

LITCHFIELD COUNCIL



Community effort is essential

Thorak Regional Cemetery Board Meeting BUSINESS PAPER WEDNESDAY 19/07/2017

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, 19 July 2017 2017

Kaylene Conrick
Chief Executive Officer

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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 21 June 2017, 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	Officer's Report 8.1 Finance Report – June 2017
9	Other Business

- 10 Confidential Items
- 11 Next Meeting
- 12 Close of Meeting

Agenda Item Number: 8.1
Report Title: Thorak Cemetery Report June 2017
Meeting Date: 19/07/2017
Attachments:

Purpose

The purpose of this report is to present the monthly financial report for Thorak Regional Cemetery for the period ended 30 June 2017.

Recommendation

THAT Council receive the Thorak Regional Cemetery finance report for the period ended 30 June 2017.

OPERATING RESULT

The forecast end of year result for 2016/17 is a \$45,134 favourable variance to budget, with a forecast overall operating surplus of \$9,725.

End of financial year revenue is forecast to be unfavourable to budget by \$59,412 due to the 30% reduction in burials from 2016/17 financial year, demonstrating the national trend that cremations are preferable to burials.

Thorak Cemetery had 15 internments and cremations (5 burials and 10 cremations) compared to 22 (15 burials and 7 cremations) at the same time last year. Year to date total at the end of June was 245 interments and cremations (95 burials and 150 cremations), similar to the total number of 247 at the same period last year. The main difference however is the split of 142 burials and 105 cremations.

Expenditure is forecast to be \$104,546 less than budget.

Revenue and expenditure levels will continue to be monitored closely as the end of the financial year draws near.

	2016/17 YTD Actuals	2016/17 Budget	2016/17 Forecast	Variance +ve (-ve)
REVENUE				
User Fees and Charges	783,038	842,450	783,038	(59,412)
TOTAL REVENUE	783,038	842,450	783,038	(59,412)
EXPENSES				
Contractors	109,513	143,500	126,733	(16,767)
Materials	164,941	163,781	166,164	2,383
Other Expenses	29,468	42,000	29,888	(12,112)
Employee Costs	450,528	528,578	450,528	(78,050)
TOTAL EXPENSES	754,450	877,859	773,313	(104,546)
TOTAL	28,588	(35,409)	9,725	45,134

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. Thorak Cemetery's Case Tractor was also disposed of, the proceeds received from Pickles Auctions was \$26,827 after fees and charges.

	2016/17 YTD Actuals	2016/17 Budget	2016/17 Forecast	Variance +ve (-ve)
REVENUE				
Thorak Regional Cemetery	37,891	12,000	37,891	25,891
TOTAL REVENUE	37,891	12,000	37,891	25,891
EXPENSES				
Thorak Regional Cemetery	30,201	40,000	30,201	9,799
TOTAL EXPENSES	30,201	40,000	30,201	9,799
TOTAL	7,690	(28,000)	7,690	35,690

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 30 June 2017 are \$41,478. 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	\$31,679	\$7,219	\$1,188	\$1,393	\$41,478
% of TOTAL DEBTORS	76.4%	17.4%	2.9%	3.3%	

Action summary of 90 Days Debtors:

\$1,393.00

Two 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 \$241 prior to the debt recovery process implementation.



CEMETERY FINANCIAL RESERVE




The 2016/17 forecast result will no longer draw down the Reserve due to expense savings resulting from staffing positions not at full capacity. The Cemetery Reserve balance as at 30 June 2017 is forecast to be \$159,049.

	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	17,415	-	17,415	154,874

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%		Operational budget was achieved due to operating savings throughout Thorak's expenditure.

-  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 late May 2017 whereby Council is awaiting the Minister's consideration. In the interim, Council has adopted Thorak Regional Cemetery Fees and Charges for 2017/18 with the inclusion of an Administrative Charge of 10% on all fees and charges for non-Litchfield residents.

Financial Implications

The results for 30 June 2017 is favourable to budget despite the continued preference trend of cremations to burials resulting in a reduction in revenue. The unique circumstances of 2016/17 has realised operating savings which have contributed to the overall forecast operating surplus.

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.

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