

LITCHFIELD COUNCIL



Community effort is essential

Thorak Regional Cemetery Board Meeting **BUSINESS PAPER** **WEDNESDAY 15/08/2018**

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, 15 August 2018

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 full minutes of the Thorak Regional Cemetery Board Meeting held 18 July 2018, 4 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 – July 2018	2-5
10	Other Business	
11	Confidential Items	
12	Next Meeting	
13	Close of Meeting	

Resolution Number	Resolution	Action Officer	Meeting Date	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	Works completed. Consecration by Rabbi expected November / December 2018.



BOARD REPORT

Agenda Item Number:	9.1
Report Title:	Thorak Regional Cemetery Finance Report – July 2018
Report Number:	18/0131
Meeting Date:	15/08/2018
Attachments:	Nil

Purpose

The purpose of this report is to present the monthly financial report for Thorak Regional Cemetery for the period ended 31 July 2018.

Recommendation

THAT the Thorak Regional Cemetery Board receives and notes the finance report for the period ended 31 July 2018.

OPERATING RESULT

To date Thorak Regional Cemetery has completed 16 internments and cremations, a decrease from the same time last year. Below provides a comparison with the same report period last year:

Activity	July 2017	July 2018	Variance
Burials	18	9	-9
Cremations	10	7	-3
	28	16	-12

There are no budget amendments for expenditure and income recognised to date for the month of July 2018.

Operating revenue is slightly unfavourable to budget for the month of July, as a result of reduced internments and cremations. The low amount of burials is a continuation of the month of June with only four burials.

Operating expenses are lower than expected for the first month of the financial year by \$31,523. This is a result of insurance and other contractor costs not yet invoiced as previously expected in the first month of the 2018/19 financial year.

No capital revenue is expected in the 2018/19 financial year and capital expenditure on resealing is yet to commence for the year ended 30 June 2019.

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	58,146	70,461	777,447	777,447	-	
TOTAL REVENUE	58,146	70,461	777,447	777,447	-	
EXPENSES						
Contractors	16,698	4,859	124,600	124,600	-	
Materials	90,552	74,570	179,000	179,000	-	
Other Expenses	2,375	2,222	30,300	30,300	-	
Employee Costs	40,571	37,022	486,849	486,849	-	
TOTAL EXPENSES	150,196	118,673	820,749	820,749	-	
TOTAL	(92,050)	(48,212)	(43,302)	(43,302)	-	

The YTD Budget Expenditure varies from the YTD Actual Expenditure mainly as a result of insurance premiums budgeted to be paid in the month of July, however invoices are yet to be received.

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	-	17,530	-
TOTAL EXPENSES	17,530	-	17,530	-
TOTAL	(17,530)	-	(17,530)	-

No Capital movement to date.

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 July 2018 are \$62,465. The majority of outstanding debtors are with the three funeral service providers.

Category	Current	30 Days	60 Days	90 Days and over	Balance
Cemetery	\$43,451	\$17,726	\$0	\$1,288	\$62,465
% of TOTAL DEBTORS	69.6%	28.4%	0.0%	2.0%	

Action summary of 90 Days Debtors:

\$1,288.00

Invoice #1

The debt recovery process was implemented for the outstanding amount of \$680 and a payment plan has commenced.

Invoice #2

The debt recovery process has also commenced for the outstanding amount of \$262.

Invoice #3

A reminder letter has been sent to request payment of the outstanding amount of \$346.



CEMETERY FINANCIAL RESERVE




The Thorak Regional Cemetery Reserve balance, as at 30 June 2019, is forecast to be \$311,568.

	Balance as at 1/7/2018	Forecast TO Reserve	Forecast FROM Reserve	Forecast Net Movement	Forecast Balance as at 30/06/2019
Cemetery Reserve	372,400		(60,832)	(60,832)	311,568

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%		No compliance issues have been identified for the month
Achievement of Operational Budget	100%		Forecast equals 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 is currently under development. 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 \$5,344.

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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