

5.3.5 LATE ITEM: Authorisation of Expenditure for the Period 1 to 26 November 2015

Ward:	Both	Date:	30 November 2015
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:	R Tang, Accounts Payable Officer; G Garside, Manager Financial Services		
Responsible Officer:	J Paton, Director Corporate Services		

OFFICER RECOMMENDATION:

That Council RECEIVES the list of accounts paid under Delegated Authority for the period 1 November to 26 November 2015 as detailed in Attachment 1, 2 and 3 as summarised below:

Cheque numbers 79080 - 79254	\$216,644.74
EFT Documents 1865 - 1874	\$2,827,023.09
Payroll	\$1,030,689.64

Direct Debits

- **Lease Fees** \$3,544.11
- **Loan Repayment** \$144,403.51
- **Bank Fees and Charges** \$10,280.06
- **Credit Cards** \$10,880.17

Total \$169,107.85

Total Accounts Paid **\$4,243,465.32**

PURPOSE OF REPORT:

To present to Council the expenditure and list of accounts paid for the period 1 November 2015 to 26 November 2015.

BACKGROUND:

Council has delegated to the Chief Executive Officer (Delegation No. 3.1) 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)		
Automatic Cheques	79080 - 79254	\$218,644.74
Cancelled Cheques	79123	- \$2,000.00
EFT Payments	1865 - 1874	\$2,827,023.09
Sub Total		\$3,043,667.83
Transfer of Payroll by EFT		
	03/11/2015	\$517,154.71
	01711/2015	\$513,534.93
	18/11/2015	\$909.29
	November 2015	\$1,030,689.64
Corporate Credit Cards (Attachment 3)		\$10,880.17
Bank Charges & Other Direct Debits		
Lease Fees		\$3,544.11
Loan Repayment		\$144,403.51
Bank Charges – CBA		\$10,280.06
Total Bank Charges & Other Direct Debits		
Less GST effect on Advance Account		0.00
Total Payments		\$4,243,465.32

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 the council.*
- (2) *The 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 the 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 the council at the next ordinary meeting of the 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:

Expenditure has been incurred in accordance with the adopted Budget and / or authorised by Council which has been structured on financial viability and sustainability principles.

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 or has been authorised in advance by Council where applicable.

COMMENT:

Vouchers, supporting invoices and other relevant documentation are available for inspection at any time following the date of payment.