



**BUSINESS PAPER**

**THORAK REGIONAL CEMETERY BOARD MEETING**

**THURSDAY 20<sup>th</sup> AUGUST 2015**

ITEM NUMBER	ITEM	PAGE NUMBER
1	OPENING OF MEETING	
2	APOLOGIES AND LEAVE OF ABSENCE	
3	CONFIRMATION OF MINUTES	3
3.1	THAT the minutes of the Thorak Regional Cemetery Board Meeting held 23rd July 2015, 3 pages be confirmed.	
4	BUSINESS ARISING FROM MINUTES	
5	CONFLICT OF INTEREST	
6	ACCEPTING OR DECLINING LATE ITEMS	
7	NOTICES OF MOTION	
8	FINANCE REPORT	6
9	MANAGERS REPORT	
10	OTHER BUSINESS	
11	CONFIDENTIAL ITEMS	
12	NEXT MEETING	
13	CLOSE OF MEETING	

**MINUTES OF THE MEETING OF THE THORAK REGIONAL CEMETERY BOARD  
HELD ON THURSDAY 23<sup>rd</sup> JULY 2015  
AT COUNCIL CHAMBERS, BEES CREEK ROAD, FRED'S PASS.**

Present:	Frank Crawley	Official Manager
Staff:	Ben Dornier Graeme Francis Glen Minaker Derrick Tranter Aisla Connolly	Acting Chief Executive Officer General Manager Projects Thorak Operations Manager Governance Manager Acting Council Secretary
Public:	Dani McDonald Mathew Salter Tony Tapsell Peter McLinden Mary Walse Anna Malgorzewicz Lyle Hebb Lyn Gerdes Ralf Koberstein Mike Bowman A Wallner Barbara Crane Vic Statham Gerry Wood	NT News Howard Springs LGANT Howard Springs Humpty Doo Acacia Hills Acacia Hills Bees Creek Howard Springs Humpty Doo Howard Springs Howard Springs Livingstone Howard Springs

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*This is page 1 of 3 of the Minutes of the Thorak Regional Cemetery Board Meeting  
held Thursday 23<sup>rd</sup> July 2015.*

.....  
OFFICIAL MANAGER

.....  
ACTING CHIEF EXECUTIVE OFFICER

**1. OPENING OF MEETING**

Official Manager Frank Crawley opened the Meeting at 7.43pm welcoming members of the public.

Audio Disclaimer

An audio recording of this meeting is being made for minute taking purposes as authorised by the Chief Executive Officer.

**2. APOLOGIES AND LEAVE OF ABSENCE**

Nil

**3. CONFIRMATION OF MINUTES**

3.1 THAT that the minutes of the Thorak Regional Cemetery Board Meeting held Thursday 18th June 2015 be confirmed by Council with nil amendments.

CARRIED

3.2 THAT the Minutes of the Special Thorak Regional Cemetery Board Meeting held Thursday 25th June 2015 are confirmed in full with nil amendments.

CARRIED

**4. BUSINESS ARISING FROM MINUTES**

Nil

**5. CONFLICT OF INTEREST**

Nil

**6. ACCEPTING OR DECLINING LATE ITEMS**

Nil

**7. NOTICES OF MOTION**

Nil

**8. THORAK FINANCE REPORT**

**8.1 FINANCE REPORT – JUNE 2015**

The Board notes the contents of the Finance Report 15/0037 for June 2015.

CARRIED 15/0037/01

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*This is page 2 of 3 of the Minutes of the Thorak Regional Cemetery Board Meeting held Thursday 23<sup>rd</sup> July 2015.*

.....  
OFFICIAL MANAGER

.....  
ACTING CHIEF EXECUTIVE OFFICER

**9. MANAGERS REPORTS**

**9.1 THORAK REGIONAL CEMETERY MASTER PLAN 15/0033.**

1. The Board receive Report Number 15/0033.

CARRIED 15/0033/01

2. The Board approve the draft Thorak Regional Cemetery Master Plan.

CARRIED 15/0033/02

**10. OTHER BUSINESS**

Nil

**11. CONFIDENTIAL ITEMS**

Nil

**12. NEXT MEETING:**

Thursday 20<sup>th</sup> August 2015

**13. CLOSE OF MEETING:**

The meeting closed at 7.45pm.

MINUTES TO BE CONFIRMED  
20<sup>th</sup> AUGUST 2015

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*This is page 3 of 3 of the Minutes of the Thorak Regional Cemetery Board Meeting  
held Thursday 23<sup>rd</sup> July 2015.*

.....  
OFFICIAL MANAGER

.....  
ACTING CHIEF EXECUTIVE OFFICER

<b>Agenda Item No:</b>	8.1	<b>Report Number:</b>	15/0054
<b>Report Title:</b>	Thorak Regional Cemetery Financial Report July 2015		
<b>Meeting Date:</b>	Thursday, 23 July 2015	<b>Infoxpert Number/s:</b>	118164
<b>Attachments:</b>	1		

**Summary:**

Attached is the July monthly financial report for Thorak Regional Cemetery for Council's review.

**Recommendation:**

- 1. THAT Council receive Report Number 15/0054.**

**Background:**

Council receives monthly financial reports in accordance with the Local Government (Accounting) Regulations Part 8 which included the transactions for the Thorak Regional Cemetery. The reports are separated into a Council Financial Report and a Cemetery Financial Report with the exception of the creditors paid. Due to existing limitations with the software, this component of the report is still contained in the Council report.

The Thorak Regional Cemetery Financial Report for July 2015 is attached for review.

**Links with Strategic Plan:**

Goal 5 – Effective Council Management

5.1 Sustainable financial management within our mission

**Legislative and Policy Implications:**

*Part 8 of the Local Government (Accounting) Regulations require that a monthly financial report is presented to Council.*

**Financial Implications:**

Nil.

**Risks:**

Nil

<b>Recommending Officer:</b>	Valerie Urbain, Finance Manager
Any queries on this report may be directed to the Recommending Officer on telephone (08) 8983 0600.	
<i>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 of 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.</i>	

**Attachment/s Title:** Thorak 2015 July Monthly Report Attachment 118165

**LITCHFIELD  
COUNCIL**

*Community effort is essential*



# **Thorak Regional Cemetery Finance Report For the month of July 2015**

## **TABLE OF CONTENTS**

### **SECTION 1 - EXECUTIVE SUMMARY**

### **SECTION 2 - FINANCIAL RESULTS**

- 2.1 Budget Summary Reports
  - 2.1.a Total
  - 2.1.b By expenditure type
- 2.2 Investment Management Report
- 2.3 Debtor Control Accounts
- 2.4 Statement of Credit Card Transaction
- 2.5 Financial Reserves Schedule

**SECTION 1****Executive Summary****Overview**

The financial results for Thorak Cemetery are reported separately as Council's role is as Trustee for the management and operations of the Cemetery on behalf of the Northern Territory Government. The Cemetery operations must be self funded and separate from Council operations.

The results to the end of July are summarized below and only represent preliminary results as 2014/15 financial year end processing and accrual journals are still being completed. An additional page has been added to this report showing income and expenditure by type to further assist in clarifying and understanding the financial results.

Operational expenditure being higher than expected is as a result of one-off annual payments made at the start of the financial year such as insurances. Also annual commitments have been raised at the start of the year for regular payments such as cleaning, security etc.

**SECTION 2.1****Budget Summary Reports****2.1.a 2015/16 Budget versus actuals totals****% Year Elapsed =****8.20%**

	<b>Original Budget 2015/16</b>	<b>Year to date Actuals</b>	<b>Variance to Original Budget</b>	<b>% Received of Original Budget</b>
<b>Operational Income</b>				
Cemetery Operations	(1,108,500)	(77,520)	1,030,980	7.0%
<b>Capital Income</b>				
Cemetery Operations	(3,000)	-	-	0.0%
<b>TOTAL INCOME</b>	<b>(1,111,500)</b>	<b>(77,520)</b>	<b>1,030,980</b>	<b>9.8%</b>

	<b>Original Budget 2015/16</b>	<b>Year to date Actuals</b>	<b>Committed</b>	<b>YTD actuals + Committed</b>	<b>Variance to Original Budget</b>	<b>% Spent of Original Budget</b>
<b>Operational Expenditure</b>						
Cemetery Operations	940,344	123,718	37,751	161,469	778,875	17.2%
<b>Capital Expenditure</b>						
Cemetery Operations	141,000	-	-	-	141,000	0.0%
<b>TOTAL EXPENDITURE</b>	<b>1,081,344</b>	<b>123,718</b>	<b>37,751</b>	<b>161,469</b>	<b>919,875</b>	<b>#DIV/0!</b>



**SECTION 2.1****Budget Summary Reports****2.1.b 2015/16 Budget versus actuals by expenditure type**

	Original Budget 2015/16	YTD actuals + Committed
<b>Operational revenue</b>		
Grants and Contributions	-	
User Fees and Charges	1,108,500	77,520
Investment Interest	-	
<b>OPERATIONAL REVENUE TOTAL</b>	<b>\$1,108,500</b>	<b>\$77,520</b>
<b>Operational Expense</b>		
Employee Costs	542,544	29,672
Materials	169,500	93,345
Contractors and Consultants	179,000	34,651
Other Expenses	49,300	3,802
<b>OPERATIONAL EXPENSE TOTAL</b>	<b>\$940,344</b>	<b>\$161,470</b>
<b>Surplus (Deficit) on Cemetery Operations</b>	<b>\$168,156</b>	<b>(\$83,950)</b>
<b>Capital income</b>		
Proceeds Sale of Plant	3,000	
Grants	-	
<b>Capital income total</b>	<b>\$3,000</b>	<b>\$0</b>
<b>Capital expenditure</b>		
Plant/Vehicle Purchases	38,000	
Cemetery Improvements Program	103,000	
<b>CAPITAL EXPENDITURE TOTAL</b>	<b>\$141,000</b>	<b>\$0</b>
<b>Surplus (Deficit) on Cemetery Capital</b>	<b>(\$138,000)</b>	<b>\$0</b>
<b>Surplus (Deficit) on capital and operating</b>	<b>\$30,156</b>	<b>(\$83,949)</b>

## SECTION 2.2

## Investment Management Report

### Investment Schedule as at 31 July 2015

Date Invested	Invested Amount	Days Invested	Invested with	Interest rate	Due date	Expected return to Maturity Date
30/06/2015	\$ 394,370	365	Bendigo	3.05%	30/06/2016	\$12,028
<b>Total Investments</b>	<b>\$ 394,370</b>					<b>\$12,028</b>

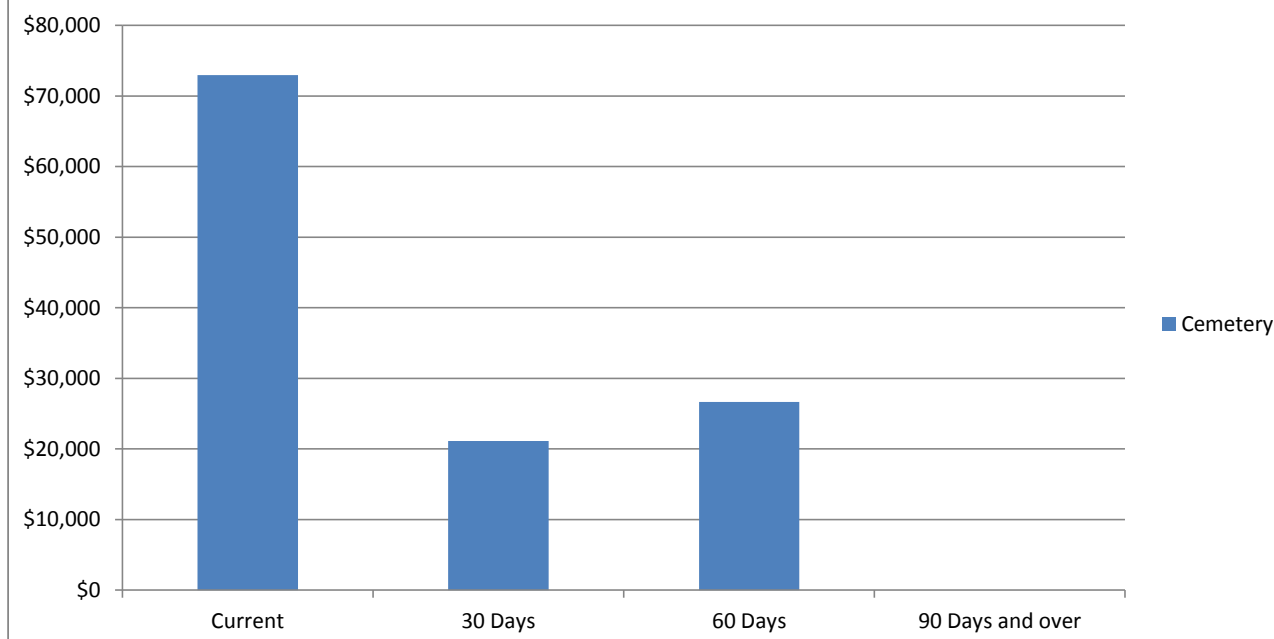
## SECTION 2.3

## Debtor Control Accounts

### Sundry debtor accounts as at 31 July 2015

Category	Current	30 Days	60 Days	90 Days and over	Balance
Cemetery	72,969	21,121	26,660		120,750
					-
<b>Total</b>	<b>\$ 72,969</b>	<b>\$ 21,121</b>	<b>\$ 26,660</b>	<b>\$ -</b>	<b>\$ 120,750</b>

### Aged Debtor Accounts as at 31 July 2015



**SECTION 2.4****Statement of Credit Card Transactions**

Credit card transactions for July 2015

STAFF MEMBER	DETAILS	COST CODES	GROSS	GST
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Nil for the month of July

Total			\$ -	\$ -
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**SECTION 2.5****Financial Reserves Schedule**

Financial reserves schedule as at 31 July 2015

	Cemetery*	Total	Council Minute & Meeting	
	\$	\$		
Balance as at 1/7/15	30,230	30,230		
Transfers to Reserves:		-		
2015/16 Budget	30,156		15/0026/02	Jul-15
Transfers from Reserves:		-		
Balance as at 31/07/15	60,386	60,386		

\*Externally restricted reserve