

LITCHFIELD COUNCIL



Community effort is essential

Thorak Regional Cemetery Board Meeting **BUSINESS PAPER** **WEDNESDAY 20/02/2019**

Meeting to commence following the Litchfield Council Meeting at
6:30pm
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 February 2019**

Kaylene Conrick
Chief Executive Officer

Number	Agenda Item	
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 Wednesday, 16 January 2019, 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	
	5.1 Action Sheet	1
6	Presentations	
7	Accepting or Declining Late Items	
8	Notices of Motion	
9	Officers Reports	
	9.1 Finance Report – January 2019	2-5
10	Other Business	
11	Confidential Items	
12	Next Meeting	
13	Close of Meeting	

Thorak Regional Cemetery Action Sheet

As at 13-02-19

Resolution Number	Resolution	Action Officer	Meeting Date	Action (Not for Public Information)	Status
1718/199	<p>Thorak Regional Cemetery Jewish Section</p> <p>THAT the Board:</p> <ol style="list-style-type: none"> 1. approve the establishment of a section of Thorak Regional Cemetery for exclusive burial of Jewish people; and 2. approve part of the Area (H) identified in the Thorak Regional Cemetery Master Plan as a designated headstone expansion area, to be used for the proposed Jewish section. 	DCCS	21-03-18	Establish Jewish section at Thorak Regional Cemetery.	Works completed. Awaiting consecration by Rabbi, anticipated for April 2019.



BOARD REPORT

Agenda Item Number:	9.1
Report Title:	Thorak Regional Cemetery Finance Report – January 2019
Report Number:	19/0018
Meeting Date:	20/02/2019
Attachments:	Nil

Purpose

The purpose of this report is to present the monthly finance report for Thorak Regional Cemetery for the period ended 31 January 2019.

Recommendation

THAT the Thorak Regional Cemetery Board receives and notes the finance report for the period ended 31 January 2019.

OPERATING RESULT

To date Thorak Regional Cemetery has completed 183 internments and cremations, an increase from the same time last year. Below provides a comparison with the same report period last year:

Activity	January 2018	January 2019	Variance
Burials	61	72	11
Cremations	102	111	9
	163	183	20

A forecast increase in revenue of \$96,054 is expected to 30 June 2019. This increase will offset against forecasted increases in insurance premiums, consultancy costs and drainage repairs totalling \$55,117 with the net result equating to a surplus of \$40,937 compared to budget.

Operating revenue is favourable by \$139,222 compared to YTD Budget for the period 1 July to 31 January 2019. This increase in income is mainly attributed to additional burial ceremonies and the associated administration fees.

Operating expenses incurred to date are unfavourable compared to the YTD Budget, equating to \$9,555 below actual spend. This is a result of professional fees for consultancy and legal services above the annual budget. The operating expenditure to date is 65% of the annual budget.

No capital revenue is expected in the 2018/19 financial year. The capital project for the resealing of Thorak Regional Cemetery carpark was completed in December 2018. To conclude capital expenses expected at the Cemetery for 2018/19, the works for bore inspections have commenced.

OPERATIONAL RESULTS

	2018/19 YTD Budget	2018/19 YTD Actuals	2018/19 Annual Budget	2018/19 Annual Forecast	Variance +ve (-ve)	Note
REVENUE						
User Fees and Charges	506,562	645,784	777,447	873,501	96,054	1
TOTAL REVENUE	506,562	645,784	777,447	873,501	96,054	
EXPENSES						
Contractors	79,590	96,908	124,600	161,975	(37,375)	2
Materials	139,972	154,565	179,000	189,230	(10,230)	3
Other Expenses	20,695	24,902	30,300	37,812	(7,512)	4
Employee Costs	283,997	257,434	486,849	486,849	-	
TOTAL EXPENSES	524,254	533,809	820,749	875,866	(55,117)	
TOTAL	17,692	111,975	(43,302)	(2,365)	40,937	

Explanations for Forecast variances to Original Budget

Note 1 – Forecasted increase in Cemetery and Interment Fees in addition to an incline in expected revenue from the Non-Resident Administration Fee.

Note 2 - Professional Fees for consultancy services and legal fees at Thorak Regional Cemetery. Additionally, projected expenditure for the acquisition of six surge protectors to eliminate risks of lightning strikes and the removal and replacement of damaged section of drain along entrance to Cemetery (awaiting insurance claim advice).

Note 3 - Increased insurance premiums of \$4,227 above annual budget and additional service expenditure being for the transportation of deceased and burial capsule acquisitions.



Note 4 – Increased expenditure in both machinery parts and service & repair costs for maintenance of Thorak plant and motor vehicles.

CAPITAL RESULTS

	2018/19 Budget	2018/19 YTD Actuals	2018/19 Forecast	Variance +ve (-ve)
REVENUE				
Thorak Regional Cemetery	-	-	-	-
TOTAL REVENUE	-	-	-	-
EXPENSES				
Thorak Regional Cemetery	17,530	9,000	16,530	1,000
TOTAL EXPENSES	17,530	9,000	16,530	1,000
TOTAL	(17,530)	(9,000)	(16,530)	1,000

CAPITAL PROJECTS 2018/19 – THORAK CEMETERY

The table below is Council's capital projects for Thorak Cemetery in accordance with the Budget and Municipal Plan.

Thorak Cemetery Expenditure	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
Capital projects commencing in 2018/19						
Resealing of Bitumen – Office Carpark and Workshop	30/06/2019	10,000	9,000	9,000	-	 Works complete.
Inspect existing bores x3	30/06/2019	7,530	0	7,530	-	 Quotes received – Works to be completed by early January.
TOTAL		17,530	9,000	16,530		

CASH & INVESTMENTS

Date Invested	Invested Amount	Days Invested	Invested with	Interest Rate	Maturity Date	Return
29/06/2018	343,881	196	Bendigo	2.75%	11/01/2019	5,078

DEBTORS

Total Sundry Debtors at 31 January 2019 are \$66,122, compared to \$57,415 as at 31 December 2018. The majority of outstanding debtors are with the three funeral service providers.

Category	Current	30 Days	60 Days	90 Days and over	Balance
Cemetery	\$30,693	\$34,507	\$362	\$560	\$66,122
% of TOTAL DEBTORS	46.4%	52.2%	0.5%	0.9%	

Action summary of 90 Days Debtors:

\$560.00

Invoice #1

The debt recovery process was implemented for the outstanding amount of \$560 and a payment plan is in progress.



CEMETERY FINANCIAL RESERVE




The Thorak Regional Cemetery Reserve balance as at 30 June 2019 is forecast to be \$218,691.

	Balance as at 1/7/2018	Forecast TO Reserve	Forecast FROM Reserve	Forecast Net Movement	Forecast Balance as at 30/06/2019
Cemetery Reserve	237,586		(18,895)	(18,895)	218,691

THORAK CEMETERY KEY PERFORMANCE INDICATORS (KPI)

The table below tracks the KPI's for the Thorak Regional Cemetery as set out in the 2018/19 Municipal Plan.

Key Performance Indicator	Target	Status	Comment
Compliance with Cemetery Regulations	100%		Compliant with regulations
Achievement of Operational Budget	100%		Deficit forecasted lower than budget

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

Links with Strategic Plan

A well run Council.

Legislative and Policy Implications

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

Risks

There are long term financial sustainability challenges in relation to the renewal and upgrade of existing assets including buildings, road and irrigation infrastructure. A submission to the Minister for Housing and Community Development advocating for a new governance structure was submitted and Council is awaiting a response. The submission is a partnership submission between Litchfield and the cities of Darwin and Palmerston.

Financial Implications

To date, the Administration Charge has raised additional revenue totalling \$49,254.

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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