

5.3.3 Authorisation of Expenditure for the Period 23 December 2016 to 23 January 2017

Ward:	Both	Date:	27 January 2017
Precinct:	All	File Ref:	SC347
Attachments:	1 – Creditors Report – Payments by EFT 2 – Creditors Report – Payments by Cheque 3 – Credit Card Transactions		
Tabled Items:	-		
Reporting Officers:	O Dedic, Accounts Payable Officer; G Garside, Manager Financial Services		
Responsible Officer:	J Paton, Director Corporate Services		

RECOMMENDATION:

That Council RECEIVES the list of accounts paid under Delegated Authority for the period 23 December 2016 to 23 January 2017 as detailed in Attachment 1, 2 and 3 as summarised below:

Cheque numbers 80751-80785	\$39,262.55
Cancelled Cheques	-\$2,842.48
EFT Documents 2029-2039	\$2,134,610.94
Payroll	\$1,062,442.44

Direct Debits

- **Lease Fees** \$183,396.33
- **Loan Repayment** \$147,105.93
- **Bank Fees and Charges** \$17,461.60
- **Loan Government Guarantee Fee** \$56,500.75
- **Credit Cards** \$8,127.95
- **Total Direct Debit**

Total Accounts Paid	\$412,592.56
	\$3,646,066.01

PURPOSE OF REPORT:

To present to Council the expenditure and list of accounts paid for the period 23 December 2016 to 23 January 2017.

BACKGROUND:

Council has delegated to the Chief Executive Officer (Delegation No. 1.14) the exercise of its power to make payments from the City's Municipal and Trust funds. In accordance with *Regulation 13(1) of the Local Government (Financial Management) Regulations 1996* a list of accounts paid by the Chief Executive Officer is to be provided to Council, where such delegation is made.

The list of accounts paid must be recorded in the minutes of the Council Meeting.

DETAILS:

The Schedule of Accounts paid, covers the following:

FUND	CHEQUE NUMBERS/ PAY PERIOD	AMOUNT
Municipal Account (Attachment 1 and 2)		
Cheques	80751 – 80785	\$39,262.55
Cancelled Cheques		-\$2,842.48
EFT Payments	2029 - 2039	\$2,134,610.94
Sub Total		\$2,171,031.01
Transfer of Payroll by EFT		
	22/12/16	\$516,937.90
	10/01/17	\$545,122.10
	17/01/17	\$2,908.81
	Rejections	-\$2,526.37
	January 2017	\$1,062,442.44
Corporate Credit Cards (Attachment 3)		\$8,127.95
Bank Charges and Other Direct Debits		
Lease Fees		\$183,396.33
Loan Repayment		\$147,105.93
Loan Government Guarantee Fee		\$56,500.75
Bank Charges – CBA		\$17,461.60
Total Bank Charges and Other Direct Debits (Sub Total)		\$404,464.61
Less GST effect on Advance Account		0.00
Total Payments		\$3,646,066.01

LEGAL/POLICY:

Regulation 12(1) & (2) of the Local Government (Financial Management) Regulations 1996 refers, i.e.-

12. *Payments from municipal fund or trust fund, restrictions on making*

- (1) *A payment may only be made from the municipal fund or the trust fund —*
 - *if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or*
 - *otherwise, if the payment is authorised in advance by a resolution of Council.*
- (2) *Council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to Council.*

Regulation 13(1), (3) of the Local Government (Financial Management) Regulations 1996 refers, i.e.-

13. *Lists of Accounts*

- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared -*
- *the payee's name;*
 - *the amount of the payment;*
 - *the date of the payment; and*
 - *sufficient information to identify the transaction.*
- (3) *A list prepared under sub regulation (1) is to be —*
- *presented to Council at the next ordinary meeting of Council after the list is prepared; and*
 - *recorded in the minutes of that meeting.*

RISK MANAGEMENT IMPLICATIONS:

Low: Management systems are in place to establish satisfactory controls, supported by internal and external audit function.

STRATEGIC IMPLICATIONS:

Strategic Plan 2013-2023:

“4.1 Provide good strategic decision-making, governance, leadership and professional management:

4.1.2 Manage the organisation in a responsible, efficient and accountable manner;

- (a) Continue to adopt best practice to ensure the financial resources and assets of the City are responsibly managed and the quality of services, performance procedures and processes is improved and enhanced.”*

SUSTAINABILITY IMPLICATIONS:

Not applicable.

ADVERTISING/CONSULTATION:

Not applicable.

FINANCIAL/BUDGET IMPLICATIONS:

All Municipal Fund expenditure included in the list of payments is in accordance with Council's adopted Annual Budget.

COMMENT:

If Councillors require further information on any of the payments, please contact the Manager Financial Services.