

Introduction

The Local Government Act 1995 (the Act) and Local Government (Financial Management) Regulations 1996 require Council to determine the form of accounts for monthly reporting of financial activity.

Purpose

Define the reports required by Council so that it may meet its requirements for sound financial management under the Act.

Policy statement

That Council acknowledge the following financial reporting standards:

1. As required by the Act and Financial Management Regulation 34 the following statements will be provided to Council every month:
 - Statement of Financial Activity (in the format of the Statement of Comprehensive Income and Rate Setting Statement presented in the annual budget with columns for “Year to Date Actual”, “Year to Date Budget”, current year’s total “Budget”, “Forecast” end of year result and previous year’s total “Budget”);
 - Statement of Financial Position (referred to as the Balance Sheet);
 - Explanatory notes, similar in format and content to those presented in the annual budget and the annual financial report. Notes will be provided on the composition of balance sheet items as well as disposal of assets, borrowings, reserves, rates and ratios; and
 - Summary of cash and investments.

2. The following supplementary reports will be provided to Council as part of the monthly financial reporting package:
 - A year to date variance analysis that highlights accounts and areas where year to date actual expenditure varies to the year to date budget. The percentage variance will be endorsed by Council as part of the annual budget adoption; and
 - Capital works program, showing actual expenditure to budget for each capital works project (road, building, vehicle, etc).

Application

This Policy applies to all current and new Councillors and employees, in the production of Financial Reports.

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| Department: | Corporate Services | Next review: | December 2021 |
| Reviewer: | Director Community & Corporate | Legislation: | Local Government Act 1995, s2.7(2)(b) Local Government (Financial Management) Regulations 1996 |
| Adopted: | Minute SC0122, 19.01.99 | Delegation: | |
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