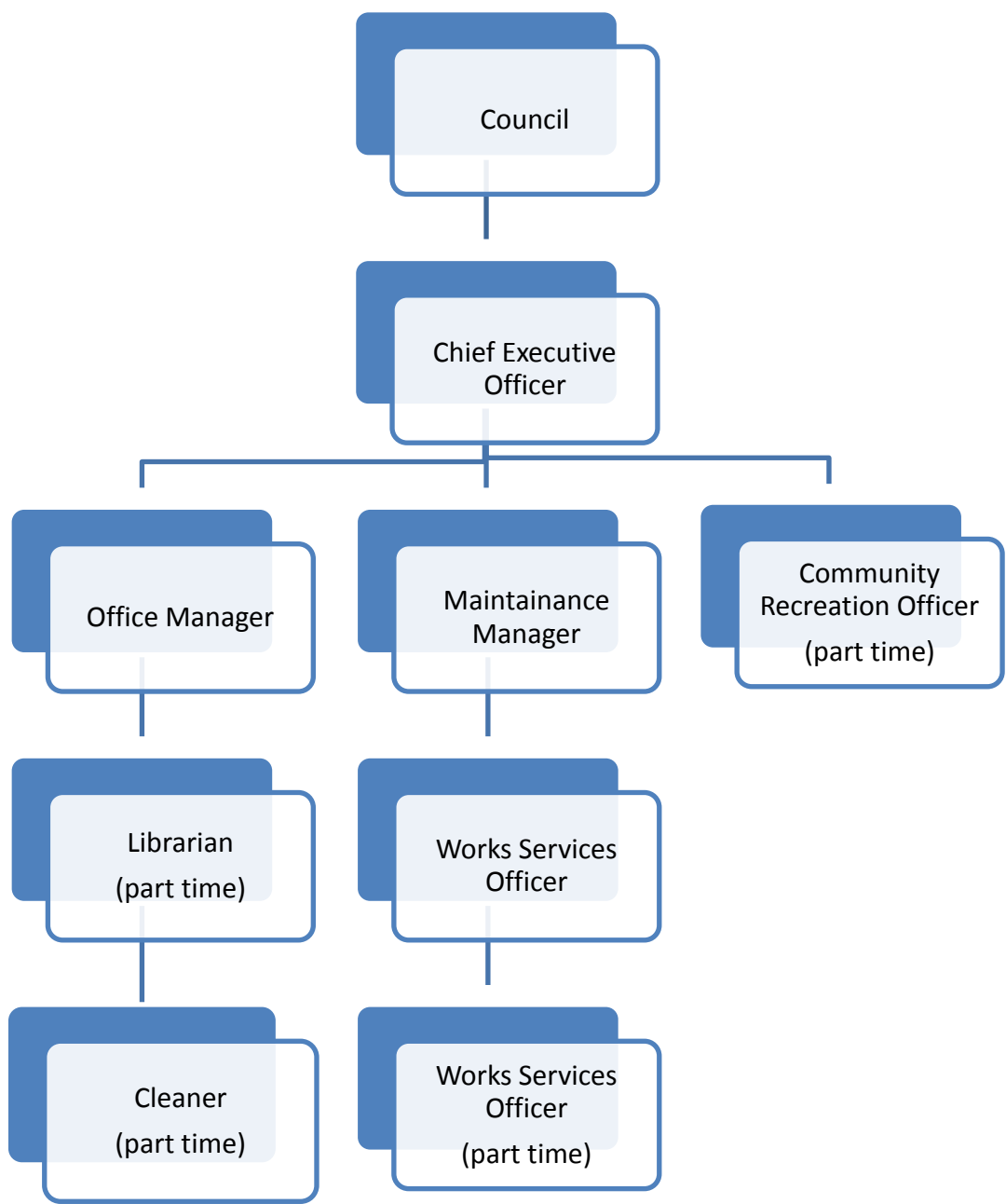


<b>POLICY TITLE:</b>	<b>ACCOUNTING AND POLICY MANUAL</b>
<b>POLICY NUMBER:</b>	<b>P09</b>
<b>CATEGORY:</b>	<b>COUNCIL POLICY</b>
<b>CLASSIFICATION:</b>	<b>ADMINISTRATION</b>
<b>STRATEGIC PLAN REFERENCE:</b>	<b>EFFECTIVE AND EFFICIENT SHIRE MANAGEMENT</b>
<b>STATUS: Draft</b>	<b>Council Resolution</b>

<b>Date Approved:</b> 19.05.2015		<b>Approved By:</b>  Moved: Vice President Lisa-Marie Stones  Seconded: President Peter Clee	<b>Councillors – resolution no.</b> 186/2015	<b>Date for review:</b>	<b>Next Council Election</b>
<b>Date Approved:</b>		<b>Approved By:</b>		<b>Date for review:</b>	
<b>Date Approved:</b>		<b>Approved By:</b>		<b>Date for review:</b>	
<b>Date Approved:</b>		<b>Approved By:</b>		<b>Date for review:</b>	

# WAGAIT SHIRE ACCOUNTING AND POLICY MANUAL

## 1.ORGANISATIONAL CHART



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## **FUNCTION COST CODES OF COUNCIL**

<b>1-0000</b>	<b>Assets</b>
<b>2-0000</b>	<b>Liabilities</b>
<b>3-0000</b>	<b>Equity</b>
<b>4-0000</b>	<b>Income</b>
<b>5-0000</b>	<b>Cost of Sales</b>
<b>6-0000</b>	<b>Expenses</b>
<b>8-0000</b>	<b>Other Income</b>
<b>9-0000</b>	<b>Other Incomes</b>

## **2. STAFF DUTIES AND RESPONSIBILITIES**

### **CHIEF EXECUTIVE OFFICER**

- Performing the role of Chief Executive Officer of the Council as prescribed under the Northern Territory Local Government Act, legislation and regulations applicable to local government in the Northern Territory;
- Managing and administering the plans and business of the Council;
- Ensuring the development and implementation of the Council policies and the efficient and effective operation of the organisation;
- Ensuring best practice human resource management of staff and the promotion of community development and self management;
- Management and administration of the financial activities of the Council, in accordance with legislative requirements and in alignment with Council policies;
- Working in a safe manner having regard for the environment, self and others and contributing to the implementation of Council's workplace health and safety and environmental management policies, protocols, procedures and practices.

### **OFFICE MANAGER**

- Assist the CEO with preparations for actioning decisions from Council and other meetings;
- Management of all clerical and administrative functions including preparation of Council meetings, agendas, minutes and Local Government compliance;
- Managing Council's finances, investments, and assets;
- Reconcile all Council funds on monthly basis;
- Prepare annual financial statements, annual report and assist the auditor;
- Day to day management of human resource duties;
- Carrying out duties in accordance with the Councils health and safety and environmental policies.
- Updating website with Council information monthly;
- Preparing *Stop Press* Newsletter monthly;
- Working in a safe manner having regard for the environment, self and others and contributing to the implementation of Council's workplace health and safety and environmental management policies, protocols, procedures and practices.

### **MAINTAINANCE MANAGER**

- The Works Supervisor is responsible for all operational functions of the Council;
- The areas of accountability include public conveniences, sanitation and garbage, parks and gardens, sport and recreation facilities, roads and transport, street lighting, dog management, Gamba grass and weed mitigation;
- Working in a safe manner having regard for the environment, self and others and contributing to the implementation of Council's workplace health and safety and environmental management policies, protocols, procedures and practices.

## COMMUNITY RECREATION OFFICER

- Develop, organise and manage special events, Sport and Recreation programs and festivals for residents of the Wagait Region, with particular emphasis on school-aged children and youth;
- Plan, organise and conduct school holiday activities and excursions for school-aged children and youth;
- Facilitate participation in passive and competitive sport at all levels for all age groups;
- Work in a safe manner having regard for the environment, self and others and contribute to the implementation of Council's workplace operational health and safety and environmental management policies, protocols, procedures and practices.

### 3. PRINCIPAL ACCOUNTING POLICIES OF COUNCIL

#### a *The Local Government Reporting Entity*

The consolidated fund through which the Council controls resources to carry on its functions has been included in the financial statements forming part of this report.

A summary of the activities along with their contribution to the operating result and their net assets is provided in Note 2 a.

#### b *Basis of Accounting*

This general purpose financial report has been prepared in accordance with the NT Local Government Act 2008, NT Local Government (Accounting) Regulations 2008, and applicable Australian Accounting Standards. Financial statements have been prepared on an accrual basis.

#### c *Statement of Compliance*

Australian Accounting Standards (AAS) include Australian Equivalents to International Financial Reporting Standards (AEIFRS). Because the Council is a not-for-profit entity and the AAS include requirements for not-for-profit entities which are inconsistent with International Financial Reporting Standards (IFRS), to the extent these inconsistencies are applied, this report does not comply with IFRS. The main impact is in the offsetting of revaluation and impairment gains and losses within a class of assets.

This financial report has been prepared on the basis of historical cost except for the revaluation of certain non-current assets.

#### d *Adoption of new and revised Accounting Standards*

In the current year, the Council has adopted all of the new and revised standards and interpretations issued by the Australian Accounting Standards Board (AASB) that are relevant to their operations and effective for the current annual reporting period.

Council has elected not to value land under roads this financial year 2013-14 as per AASB 1051.

The following Australian Accounting Standards have been applied for the 2013-14 financial year as reported in the Notes that form part of the 2013-2014 Audited Financial Report.

# Wagait Shire Council

ABN 65 843 778 569

## Notes

*(forming part of the financial statements)*

### 1 Reporting entity

Wagait Shire Council is a local government body formerly called Cox Peninsula Government Council. The registered address of the Council is PMB 10 Wagait Beach NT 0801.

### 2 Basis of preparation

These general purpose financial statements have been prepared in accordance with the Australian Accounting Standards and Interpretations of the Australian Accounting Standards Board. The Council is a not-for-profit entity for financial reporting purposes under Australian Accounting Standards. The financial statements, except for the cash flow information, have been prepared on an accruals basis and are based on historical costs, modified, where applicable by the measurement at fair value of selected non-current assets, financial assets and financial liabilities. The amounts presented in the financial statements have been rounded to the nearest dollar.

#### *Use of estimates and judgments*

The preparation of financial statements requires management to make judgments, estimates and assumptions that affect the application of accounting policies and reported amounts of assets, liabilities, income and expenses. Actual results may differ from these estimates.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period or in the period of the revision and future periods if the revision affects both current and future periods.

In particular, information about significant areas of estimation uncertainty and critical judgments in applying accounting policies that have the most significant effect on the amount recognised in the financial statements are discussed in note 18.

### 3. Significant accounting policies

Significant accounting policies adopted in the preparation of these financial statements are presented below and have been consistently applied unless stated otherwise.

#### **Revenue**

Non-reciprocal grant revenue is recognised in profit or loss when the entity obtains control of the grant and it is probable that the economic benefits gained from the grant will flow to the entity and the amount of the grant can be measured reliably. If conditions are attached to the grant which must be satisfied before it is eligible to receive the contribution, the recognition of the grant as revenue will be deferred until those conditions are satisfied. When grant revenue is received whereby the entity incurs an obligation to deliver economic value directly back to the contributor, this is considered a reciprocal transaction and the grant revenue is recognised in the statement of financial position as a liability until the service has been delivered to the contributor, otherwise the grant is recognised as income on receipt.

Revenue from the rendering of a service is recognised upon the delivery of the service to the customer.

Interest revenue is recognised using the effective interest rate method, which for floating rate financial assets is the rate inherent in the instrument. Dividend revenue is recognised when the right to receive a dividend has been established.



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## Wagait Shire Council

ABN 65 843 778 569

### Notes (*continued*)

#### 3. Significant accounting policies (*continued*)

##### **Property, plant and equipment**

Each class of property, plant and equipment is carried at cost or fair value as indicated, less, where applicable, accumulated depreciation and impairment losses.

##### ***Freehold Property***

Freehold land and buildings are shown at their fair value based on periodic, valuations by external independent valuers, less subsequent depreciation for buildings.

In periods when the freehold land and buildings are not subject to an independent valuation, the directors conduct directors' valuations to ensure the carrying amount for the land and buildings is not materially different to the fair value.

Increases in the carrying amount arising on revaluation of land and buildings are recognised in other comprehensive income and accumulated in the revaluation surplus in equity. Revaluation decreases that offset previous increases of the same class of assets shall be recognised in other comprehensive income under the heading of revaluation surplus. All other decreases are recognised in profit or loss.

Any accumulated depreciation at the date of the revaluation is eliminated against the gross carrying amount of the asset and the net amount is restated to the revalued amount of the asset.

##### ***Plant and Equipment***

Plant and equipment are measured on the cost basis and are therefore carried at cost less accumulated depreciation and any accumulated impairment losses. In the event the carrying amount of plant and equipment is greater than its estimated recoverable amount, the carrying amount is written down immediately to its estimated recoverable amount and impairment losses are recognised either in profit or loss or as a revaluation decrease if the impairment losses relate to a revalued asset. A formal assessment of recoverable amount is made when impairment indicators are present (refer to policy of impairment).

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the council and the cost of the item can be measured reliably. All other repairs and maintenance are recognised as expenses in profit or loss in the financial period in which they are incurred.

##### ***Depreciation***

The depreciable amount of all fixed assets, including buildings and lease assets but excluding freehold land, is depreciated on a straight-line basis over the asset's useful life to the entity commencing from the time the asset is available for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

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## Wagait Shire Council

ABN 65 843 778 569

### Notes *(continued)*

#### 3. Significant accounting policies *(continued)*

##### Property, plant and equipment *(continued)*

The depreciation rates used for each class of depreciable assets are follows:

	Life (years)
Building and improvements	20
Plant and equipment	3
Roads, bridges and footpaths	10
Office equipment and furniture	3
Motor vehicles	5

Depreciation methods, useful lives and residual values are reviewed at each reporting date and adjusted if appropriate.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains or losses are recognised as income in profit or loss in the period in which they arise. When revalued assets are sold, amounts included in the revaluation surplus relating to that asset are transferred to retained surplus.

##### Financial instruments

###### *Initial Recognition and Measurement*

Financial assets and financial liabilities are recognised when the entity becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the council commits itself to either purchase or sell the asset (i.e. trade date accounting is adopted).

Financial instruments are initially measured at fair value plus transactions costs except where the instrument is classified 'at fair value through profit or loss', in which case transaction costs are recognised as expenses in profit or loss immediately.

###### *Classification and Subsequent Measurement*

Financial instruments are subsequently measured at fair value, amortised cost using the effective interest rate method, or cost. Where available, quoted prices in an active market are used to determine fair value. In other circumstances, valuation techniques are adopted.

Amortised cost is calculated as the amount at which the financial asset or financial liability is measured at initial recognition less principal repayments and any reduction for impairment, and adjusted for any cumulative amortisation of the difference between that initial amount and the maturity amount calculated using the effective interest method.

The effective interest method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that exactly discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense item in profit or loss.

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## Wagait Shire Council

ABN 65 843 778 569

### Notes (continued)

#### 3. Significant accounting policies (continued)

##### *Loans and receivables*

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss through the amortisation process and when the financial asset is derecognised.

##### *Cash and cash equivalents*

Cash and cash equivalents comprise cash and bank balances. Bank borrowings that form an integral part of the Council's cash management are included as a component of cash and cash equivalents for the purpose of the statement of cash flows.

##### *Non-derivative financial liabilities*

Non-derivative financial liabilities other than financial guarantees are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss through the amortisation process and when the financial liability is derecognised.

##### *Impairment*

At the end of each reporting period, the council assesses whether there is objective evidence that a financial asset has been impaired. A financial asset or a group of financial assets is deemed to be impaired if, and only if, there is objective evidence of impairment as a result of one or more events (a 'loss event') has occurred, which has an impact on the estimated future cash flows of the financial assets.

In the case of financial assets carried at amortised cost, loss events may include indications that the debtors or a group of debtors is experiencing significant financial difficulty, default or delinquency in interest or principal payments, indications that they will enter bankruptcy or other financial reorganisation and changes in arrears or economic conditions that correlate with defaults.

For financial assets carried at amortised cost (including loans and receivables), a separate allowance account is used to reduce the carrying amount of financial assets impaired by credit losses. After having taken all possible measures of recovery, if the management establishes that the carrying amount cannot be recovered by any means, at that point the written-off amounts are charged to the allowance account or the carrying amount of impaired financial assets is reduced directly if no impairment amount was previously recognised in the allowance accounts.

When the terms of financial assets that would otherwise have been past due or impaired have been renegotiated, the council recognised the impairment for such financial assets by taking into account the original terms as if the terms have not been renegotiated so that the loss events that have occurred are duly considered.

##### *Derecognition*

Financial assets are derecognised where the contractual rights to receipt of cash flows expire or the asset is transferred to another party whereby the entity no longer has any significant continuing involvement in the risks and benefits associated with the asset. Financial liabilities are derecognised when the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability, which is extinguished or transferred to another party, and the fair value of consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

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## Wagait Shire Council

ABN 65 843 778 569

### Notes (continued)

#### 3. Significant accounting policies (continued)

##### Impairment

At the end of each reporting period, the entity reviews the carrying values of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is recognised in profit or loss.

Where the future economic benefits of the asset are not primarily dependent upon the asset's ability to generate net cash inflows and when the entity would, if deprived of the asset, replace its remaining future economic benefits, value in use is determined as the depreciated replacement cost of an asset.

Where it is not possible to estimate the recoverable amount of an asset's class, the entity estimates the recoverable amount of the cash-generating unit to which the class of assets belong.

Where an impairment loss on a revalued asset is identified, this is recognised against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that class of asset.

##### Employee provisions

###### Short-term employee provisions

Provision is made for the council's obligation for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

###### Other long-term employee provisions

Provision is made for employees' long service leave and annual leave entitlements not expected to be settled wholly within 12 months after the end of the annual reporting period in which the employees render the related service. Other long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Upon the remeasurement of obligations for other long-term employee benefits, the net change in the obligation is recognised in profit or loss as a part of employee benefits expense.

The council's obligations for long-term employee benefits are presented as non-current employee provisions in its statement of financial position, except where the council does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

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## Wagait Shire Council

ABN 65 843 778 569

### Notes (*continued*)

#### 3. Significant accounting policies (*continued*)

##### Cash on hand

Cash on hand includes cash on hand, deposits held at-call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within short-term borrowings in current liabilities on the statement of financial position.

##### Accounts receivable and other debtors

Accounts receivable and other debtors include amounts due from members as well as amounts receivable from customers for goods sold in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Accounts receivable are initially recognised at fair value and subsequently measured at amortised cost using the effective interest rate method, less any provision for impairment. Refer to impairment policy for further discussion on the determination of impairment losses.

##### Goods and services tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows included in receipts from customers or payments to suppliers.

##### Income tax

No provision for income tax has been raised as the entity is exempt from income tax under Div 50 of the Income Tax Assessment Act 1997.

##### Provisions

Provisions are recognised when the entity has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions recognised represent the best estimate of the amounts required to settle the obligation at the end of reporting period.

##### Accounts payable and other payables

Accounts payable and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the council during the reporting period which remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

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## Wagait Shire Council

ABN 65 843 778 569

### Notes (*continued*)

#### 3. Significant accounting policies (*continued*)

##### **New Accounting Standards for application in future periods**

The AASB has issued a number of new and amended Accounting Standards and Interpretations that have mandatory application dates for future reporting periods, some of which are relevant to the Council. The Council has decided not to early adopt any of the new and amended pronouncements. The Council's assessment of the new and amended pronouncements that are relevant to the Council but applicable in future reporting periods is set out below:

- AASB 9: Financial Instruments (December 2010) and associated amending Standards (applicable for annual reporting periods commencing on or after 1 January 2017).

These Standards will be applicable retrospectively (subject to the provisions on hedge accounting outlined below) and includes revised requirements for the classification and measurement of financial instruments, revised recognition and derecognition requirements for financial instruments and simplified requirements for hedge accounting.

The key changes that may affect the Council on initial application of AASB 9 and associated amending Standards include certain simplifications to the classification of financial assets, simplifications to the accounting of embedded derivatives, and the irrevocable election to recognise gains and losses on investments in equity instruments that are not held for trading in other comprehensive income. AASB 9 also introduces a new model for hedge accounting that will allow greater flexibility in the ability to hedge risk, particularly with respect to the hedging of non-financial items. Should the entity elect to change its hedge policies in line with the new hedge accounting requirements of AASB 9, the application of such accounting would be largely prospective.

This Standard is not expected to significantly impact the Council's financial statements.

- AASB 10: Consolidated Financial Statements, AASB 11: Joint Arrangements, AASB 12: Disclosure of Interests in Other Entities, AASB 127: Separate Financial Statements (August 2011) and AASB 128: Investments in Associates and Joint Ventures (August 2011) (as amended by AASB 2012-10: Amendments to Australian Accounting Standards – Transition Guidance and Other Amendments), and AASB 2011-7: Amendments to Australian Accounting Standards arising from the Consolidation and Joint Arrangements Standards (applicable for annual reporting periods commencing on or after 1 January 2013).

AASB 10 replaces parts of AASB 127: Consolidated and Separate Financial Statements (March 2008, as amended) and Interpretation 112: Consolidation – Special Purpose Entities. AASB 10 provides a revised definition of control and additional application guidance so that a single control model will apply to all investees. This Standard is not expected to significantly impact the Council's financial statements.

AASB 11 replaces AASB 131: Interests in Joint Ventures (July 2004, as amended). AASB 11 requires joint arrangements to be classified as either "joint operations" (where the parties that have joint control of the arrangement have rights to the assets and obligations for the liabilities) or "joint ventures" (where the parties that have joint control of the arrangement have rights to the net assets of the arrangement). Joint ventures are required to adopt the equity method of accounting (proportionate consolidation is no longer allowed). This Standard is not expected to significantly impact the Council's financial statements.

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## Wagait Shire Council

ABN 65 843 778 569

### Notes (*continued*)

#### 3. Significant accounting policies (*continued*)

##### New Accounting Standards for application in future periods (*continued*)

AASB 12 contains the disclosure requirements applicable to entities that hold an interest in a subsidiary, joint venture, joint operation or associate. AASB 12 also introduces the concept of a "structured entity", replacing the "special purpose entity" concept currently used in Interpretation 112, and requires specific disclosures in respect of any investments in unconsolidated structured entities. This Standard will affect disclosures only but is not expected to significantly impact the council's financial statements.

To facilitate the application of AASBs 10, 11 and 12, revised versions of AASB 127 and AASB 128 have also been issued. These Standards are not expected to significantly impact the Council's financial statements.

- AASB 2012-3: Amendments to Australian Accounting Standards – Offsetting Financial Assets and Financial Liabilities (applicable for annual reporting periods commencing on or after 1 January 2014).

This Standard provides clarifying guidance relating to the offsetting of financial instruments, which is not expected to significantly impact the council's financial statements.

- Interpretation 21: Levies (applicable for annual reporting periods commencing on or after 1 January 2014).

Interpretation 21 clarifies the circumstances under which a liability to pay a levy imposed by a government should be recognised, and whether that liability should be recognised in full at a specific date or progressively over a period of time. This Interpretation is not expected to significantly impact the Council's financial statements.

- AASB 2013-3: Amendments to AASB 136 – Recoverable Amount Disclosures for Non-Financial Assets (applicable for annual reporting periods commencing on or after 1 January 2014).

This Standard amends the disclosure requirements in AASB 136: Impairment of Assets pertaining to the use of fair value in impairment assessment and is not expected to significantly impact the Council's financial statements.

- AASB 2013-4: Amendments to Australian Accounting Standards – Novation of Derivatives and Continuation of Hedge Accounting (applicable for annual reporting periods commencing on or after 1 January 2014).

AASB 2013-4 makes amendments to AASB 139: Financial Instruments: Recognition and Measurement to permit the continuation of hedge accounting in circumstances where a derivative, which has been designated as a hedging instrument, is novated from one counterparty to a central counterparty as a consequence of laws or regulations. This Standard is not expected to significantly impact the Council's financial statements.

- ASB 2013-5: Amendments to Australian Accounting Standards – Investment Entities (applicable for annual reporting periods commencing on or after 1 January 2014).

AASB 2013-5 amends AASB 10: Consolidated Financial Statements to define an "investment entity" and requires, with limited exceptions, that the subsidiaries of such entities be accounted for at fair value through profit or loss in accordance with AASB 9 and not be consolidated. Additional disclosures are also required. This Standard is not expected to significantly impact the Council's financial statements.

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## Wagait Shire Council

ABN 65 843 778 569

### Notes (continued)

#### 4 Economic dependence

During the current year the Council received grants from government departments and the future operations of the Council is dependent upon continued funding from government departments.

#### 5 Functions

##### *Components of functions*

The activities relating to the Council functions are as follows:

*General Public Services:* Administrative, legislative and executive affairs, financial and fiscal affairs, general research and general services (also includes Natural Disaster relief).

*Public Order and Safety:* The division includes outlays on administration and operating services connected with public order and safety within the scope of local government. Such services include fire protection, local emergency services, animal control and impounding, control of public places, control of signage, hoardings and advertising, community policing and probationary matters.

*Economic Affairs and Transport:* General economic, agriculture and forestry, fuel and energy, other labour and employment affairs and transport and other industries, saleyards and tourism.

*Environmental Protection:* General environment services.

*Housing and Community Amenities:* Housing, housing and community development, water supply and street lighting.

*Health:* Well baby clinics, dental health services and home nursing services, nursing and convalescing home services, immunization, infant nutrition and child health, family planning services.

*Recreation, Culture and Religion:* Facilities and venues, recreation parks and reserves, culture and religion services, museums and libraries.

*Education:* Administration, inspection, support, operation etc. of education programs and services.

*Social Protection:* Council did not provide services under this function for the current and previous year.



#### 4 TIMING AND CONTENT OF FINANCIAL MANAGEMENT REPORTS TO COUNCIL AND THE CEO

Financial Management Reports are prepared monthly for each Council meeting. The Office Manager is to prepare a Finance Report, Grant Report, Payment Register and a Monthly Financial Summary (budget to actual). This last report is to be a detailed report for the end of each quarter (September, December, March and June).

Examples of monthly reports:

##### FINANCE REPORT – (Example only)

<b>Cash at Bank &amp; on hand</b>					<b>Total</b>
Petty cash					\$400.00
Westpac Operational Account					\$19,317.04
Westpac Cash Management Account					\$838,671.97
<b>Total Cash at Bank &amp; on Hand</b>					<b>\$858,389.01</b>
<b>Debtors</b>	<b>Current</b>	<b>over 30 days</b>	<b>over 60 days</b>	<b>over 90 days</b>	
Trade	\$21,520.58				
Rates	\$16,539.17			\$16,539.17	
<b>Total Debtors</b>	<b>\$38,059.75</b>	<b>\$-</b>	<b>\$-</b>	<b>\$16,539.17</b>	<b>\$38,059.75</b>
<b>Creditors</b>	<b>Current</b>	<b>over 30 days</b>	<b>Over 60 days</b>	<b>Over 90 days</b>	
Trade	\$833.25				
<b>Total Creditors</b>	<b>\$833.25</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$833.25</b>

**GRANT REPORT – Example only**

<b>Date Received</b>	<b>Grant</b>	<b>From</b>	<b>Amount</b>	<b>Expended to date</b>	<b>Amount Remaining</b>	<b>Acquittal Due</b>
<b>18/10/2014</b>	<b>Weed Mngt Services</b>	<b>Dept Lands &amp; Environment</b>	<b>\$18,103.34</b>			<b>19 Nov 2015</b>
<b>27/3/2014</b>	<b>ANZAC Protection &amp; preservation of WWII Liberator site</b>	<b>Dept of Chief Minister</b>	<b>\$2,000</b>			<b>30/6/2015</b>

# WAGAIT SHIRE COUNCIL – PAYMENT REGISTER (Example only)

**Wagait Shire Council**  
PMB 10  
Darwin NT 0801

## Supplier Payments

1/04/2015 To 30/04/2015

11/05/2015  
4:44:36 PM  
Recipient

Page 1

Recipient	Address 1	Supplier Tax ID	Amount Paid
Airpower	PO Box 846 Palmerston NT 0831		\$4,565.00
Altbat Pty Ltd	64 Annaburroo Crescent Tiwi NT 0810		\$1,342.00
Australian Taxation Office (ATO)			\$841.00
Berry Springs Hardware	10 Doris Road Berry Springs NT 0838		\$3.95
Bluestone Motor Inn	1 Paterson Street Tennant Creek NT 0861		\$313.00
Cabcharge			\$99.17
Comuni'co	74 Castlereagh St Sydney NSW 2000		\$149.60
Double Tree Hilton	82 Barrett Drive Alice Springs NT 0870		\$270.00
Europcar	PO Box 1139 Victoria vic 3043		\$189.34
Fantastic Florals & Gifts	Shop 17 Smith Street Mail Darwin NT 0800		\$390.00
Knotts Crossing Resort	Cnr Giles & Camerson Sts Katherine NT 0851		\$115.00
M Kiem & D Harry	PO Box 56 Wagait Beach NT 0803		\$210.00

**Wagait Shire Council**

**Supplier Payments**

**1/04/2015 To 30/04/2015**

11/05/2015  
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Recipient

Page 2

Recipient	Address 1	Supplier Tax ID	Amount Paid
Marks Rural Services	C/- Wagait Supermarket Wagait Beach NT 0822		\$360.00
Media Plus	CMB 1 Darwin NT 08011		\$3,600.00
Northern Territory Government	GPO Box 4396 Darwin NT 0801 Australia		\$76.00
Power Water	GPO Box 3596 Darwin NT 0801		\$3,553.97
Repcos	426 Stuart Highway Winnellie NT 0820		\$36.00
Salvation Army			\$100.00
Super Clearing			-\$2,108.04
Sureline Mercantile & Commercial A	PO Box 1034 Coolalinga NT 0839		\$2,677.40
Telstra Corporation	GPO Box 9901 Melbourne VIC 3001		\$667.18
The Wagaitear	c/- Anna Greer Wagait Beach Supermarket Wagait Beach nt 0803		\$150.00
Wagait Beach Supermarket	Wagait Tower Rd Wagait Beach NT 0822		\$755.11

**WAGAIT SHIRE – TRIAL BALANCE (Example Only)**

<b>Trial Balance</b> <b>April 2015</b>				
<b>Account</b>	<b>Debit</b>	<b>Credit</b>	<b>YTD Debit</b>	<b>YTD Credit</b>
Westpac Operational Acct 7026		\$31,606.34	\$19,317.04	
Petty Cash	\$85.75		\$400.00	
Undeposited Funds		\$100.00		\$199.00
Westpac Cash Mgmt Acct 343121	\$0.00		\$838,671.97	
Trade Debtors		\$11,166.93	\$37,629.75	
Less Prov'n for Doubtful Debts	\$0.00			\$3,942.56
Deposits Paid	\$0.00		\$1,440.00	
Buildings at Cost	\$0.00		\$1,917,104.91	
Buildings Accum Dep	\$0.00			\$746,015.00
Motor Vehicles at Cost	\$0.00		\$155,785.01	
Motor Vehicles Accum Dep	\$0.00			\$71,808.14
Plant & Equipment at Cost	\$0.00		\$265,423.92	
Plant & Equipment Accum Dep	\$0.00			\$209,626.74
Office Furniture at Cost	\$0.00		\$171,708.32	
Office Furniture Accum Dept'n	\$0.00			\$148,446.00
Infrastructure at Cost	\$0.00		\$825,633.11	
Infrastructure Accum Dept'n	\$0.00			\$439,667.00
Rates Debtors Clearing Account	\$0.00		\$3,031.37	
Credit Cards 062/831	\$2,954.46		\$340.69	
Trade Creditors	\$2,590.13			\$3,095.26
Sureline		\$0.00		\$286.00
GST Collected		\$5,138.21		\$26,796.58
GST Paid	\$2,366.01		\$23,497.46	
Payroll Accruals Payable		\$0.00		\$6,369.32
PAYG Withholding Payable		\$3,070.00		\$7,114.00
Super Payable		\$514.87		\$2,516.91
Annual Leave Provision		\$0.00		\$13,979.21
Advance Receipts		\$0.00		\$408.00
Excess Phone Bill		\$0.00		\$236.65
Asset Revaluation Reserve		\$0.00		\$343,223.00
Roads Reserve		\$0.00		\$180,000.00
Vehicle Reserve		\$0.00		\$10,000.00
Prior Year's Surplus/Deficit		\$0.00		\$2,008,942.15
Retained Earnings		\$0.00		\$4,493.56
Rates Income		\$0.00		\$191,751.58
Rate Search Income		\$0.00		\$585.46
Rates Interest Income		\$0.00		\$2,283.84
Rates - debt collectors		\$0.00		\$3,070.60
Pensioner Rebate - Rates		\$0.00		\$11,400.00
Grant - General Purpose		\$0.00		\$7,005.00
Grant - NT Operational Funding		\$0.00		\$143,551.00
Grant - Australia Day		\$0.00		\$1,100.00
ANZAC Centenary Grant		\$0.00		\$6,500.00
Roads Grant		\$0.00		\$42,015.00
Grant - Seniors		\$0.00		\$1,500.00
Funding - communication device		\$0.00		\$2,500.00

**Trial  
Balance**  
April 2015

Account	Debit	Credit	YTD Debit	YTD Credit
Funding - Emergency shelter Op		\$0.00		\$15,000.00
Memorial Gardens Development		\$0.00	\$40.00	
Sport & Rec Operational		\$0.00		\$22,195.80
Jetty & Boat Ramp Income		\$0.00		\$745.18
Boat Ramp Contract Income		\$6,255.34		\$45,387.93
Power Water Contract Income		\$3,866.73		\$44,953.54
Community/Health Centre Income		\$0.00		\$6,681.81
Caravan site income		\$0.00		\$2,120.00
Hire of Plant & Equipment		\$0.00		\$640.91
Miscellaneous Income		\$0.00		\$438.23
Other Income		\$429.70		\$759.83
Accounting Fees	\$0.00		\$12,360.00	
Bank Fees	\$71.07		\$157.41	
Merchant Fees	\$0.00		\$733.27	
Entertainment	\$423.95		\$1,999.38	
Printing & Stationary	\$95.78		\$1,976.30	
Postage	\$12.59		\$561.87	
Administration Fees	\$0.00		\$3,609.02	
general advertising	\$150.00		\$2,100.91	
Telephone	\$606.52		\$6,760.52	
Sat phones	\$0.00		\$1,225.82	
Meeting expenses	\$25.00		\$1,831.00	
Subscriptions & Publications	\$0.00		\$348.00	
Members payments	\$0.00		\$380.95	
Council Election Fees	\$416.46		\$8,681.49	
LGANT Membership	\$200.00		\$1,737.28	
Community & other Orgs support	\$0.00		\$1,172.91	
Travel & Accommodation	\$1,602.11		\$4,838.90	
Cleaning supplies	\$0.00		\$384.46	
ANZAC centenary grant	\$5.13		\$5.13	
Community Recreation Activitie	\$354.55		\$1,202.04	
Sports Ground Grant 14/15	\$0.00		\$42,712.01	
Senior week function	\$0.00		\$1,388.30	
NTES Grant	\$0.00		\$33,168.64	
Seniors Christmas Party	\$0.00		\$51.72	
ANZAC Day Grant	\$3,600.00		\$3,600.00	
Insurance	\$0.00		\$18,275.72	
Late Fees Paid	\$0.00		\$63.00	
Meeting expenses	\$0.00		\$66.61	
Consultant Fees	\$0.00		\$5,606.36	
Training	\$669.09		\$2,369.09	
Computer maintenance	\$620.00		\$620.00	

**Trial  
Balance**  
April 2015

Account	Debit	Credit	YTD Debit	YTD Credit
Superannuation	\$2,622.91		\$23,677.66	
Wages & Salaries	\$26,825.57		\$244,657.91	
wages Sports & recreation	\$1,828.25		\$20,161.01	
Professional development	\$0.00		\$868.18	
Staff Uniform/ Safety Workwear	\$0.00		\$1,427.31	
Gas supplies	\$0.00		\$577.10	
Electricity	\$3,217.04		\$12,070.15	
Water & sewerage	\$373.85		\$6,574.37	
Pest Controll	\$0.00		\$1,400.00	
Residence	\$40.82		\$2,864.76	
Office upgrade	\$0.00		\$671.88	
Repairs & Maint - House&Office	\$0.00		\$2,337.31	
Rep & Maint Community Ctr (W)	\$0.00		\$2,472.70	
Rubbish Dump Maintenance	\$572.73		\$2,863.63	
Repairs & Maint - Ablution Blk	\$0.00		\$209.09	
Gardening & Ground maintenance	\$0.00		\$1,315.86	
Repairs & Maint - Town Site	\$0.00		\$1,203.45	
Safety supply & equipment	\$0.00		\$570.00	
Workshop Vehicles & Equip Main	\$236.00		\$236.00	
Workshop Maintenance	\$81.71		\$5,974.68	
Stores materials & loose tools	\$0.00		\$4,104.21	
Vehicle & Plant Fuel and Oil	\$1,518.68		\$10,870.96	
Vehicle & Plant - maintenance	\$728.73		\$6,695.67	
Vehicle registration	\$0.00		\$1,703.91	
Cleaning Supplies	\$258.28		\$258.28	
Memorial Garden Development	\$0.00		\$310.17	
Jetty/P&W contract expenses	\$0.00		\$1,303.22	
Jetty/P&W maint materials	\$0.00		\$547.28	
Signage	\$0.00		\$380.16	
Sattelite phone expenses	\$0.00		\$120.00	
Sports&Rec activities	\$3.18		\$1,116.93	
Other	\$6,988.18		\$13,530.38	
Interest Income		\$0.00		\$14,451.37
Other Expenses	\$3.59		\$716.28	
Total:	\$62,148.12	\$62,148.12	\$4,793,802.16	\$4,793,802.16

## WAGAIT SHIRE – PROFIT & LOSS STATEMENT (EXAMPLE ONLY)

### Wagait Shire Council

PMB 10  
Darwin NT 0801

### Profit & Loss Statement

July 2014 through April 2015

11/05/2015  
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Income		
Rates Income	\$191,751.58	
Rate Search Income	\$585.46	
Rates Interest Income	\$2,283.84	
Rates - debt collectors	\$3,070.60	
Pensioner Rebate - Rates	\$11,400.00	
Grants		
Grant - General Purpose	\$7,005.00	
Grant - NT Operational Funding	\$143,551.00	
Grant - Australia Day	\$1,100.00	
ANZAC Centenary Grant	\$6,500.00	
Roads Grant	\$42,015.00	
Grant - Seniors	\$1,500.00	
Funding - communication device	\$2,500.00	
Funding - Emergency shelter Op	\$15,000.00	
Memorial Gardens Development	-\$40.00	
Sport & Rec Operational	\$22,195.80	
Contract Income		
Jetty & Boat Ramp Income	\$745.18	
Boat Ramp Contract Income	\$45,387.93	
Power Water Contract Income	\$44,953.54	
Community/Health Centre Income	\$6,681.81	
Caravan site income	\$2,120.00	
Hire of Plant & Equipment	\$640.91	
Miscellaneous Income	\$438.23	
Other Income	\$759.83	
Total Income		\$552,145.71
Expenses		
Accounting Fees	\$12,360.00	
Bank Fees	\$157.41	
Merchant Fees	\$733.27	
Administration Expenses		
Entertainment	\$1,999.38	
Printing & Stationary	\$1,976.30	
Postage	\$561.87	
Administration Fees	\$3,609.02	
general advertising	\$2,100.91	
Telephone	\$6,760.52	
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Members payments	\$380.95	
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LGANT Membership	\$1,737.28	
Community & other Orgs support	\$1,172.91	
Travel & Accommodation	\$4,838.90	
Cleaning supplies	\$384.46	
ANZAC centenary grant	\$5.13	
Community Recreation Activitie	\$1,202.04	
Sports Ground Grant 14/15	\$42,712.01	
Senior week function	\$1,388.30	
NTES Grant	\$33,168.64	
Seniors Christmas Party	\$51.72	
ANZAC Day Grant	\$3,600.00	
Insurance	\$18,275.72	
Late Fees Paid	\$63.00	
Meeting expenses	\$66.61	
Consultant Fees	\$5,606.36	
Training	\$2,369.09	
Computer maintenance	\$620.00	
Employment Expenses		



## PURCHASE CARD STATEMENTS – CREDIT CARD – (Example only)

Michael Campaign – (CEO)and Gary Zikan (Works Supervisor)

# Will be seperated in Future reports#

Wagait Shire Council  
PMB 10  
Darwin NT 0801

### Bank Register

1/04/2015 To 30/04/2015

12/05/2015 10:09:06 AM							Page 1
	ID#	Src	Date	Memo/Payee	Deposit	Withdrawal	
2-1120	Credit Cards 062/831						
	c/c	CD	1/04/2015	Thrifty Car Rentals		\$518.14	
	c/c	CD	7/04/2015	Thrifty Car Rentals		\$171.97	
	c/c	CD	8/04/2015	Novus Auto Glass		\$100.00	
	c/c	CD	8/04/2015	Wagait Beach Supermarket		\$109.84	
	c/c	CD	10/04/2015	Novus Auto Glass		\$650.00	
	c/c	CD	10/04/2015	Knotts Crossing Resort		\$115.00	
	c/c	CD	10/04/2015	Adelaide River Inn		\$40.46	
	c/c	CD	11/04/2015	Barkly Homestead		\$72.65	
	c/c	CD	11/04/2015	Barkly Homestead		\$3.00	
	c/c	CD	11/04/2015	Mataranka Roadhouse		\$26.83	
	c/c	CD	11/04/2015	Eureka Operations		\$55.95	
	c/c	CD	11/04/2015	Threeways Roadhouse		\$112.58	
	c/c	CD	11/04/2015	The Elliotte Store		\$71.66	
	c/c	CD	13/04/2015	Cabcharge		\$10.77	
	c/c	CD	13/04/2015	Cabcharge		\$10.99	
	c/c	CD	13/04/2015	Caltex Blackall		\$72.41	
	c/c	CD	13/04/2015	BP Morven		\$79.94	
	c/c	CD	13/04/2015	Roma Big Rig Tourist Park		\$135.00	
	TR000344	CD	13/04/2015	Money Transfer	\$2,000.00		
	c/c	CD	14/04/2015	BP Redlandbay		\$52.05	
	c/c	CD	14/04/2015	Caltex Star, Miles		\$57.25	
	c/c	CD	14/04/2015	Stradbroke Ferries		\$180.00	
	TR000350	CD	14/04/2015	Money Transfer	\$3,701.95		
	c/c	CD	15/04/2015	Northern Territory Governm		\$76.00	
	c/c	CD	24/04/2015	Sunferries		\$25.00	
					\$5,701.95	\$2,747.49	

Wagait Shire Council

## 5 STATEMENT OF PROCEDURES FOR TIMELY PREPARATION OF ANNUAL FINANCIAL STATEMENTS

### END OF YEAR ROLLOVER CHECKLIST

#### Pre Rollover

- Make sure all journal are entered and posted to GL
- Raise interest to 30 June and post to GL
- Ensure small balance write off is run prior to striking the next rate run if required.
- Run a Property Rates Trial Balance and make sure it balances to GL
- Make sure that all receipting has been entered, reconciled and posted to GL
- ***A backup should be done prior to rolling over to the new financial year and placed aside for a period of time***

#### Rollover to New Financial Year

- Check the values displayed for the Due Dates and Interest Rates and make any required modifications
- Proceed with rollover

#### As a result of rolling over to the new Financial Year

- All future financial transactions processed, including receipts, will now be processed as the new rating financial year transactions
- All outstanding property balances will now be displayed as arrears.

## **6 INFORMATION TO ENSURE PROPER OPERATION OF ACCOUNTING SYSTEM**

### **WEEKLY**

Enter suppliers invoices

### **FORTNIGHTLY**

Process Payroll each Tuesday on a fortnightly basis

Pay suppliers after payroll

### **MONTHLY**

Prepare and pay all superannuation monthly

Prepare and pay/refund BAS monthly including PAYGW

### **GST**

- ☐ Reports / GL / Transactions / Transactions by Account GST Collected ... Print
- ☐ Accept, Payment, Cash Amt "Enter Gross Amount"
- ☐ Accept, Finish, Accept, Close

### **Period end – Customers - Customer BAS**

- ☐ Print the BAS Allocations Report
- ☐ Trans By Acc - Minus the closing balance from the opening balance to get the correct balance.
- ☐ Check this balance with the BAS allocation report to ensure they are the same.

## END OF MONTH - SUPPLIERS

- ☐ Ensure you have entered all payments, invoices, and credit adjustment notes for the period.

### Period End – Suppliers - Transaction Reports

- ☐ Print the PURCHASES REPORT.
- ☐ Print the PAYMENTS REPORT.
- ☐ Print the AGED TRIAL BALANCE.
- ☐ REPORTS / FINANCIAL / TRIAL BALANCE (for current period)
- ☐ Record the reports
- ☐ Balance the BAS Allocation Report to the GST Paid Account in the Transaction by Account Report

PERIOD END / SUPPLIERS / SUPPLIER BAS / BAS UPDATE - Do BAS Update. This procedure will gather all the transactions from the current period and put them into the current BAS period.

## 7 ADMINISTRATIVE AND ACCOUNTING PROCEDURES, POLICIES, DELEGATIONS OF AUTHORITY

### i. INTERNAL CONTROL PROCEDURES

All invoices are to be stamped, date received and initialled by receiver.

Invoices with Purchase Orders are to be placed in Office Manager's tray for approval.

Invoices are entered into MYOB.

A Cash Required listing is printed fortnightly for the Office Officer's approval to pay.

Remittance Advices are printed.

All invoices approved for payment are paid by the Office Officer through Westpac.

Each individual paid Invoice, Purchase Order and Remittance Advice are stapled together and signed by the Chief Executive Officer and President.

### ii. PERSONNEL AND FINANCIAL DELEGATIONS

Council's Purchasing Policy limits of expenditure within adopted budget areas are currently:

Chief Executive Officer                      \$30,000.00

Maintenance Manager                      \$5,000.00

Office Manager                      \$3,000.00

**Wagait Shire Council**

Community Recreation Officer	\$1,000.00
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**iii. PURCHASE CARD LIMIT**

To be advised.

iv. CHART OF ACCOUNTS

**INCOME – 4- 0000**

4-1100	Rates Income
4-1150	Pre Paid Rates 2012/13
4-1200	Rates Search Income
4-1300	Rates Interest Income
4-1305	Rates – debt collectors
4-1800	Late Fees Collected
4-1900	Early Payment Discount
4-1910	Pensioner Rebate
4-1911	Pensioner Rebate – Rates
4-2000	Grants
4-2010	Operational Grant – Admin
4-2013	Grant – General Purpose
4-2014	Grant – NT Operational Funding
4-2020	Federal Assistance Grant
4-2025	Grant – Australia Day
4-2030	Grant – Capital Funding
4-2032	ANZAC Centenary Grant
4-2035	Grant – Sports & Rec
4-2036	Sports Ground Grant 14/15
4-2040	Roads Grant
4-2042	Grant – Seniors
4-2043	Funding – communication device
4-2044	Funding – Emergency shelter Op
4-2050	Roads to Recovery
4-2060	Memorial Gardens Development
4-2070	Wood Chipper Grant
4-2080	Sport & Rec Operational
4-2090	Sports Complex Development
4-3000	Contract Income
4-3100	Wagait Tower Road Income
4-3200	Jetty & Boat Ramp Income
4-3300	Boat Ramp Contract Income
4-3400	Power Water Contract Income
4-3410	Weed Management Contract Income
4-4100	Housing Rental Income
4-4200	Community/Health Centre Income
4-4210	Sports ground income
4-4211	Caravan Site Income
4-4212	Aircraft crash site maintenance
4-4213	Heritage Site
4-4300	Community Events Income
4-4400	Workshop Fees & Charges
4-4405	Hire of Plant & Equipment
4-8000	Miscellaneous Income
4-9000	Fuel Tax Credits
4-9100	Admin Vehicle Maintenance

4-9105	Other Income
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## ASSETS – 1-0000

1-1000	Current Assets
1-1100	Cash On Hand
1-1120	Payroll Cheque Account
1-1140	Petty Cash
1-1180	Undeposited Funds
1-1190	Electronic Clearing Account
1-1200	Savings Funds
1-1210	Westpac Cash Management Account
1-1400	Trade Debtors
1-1400	Less Prov'n for Doubtful Debts
1-1200	Other Assets
1-1200	Deposits Paid
1-2200	Prepayments
1-3000	Property & Equipment
1-3100	Buildings
1-2110	Buildings at Cost
1-3120	Buildings Accum Dep
1-3200	Motor Vehicles
1-3210	Motor Vehicles at Cost
1-3220	Motor Vehicles Accum Dep
1-3300	Plant & Equipment
1-3310	Plant & Equipment at Cost
1-3320	Plant & Equipment Accum Dep
1-3400	Office Furniture
1-3410	Office Furniture at Cost
1-3420	Office Furniture Accum Dep'n
1-3500	Infrastructure
1-3510	Infrastructure at Cost
1-3520	Infrastructure Accum Dept'n
1-9999	Rates Debtors Clearing Account

## v. PROCEDURES

### RECEIPT AND BANKING OF MONEY

All money is receipted through Receipting at front counter, unless it is a direct deposit into bank account.

Cash, Cheque, EFTPOS and Credit Card Payments are all accepted and receipt at the Front Counter.

At the end of each week (daily during rating month of September) the banking is processed, updated and prepared for the bank.

The banking is checked by the Office Officer and taken to the bank by another officer who is going to town that week.

The Office Officer reconciles the banking to the bank statement weekly.

### **PAYMENT OF SALARIES AND WAGES**

Timesheets are prepared and signed off fortnightly by the employee and their supervisor. Timesheets are handed to the Office Manager every second Tuesday for processing and payment of wages.

The Office Manager enters the timesheet into Myob Payroll for each employee.

Payroll is checked and authorised by the Chief Executive Officer or Office Manager for payment through Westpac.

The timesheets, payroll reports, and Westpac report are all stapled together with a payment voucher to be authorised by the Chief Executive Officer and President or Vice-President or Office Manager.

### **ALLOCATION OF MACHINERY OPERATING COSTS TO COUNCIL FUNCTIONS**

<b>Item</b>	<b>Description</b>	<b>Function</b>	<b>Code</b>
<b>974016</b>	Hino Tipper Truck	Roads	310
<b>963430</b>	Suzuki all Terrial Vehicle	Road	410
<b>953266</b>	Tractor	Parks & Gardens	312
<b>TF8536</b>	Box Trailer	Roads, Parks & Gardens	410

### **PURCHASE OF GOODS AND SERVICES**

A Requisition Form must be completed by the officer requesting goods or services. This is to be authorised by the appropriate Supervisor, taking note of their limits of expenditure and budget amount.

The Requisition Form is placed in the Finance Officer's tray to process a Purchase Order.

The Purchase Order is faxed or emailed to the Supplier.

When the goods or service have been delivered or completed the Invoice is checked and authorised with the Purchase Order by the appropriate Supervisor, and approved or amended.

The Invoice, Purchase Order and Requisition Form are stapled and placed in the Office Manager's tray for payment.



## **GRANTING OF CREDIT TO COUNCIL DEBTORS**

Council do not generally offer credit to Council debtors, only in such cases as approved by a Council resolution (eg. Reimburing legal fees paid for lease of Council owned land) or agreement from the land owner and Council or Government Agency and Council to mow overgrown blocks.