	Opening of Meeting	
2	Apologies and Leave of Absence	
3	Confirmation of Minutes Recommendation: THAT the minutes of the Council Meeting held 14 December 2016, 3 pages, be confirmed.	
4	Business Arising from the Minutes	
5	Conflict of Interest	
6	Accepting or Declining Late Items	
7	Notices of Motion	
8	Officers Reports	
	8.1 Finance Report December 2016	1-3
9	Other Business	
10	Confidential Items	
11	Next Meeting	
12	Close of Meeting	

NOTE: Attachments too large to include in the agenda can be found on Council's website at www.litchfield.nt.gov.au

Agenda Item Number: 8.1
Report Title: Thorak Cemetery Report December 2016
Meeting Date: 18/01/2017
Attachments:

Purpose

The purpose of this report is to present the monthly financial report for Thorak Regional Cemetery for the period ended 31 December 2016.

Recommendation

THAT Council receive the Thorak Regional Cemetery finance report for the period ended 31 December 2016.

OPERATING RESULT

Below is a summary of the operating results to the end of December 2016.

The Cemetery had 28 interments and cremations (11 burials and 17 cremations) compared to 21 (11 burials and 10 cremations) during December last year. Year to date total at the end of December is 128 interment and cremations (48 burials and 80 cremations), down 5 compared to the same period last year (74 burials and 59 cremations). Similarly, Year to Date (YTD) revenue compared to December 2015 (\$393,892) has decreased by 2% as a result of the reduction of interments. End of financial year revenue is forecast to decrease by \$66,954 because of the reduction in burials of 64%, verifying the national trend that cremations are preferable opposed to burials.

End of financial year expenditure levels are forecast to decrease by \$7,062. Revenue and expenditure levels will continue to be monitored closely throughout the financial year.

	2016/17 YTD Actuals	2016/17 Budget	Forecast	Variance +ve (-ve)
REVENUE				
User Fees and Charges	387,653	842,450	775,496	(66,954)
TOTAL REVENUE	387,653	842,450	775,496	(66,954)
EXPENSES				
Contractors	64,861	143,500	143,087	(413)
Materials	115,784 ⁽¹⁾	163,781	161,132	(2,649)
Other Expenses	15,436	42,000	41,000	(1,000)
Employee Costs	237,299	528,578	525,578	(3,000)
TOTAL EXPENSES	433,380	877,859	870,797	(7,062)
TOTAL	(99,439)	(35,409)	(95,301)	(59,892)

(1) YTD expenditure for Materials reflects the timing of total annual insurance premiums (\$28,033) and administration overheads (internal transfer of \$60,000 from Thorak to Council) already paid for the 2016/17 financial year.

CAPITAL RESULTS

The 2016/17 net capital expenditure relates to the trade-in and purchase of a new motor vehicle, in accordance with Council's Motor Vehicle policy. The new vehicle is expected to be delivered early January. The disposal will occur at the next fleet auction after the new vehicle is received with a reserve of \$10,500. Thorak Cemetery's Case Tractor was disposed of on 14 December 2016, the proceeds to be received from Pickles Auctions is estimated at \$26,000 after fees and charges.

	2016/17 YTD Actuals	2016/17 Budget	Forecast	Variance +ve (- ve)
REVENUE				
Thorak Regional Cemetery	-	12,000	36,500	24,500
TOTAL REVENUE	-	12,000	36,500	24,500
EXPENSES				
Thorak Regional Cemetery	-	40,000	37,000	3,000
TOTAL EXPENSES	-	40,000	37,000	3,000
TOTAL	-	(28,000)	(500)	27,500

CASH & INVESTMENTS

Date Invested	Invested Amount	Days Invested	Invested with	Interest Rate	Maturity Date	Return
30/06/2016	406,398	365	Bendigo	2.86%	30/06/2017	11,623

DEBTORS

Total Sundry Debtors at 31 December 2016 are \$86,468. The outstanding debtors are with the three funeral service providers and reflects the activity at the Cemetery over the past month.

Category	Current	30 Days	60 Days	90 Days and over	Balance
Cemetery	\$53,054	\$32,022	\$240	\$1,152	\$86,468
% of TOTAL DEBTORS	61.4%	37.0%	0.3%	1.3%	

Action summary of 90 Days Debtors: \$1,152.00

One invoice is in 90 days and over. Reminder notices have been sent to the postal address associated with the outstanding invoice. Attempts will be made to find the executor of the deceased estate as a matter of urgency to send a final reminder notice. Should this be unsuccessful the debt recovery process will be implemented.



CEMETERY FINANCIAL RESERVE




The 2016/17 forecast result will draw down \$95,801 from the Reserve leaving a balance as at 30 June 2017 will be \$41,658.

	Balance as at 1/7/2016	Forecast TO Reserve	Forecast FROM Reserve	Forecast Net Movement	Forecast Balance as at 30/06/2017
Cemetery Reserve	137,459	-	(95,801)	(95,801)	41,658

THORAK CEMETERY KEY PERFORMANCE INDICATORS (KPI)

The table below tracks the KPI's for the Thorak Regional Cemetery as set out in the 2016/17 Municipal Plan.

Key Performance Indicator	Target	Status	Comment
Compliance with Cemetery Regulations	100%		
Achievement of Operational Budget	100%		As as a result of the 67% reduction in burials, the operational budget will be exceeded.

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

Recommending Officer: Karina Gates, Finance Manager

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

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