

ADMINISTRATION AND FINANCE COMMITTEE MEETING

BUSINESS PAPER

TUESDAY 13 MAY 2008

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6 May 2008

ADMINISTRATION AND FINANCE COMMITTEE MEETING

Notice is hereby given that a Administration and Finance Committee Meeting of the Council of the City of Randwick will be held in the Council Chamber, Town Hall, 90 Avoca Street, Randwick, on Tuesday, 13 May 2008 at 6:00pm.

Committee Members: The Mayor, B Notley-Smith, Andrews (Chairperson), Hughes, Kenny, Matson, Nash (Deputy Chairperson), Seng, Woodsmith.

Quorum: Five (5) members.

NOTE: At the Extraordinary Meeting held on 28 September 2004, the Council resolved that the Administration and Finance Committee be constituted as a committee with full delegation to determine matters on the agenda.

Apologies/Granting of Leave of Absences

Confirmation of the Minutes

Administration and Finance Committee Meeting - 8 April 2008

Declarations of Pecuniary and Non-Pecuniary Interests

Address of Committee by Members of the Public

Urgent Business

Administration Reports

Nil

Finance Reports

F10/08	Monthly Financial Report as at 31 March 2008	1
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F12/08	Contingency Fund - Status as at 30 April 2008.....	11

Closed Session

Nil

Notices of Rescission Motions

Nil

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Ray Brownlee
GENERAL MANAGER

Finance Report No. F10/08



Subject: Monthly Financial Report as at 31 March 2008

Folder No: F2006/00690

Author: Aneesh Zahra, Manager Corporate and Financial Planning

Introduction

Section 202 of the Local Government (General) Regulation 2005 requires that the responsible accounting officer of a council must:

- a) establish and maintain a system of budgetary control that will enable the council's actual income and expenditure to be monitored each month and to be compared with the estimate of the council's income and expenditure, and
- b) if any instance arises where the actual income or expenditure of the council is materially different from its estimated income or expenditure, report the instance to the next meeting of the council.

Issues

This report provides the financial results of Council as at 31 March 2008. Attachment 1 summarises Council's Financial Performance and its Source and Application of Funds. It also summarises the operating result for each of Council's principal activities. Attachment 2 details the financial position of Council as at 31 March 2008.

Relationship to City Plan

The relationship with the City Plan is as follows:

- Outcome 1: Leadership in Sustainability.
Direction 1c: Long term financial viability is achieved.

Financial impact statement

There is no direct financial impact for this matter.

Conclusion

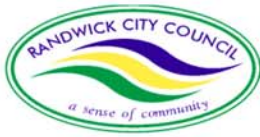
Council's Director Governance & Financial Services as the responsible accounting officer, advises that the projected financial position is satisfactory.

Recommendation

That the monthly financial reports as at 31 March 2008 be noted.

Attachment/s:

1. Statement of Financial Performance
Source & Application of Funds
Statement of Financial Position

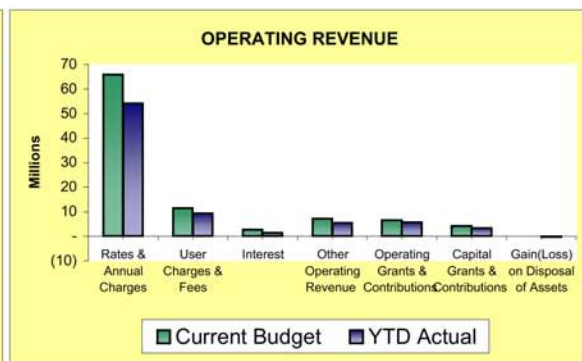
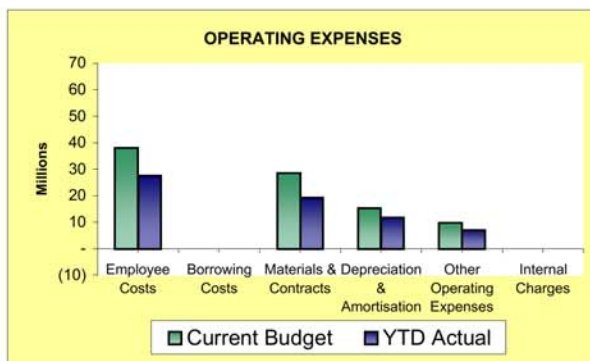


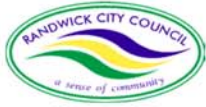
**RANDWICK CITY COUNCIL
INCOME STATEMENT
AS AT
31 MARCH 2008**

% OF YEAR EXPIRED AT 31 MARCH 2008	75%
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Item F10/08

	Original Budget (\$'000s)	Current Budget (\$'000s)	YTD Actual (\$'000s)	% of Budget Spent/Earned
EXPENSES FROM CONTINUING OPERATIONS				
Employee Costs	37,814	38,027	27,609	72.60%
Borrowing Costs	1	1		7.10%
Materials & Contracts	25,540	28,389	19,204	67.65%
Depreciation & Amortisation	15,712	15,240	11,832	77.64%
Other Operating Expenses	9,657	9,794	6,969	71.15%
Internal Charges	-	-	(7)	N/A
Total Expenses from Continuing Operations	88,725	91,451	65,607	71.74%
REVENUE FROM CONTINUING OPERATIONS				
Rates & Annual Charges	65,579	65,795	54,018	82.10%
User Charges & Fees	11,056	11,284	9,361	82.95%
Interest	3,148	2,708	1,373	50.71%
Other Operating Revenue	6,243	7,057	5,497	77.90%
Operating Grants & Contributions	4,877	6,388	5,661	88.61%
Capital Grants & Contributions	4,868	4,194	3,286	78.34%
Gain(Loss) on Disposal of Assets	-	-	(267)	N/A
Total Revenue from Continuing Operations	95,771	97,427	78,929	81.01%
Net Operating Result - Surplus/(Deficit)	7,046	5,976	13,323	
FUNDING STATEMENT				
SOURCE OF FUNDS				
Surplus (Deficit) from Operations - Accrual	7,046	5,976	13,323	222.93%
Add Back Non-Funded Transactions included in Operations above				
- Gain/Loss on Market Value of Investments	-	-	880	N/A
- Depreciation	15,712	15,240	11,832	77.64%
- Sales of Assets (Book Value)	1,451	1,682	1,073	63.76%
- Transfer from Internal Reserves	3,506	9,574	4,086	42.68%
- Transfer from External Reserves	5,431	6,864	2,790	40.66%
Net Funds Available	33,146	39,336	33,983	86.39%
APPLICATION OF FUNDS				
Assets Acquired	28,131	33,762	17,105	50.66%
Transfer to Internal Reserves	3,493	4,029	2,285	56.71%
Transfer to External Reserves	1,512	1,525	9,901	649.09%
Total Funds Applied	33,136	39,317	29,292	74.50%
Total Funds Surplus/(Deficit)	11	19	4,692	



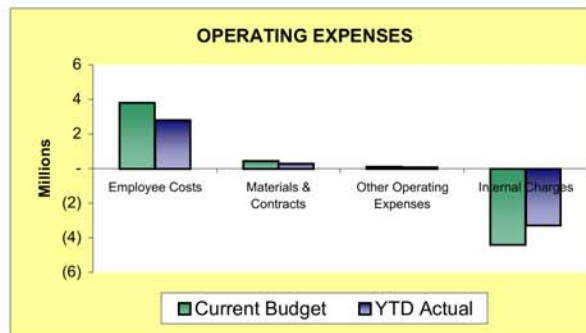


**OFFICE OF THE GENERAL MANAGER
INCOME STATEMENT
AS AT
31 MARCH 2008**

Attachment 1

% OF YEAR EXPIRED AT 31 MARCH 2008	75%
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	Original Budget (\$'000s)	Current Budget (\$'000s)	YTD Actual (\$'000s)	% of Budget Spent/Earned
EXPENSES FROM CONTINUING OPERATIONS				
Employee Costs	3,918	3,801	2,811	73.95%
Materials & Contracts	425	424	291	68.59%
Other Operating Expenses	34	76	58	76.40%
Internal Charges	(4,404)	(4,404)	(3,297)	74.85%
Total Expenses from Continuing Operations	(27)	(103)	(137)	132.81%
REVENUE FROM CONTINUING OPERATIONS				
Other Operating Revenue	-	-	11	N/A
Total Revenue from Continuing Operations	-	-	11	N/A
Net Operating Result - Surplus/(Deficit)	27	103	148	



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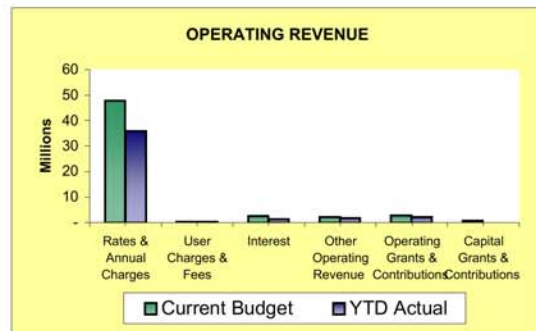
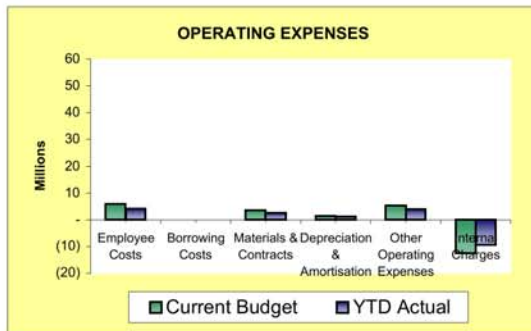


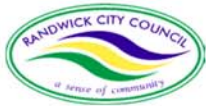
**GOVERNANCE & FINANCIAL SERVICES
INCOME STATEMENT
AS AT
31 MARCH 2008**

% OF YEAR EXPIRED AT 31 MARCH 2008	75%
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Item F10/08

	Original Budget (\$'000s)	Current Budget (\$'000s)	YTD Actual (\$'000s)	% of Budget Spent/Earned
EXPENSES FROM CONTINUING OPERATIONS				
Employee Costs	5,868	5,957	4,132	69.38%
Borrowing Costs	1	1		7.10%
Materials & Contracts	3,299	3,570	2,487	69.67%
Depreciation & Amortisation	1,483	1,483	1,171	78.96%
Other Operating Expenses	5,265	5,350	4,003	74.82%
Internal Charges	(12,519)	(12,489)	(9,357)	74.92%
Total Expenses from Continuing Operations	3,397	3,872	2,437	62.94%
REVENUE FROM CONTINUING OPERATIONS				
Rates & Annual Charges	47,592	47,808	35,903	75.10%
User Charges & Fees	335	395	324	81.90%
Interest	3,133	2,678	1,344	50.19%
Other Operating Revenue	2,162	2,162	1,770	81.88%
Operating Grants & Contributions	2,747	2,769	2,194	79.23%
Capital Grants & Contributions	702	702	-	0.00%
Total Revenue from Continuing Operations	56,670	56,514	41,536	73.50%
Net Operating Result - Surplus/(Deficit)	53,273	52,643	39,099	
CAPITAL PURCHASES (NOT INCLUDED IN COSTS ABOVE)				
Total Capital Purchases	1,648	1,926	470	24.39%
<i>Detail as following:</i>				
Office Equipment, Furniture and Fitting Purchases	-	167	147	88.18%
IT Equipment	79	79	44	56.01%
Other capital purchases	868	978	279	28.46%



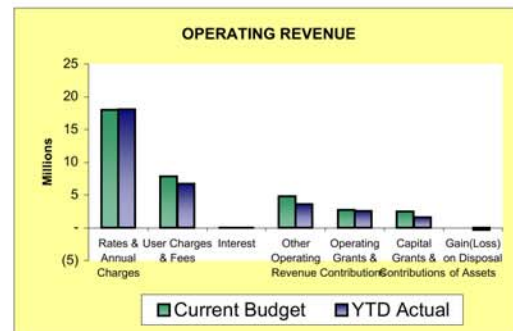
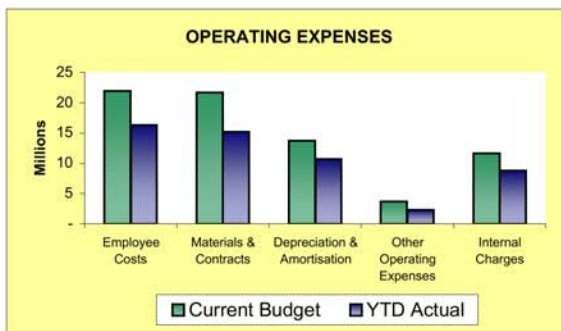


**CITY SERVICES
INCOME STATEMENT
AS AT
31 MARCH 2008**

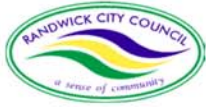
Attachment 1

% OF YEAR EXPIRED AT 31 MARCH 2008	75%
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	Original Budget (\$'000s)	Current Budget (\$'000s)	YTD Actual (\$'000s)	% of Budget Spent/Earned
EXPENSES FROM CONTINUING OPERATIONS				
Employee Costs	21,759	21,965	16,333	74.36%
Materials & Contracts	19,989	21,670	15,138	69.86%
Depreciation & Amortisation	14,227	13,755	10,660	77.50%
Other Operating Expenses	3,673	3,659	2,264	61.87%
Internal Charges	11,729	11,661	8,741	74.96%
Total Expenses from Continuing Operations	71,377	72,709	53,135	73.08%
REVENUE FROM CONTINUING OPERATIONS				
Rates & Annual Charges	17,988	17,988	18,115	100.71%
User Charges & Fees	7,904	7,861	6,713	85.39%
Interest	15	30	29	97.63%
Other Operating Revenue	4,031	4,780	3,607	75.47%
Operating Grants & Contributions	1,832	2,750	2,600	94.56%
Capital Grants & Contributions	3,319	2,465	1,618	65.64%
Gain(Loss) on Disposal of Assets	-	-	(267)	N/A
Total Revenue from Continuing Operations	35,088	35,874	32,416	90.36%
Net Operating Result - Surplus/(Deficit)	(36,289)	(36,835)	(20,719)	
CAPITAL PURCHASES (NOT INCLUDED IN COSTS ABOVE)				
Total Capital Purchases	25,725	30,885	16,513	53.47%
<i>Detail as following:</i>				
Office Equipment, Furniture and Fitting Purchases	10	10	16	156.33%
Des Renford Aquatic Centre	-	131	13	9.58%
Library Resource	406	407	219	53.90%
Plant & Equipment Purchases	3,542	4,518	2,212	48.96%
Contaminated Site Management	2,468	2,717	289	10.64%
Vehicular Access	600	773	605	78.23%
Parks Construction Projects	5,894	9,454	4,389	46.42%
Roads Construction Projects	9,387	9,129	7,946	87.04%
Drainage Construction Projects	325	696	430	61.85%
Building Construction Projects	3,094	2,937	282	9.59%
Recycling Centre - Perry Street	-	-	19	N/A
Other Capital Purchases (EWIS system)	-	114	95	82.85%



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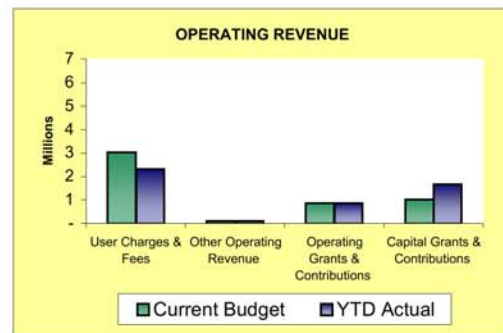
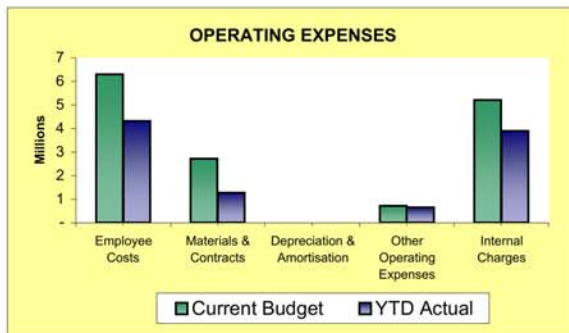


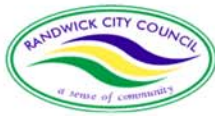
**CITY PLANNING
INCOME STATEMENT
AS AT
31 MARCH 2008**

% OF YEAR EXPIRED AT 31 MARCH 2008	75%
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	Original Budget (\$'000s)	Current Budget (\$'000s)	YTD Actual (\$'000s)	% of Budget Spent/Earned
EXPENSES FROM CONTINUING OPERATIONS				
Employee Costs	6,268	6,305	4,333	68.72%
Materials & Contracts	1,827	2,726	1,287	47.23%
Depreciation & Amortisation	2	2	1	55.28%
Other Operating Expenses	684	709	643	90.67%
Internal Charges	5,195	5,233	3,905	74.64%
Total Expenses from Continuing Operations	13,977	14,974	10,169	67.91%
REVENUE FROM CONTINUING OPERATIONS				
User Charges & Fees	2,818	3,028	2,324	76.76%
Other Operating Revenue	50	115	108	94.72%
Operating Grants & Contributions	298	870	867	99.66%
Capital Grants & Contributions	847	1,027	1,667	162.35%
Total Revenue from Continuing Operations	4,013	5,039	4,966	98.56%
Net Operating Result - Surplus/(Deficit)	(9,964)	(9,935)	(5,203)	
CAPITAL PURCHASES (NOT INCLUDED IN COSTS ABOVE)				
Capital Purchases				
Total Capital Purchases	757	951	122	12.86%
<i>Detail as following:</i>				
Environmental Levy Capital Projects	757	951	122	12.86%

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**RANDWICK CITY COUNCIL
BALANCE SHEET
AS AT
31 MARCH 2008**

Attachment 2

	Actual as at 30 June 2007 (\$'000s)	Actual as at 31 March 2008 (\$'000s)
CURRENT ASSETS		
Cash Asset	41,472	42,504
Receivables	5,064	5,581
Inventories	327	248
Other	183	59
TOTAL CURRENT ASSETS	47,046	48,392
NON-CURRENT ASSETS		
Investments		
Receivables		
Infrastructure, Property, Plant & Equipment	1,823,759	1,827,986
TOTAL NON-CURRENT ASSETS	1,823,759	1,827,986
TOTAL ASSETS	1,870,805	1,876,377
CURRENT LIABILITIES		
Payables	13,007	5,797
Provisions	13,755	13,214
TOTAL CURRENT LIABILITIES	26,762	19,011
NON-CURRENT LIABILITIES		
Provisions	189	189
TOTAL NON-CURRENT LIABILITIES	189	189
TOTAL LIABILITIES	26,951	19,200
NET ASSETS	1,843,854	1,857,177
EQUITY		
Retained Earnings	1,843,854	1,857,177
TOTAL EQUITY	1,843,854	1,857,177

Item F10/08

Finance Report No. F11/08



Subject: Goods and Services Tax Certificate
Folder No: F2004/06546
Author: Greg Byrne, Manager Financial Operations

Introduction

In 2006 the Department of Local Government introduced changes to the methodology concerning certification of Council's GST compliance. Councils are now required to supply a Goods and Services Tax Certificate to the Department of Local Government on an annual basis.

Issues

The Department of Local Government requires all local governing bodies to complete a GST certificate of compliance confirming that all GST payments have been made and that adequate management arrangements and internal controls are in place to enable Council to adequately account for its GST liabilities and recoup all GST input tax credits eligible to be claimed.

The Department will collate the returns from councils and will provide advice to the NSW Treasury for confirmation with the Commonwealth Commissioner of Taxation.

The Goods and Services Tax Certificate requires the signature of the Mayor, another Councillor, the General Manager and the Responsible Accounting Officer.

Relationship to City Plan

The relationship with the City Plan is as follows:

Outcome 1: Leadership in Sustainability.

Direction 1c: Long term financial viability is achieved.

Financial impact statement

There is no direct financial impact for this matter.

Conclusion

All GST payments have been made and adequate management arrangements and internal controls are in place to enable Council to adequately account for its GST liabilities and recoup all GST input tax credits eligible to be claimed.

Recommendation

That the Goods and Services Tax Certificate for the period 1 May 2007 to 30 April 2008 be approved and signed by the Mayor, another Councillor, the General Manager and the Responsible Accounting Officer.

Attachment/s:

1. Goods and Services Tax Certificate

RANDWICK CITY COUNCIL

GOODS AND SERVICES TAX CERTIFICATE

Payment of Voluntary GST 1 May 2007 to 30 April 2008

Item F11/08

To assist compliance with Section 114 of the Commonwealth Constitution, we certify that:

- Voluntary GST has been paid by Randwick City Council for the period 1 May 2007 to 30 April 2008.
- Adequate management arrangements and internal controls were in place to enable the Council to adequately account for its GST liabilities and recoup all GST input tax credits eligible to be claimed.
- No GST non-compliance events by the Council were identified by or raised with the Australian Taxation Office.

Signed in accordance with a resolution of Council made on 13 May 2008.

.....
Clr Bruce Notley-Smith
MAYOR

.....
COUNCILLOR

.....
Ray Brownlee
GENERAL MANAGER

.....
Geoff Banting
**RESPONSIBLE ACCOUNTING
OFFICER**

Finance Report No. F12/08



Subject: Contingency Fund - Status as at 30 April 2008

Folder No: F2004/07396

Author: Julie Hartshorn

Introduction

The purpose of this report is to detail the progressive amount of donations, allocations, waiving of fees and other similar contributions for the 2007/08 financial year.

Issues

In the 2007/08 financial year there have been 57 allocations totalling \$196,336.87 as listed in the table below.

MEETING	DETAILS	NET COST TO COUNCIL
Ordinary Council – 27 June 2006	<u>Annual contribution</u> – Waiving of Greenwaste Disposal Fees or the Guriwal Aboriginal Community at La Perouse	\$6,500.00
Ordinary Council – 27 June 2006	<u>Annual contribution</u> - Waiving of fees for Special Rubbish Pick Up Service – Ronald McDonald House	\$650.00
Ordinary Council – 25 July 2006	<u>Annual contribution</u> (3 years from 2006/07) - SSROC East Timor Partnership	\$4,000.00
Ordinary Council – 26 Sept 2006	<u>Annual contribution</u> (7 years from 2006/07) Interest foregone on interest free loan - Coogee Surf Life Saving Club renovations	\$4,500.00
Ordinary Council - 26 June 2007	Coogee Surf Life Saving Club – Centenary Dinner	\$1,200.00
Ordinary Council - 26 June 2007	Financial assistance for 2007 Rock Eisteddfod – Randwick Girls & Boys High Schools	\$5,000.00
Ordinary Council - 26 June 2007	Waiving of fees - installation of banner – Eastern Suburbs Teachers Association	\$1,132.00
Ordinary Council - 26 June 2007	Waiving of fees - World Youth Day - "Journey of the World Youth Day Cross and Icon" event	\$1,371.29
Ordinary Council - 26 June 2007	Sponsorship - S.O.S Preschool	\$1,400.00
Ordinary Council – 24 July 2007	Waiving of fees - St Pauls Anglican Church Coogee - Carols by the Sea	\$1,095.00
Ordinary Council – 24 July 2007	8th Annual Des Renford Chair of Heart Research Family Gala and Charity Day – use of Des Renford Aquatic Centre	\$6,500.00
Ordinary Council – 24 July 2007	Waiving of fees – use of Town Hall for Cana Ball	\$1,548.00
Ordinary Council – 24 July 2007	Our Lady of the Rosary College - centenary celebrations	\$200.00
Ordinary Council – 28 August 2007	Waiving of fees - usage of Yarra Bay for the Emerging Athlete Program for Junior Lifesavers	\$485.90
Ordinary Council – 28 August 2007	Contribution - Maroubra Fun Run, Oktoberfest and Market Day	\$4,538.00

Item F12/08

Item F12/08

MEETING	DETAILS	NET COST TO COUNCIL
Ordinary Council – 28 August 2007	Waiving of fees - Development Application lodgement - South Coogee Primary School	\$1,941.00
Ordinary Council – 28 August 2007	Contribution - Gallery East "Hula Dreams" ukuleles exhibition and performance	\$2,000.00
Ordinary Council – 28 August 2007	Waiving of fees – Use of Maroubra Beach for Rugby League Tag	\$626.90
Ordinary Council – 25 September 2007	Waiving of Fees - St Marks Anglican Church, Malabar - Carols By Candlelight	\$10,513.83
Extraord Council – 18 Sept 2007	Banners to congratulate Randwick Girls and Boys High Schools' Rock Eisteddfod Team on winning the 2007 Rock Eisteddfod	\$2,420.00
Extraord Council – 18 Sept 2007	Donation - Commemorative tree planting in Centennial Park	\$5,000.00
Extraord Council – 18 September 2007	Waiving of fees - South Maroubra Village Green Art Show	\$235.00
Extraord Council – 18 September 2007	Waiving of fees - Use of Kokoda Park, Kensington for Carols by Candlelight	\$5,360.83
Ordinary Council – 25 September 2007	Rosella Aboriginal Women's Vigoro Sporting Club – 75 year celebrations	\$2,000.00
Ordinary Council – 30 October 2007	Carols by Candlelight – Matraville	\$8,000.00
Ordinary Council – 30 October 2007	Financial contribution & waiving of fees - Coogee Family Fun Day – Goldstein Reserve	\$16,655.30
Ordinary Council – 30 October 2007	Waiving of fees – Randwick Shield at Coogee Beach	\$1,297.10
Ordinary Council – 30 October 2007	Waiving of fees – Express Glass Island Challenge – Coogee Beach	\$1,832.10
Ordinary Council – 30 October 2007	Financial assistance – Australia Day Botany Bay Regatta	\$500.00
Ordinary Council – 30 October 2007	Sponsorship – Our Lady of the Sacred Heart Church – World Youth Day Launch	\$500.00
Ordinary Council – 30 October 2007	Financial contribution – Australia East Timor Association – Weavers' Tour	\$400.00
Ordinary Council – 30 October 2007	Waiving of fees – South Sydney Football Club – Membership promotion	\$1,375.00
Ordinary Council – 30 October 2007	East Timor Scholarships (x2)	\$10,000.00
Ordinary Council – 27 November 2007	Financial assistance - underwrite hire charges of the marquee for the Annual Pere Receveur Historic Mass	\$2,675.20
Ordinary Council – 27 November 2007	Waiving of fees – Yarra Bay Greek Orthodox Epiphany Celebration	\$3,278.90
Ordinary Council – 27 November 2007	Waiving of fees – 3 rd Paul Travini Cup Community Cricket Day	\$3,345.00
Ordinary Council - 11 December 2007	Volunteering Partnership Project on Namatjira Public Housing Estate - provision of native plant stock from Council's nursery	\$500.00
Ordinary Council - 11 December 2007	Restoration of War Memorial corner Anzac Parade and Haig Street, Maroubra	\$11,500.00
Ordinary Council - 11 December 2007	Waiving of fees - Coogee Arts Festival	\$10,596.50
Ordinary Council - 11 December 2007	Waiving of fees for banner – Rainbow Street Public School	\$2,134.90
Ordinary Council - 11 December 2007	Waiving of fees for banner – Learning Links	\$2,134.90

MEETING	DETAILS	NET COST TO COUNCIL
Ordinary Council - 11 December 2007	Waiving of fees for banner – Lifestart P&F	\$1,134.90
Ordinary Council - 11 December 2007	Waiving of fees - Coogee Surf Life Saving Club - Surf Carnival	\$1,179.10
Ordinary Council - 11 December 2007	Waiving of fees – Carols by Candlelight – South Maroubra Village Green	\$2,964.00
Ordinary Council - 11 December 2007	Waiving of fees – Surf Life Saving Sydney – Surfing Competition	\$ 552.30
Ordinary Council - 11 December 2007	2008 Chinese New Year celebrations	\$15,000.00
Ordinary Council – 26 February 2008	Waiving of Fees - Maroubra Surfers Association, Southend Boardriders Inc. & Surfing NSW	\$7,230.70
Ordinary Council – 26 February 2008	Waiving of Fees - Maroubra Surf Life Saving Club - Yarra Bay Ocean Challenge	\$ 486.80
Ordinary Council – 26 February 2008	Waiving of Fees - NSW Bodyboarding - Maroubra Beach	\$3,756.60
Ordinary Council – 26 February 2008	Waiving of Fees - Gracepoint Christian Church - Clean Up Australia Day	\$5,135.00
Ordinary Council – 25 March 2008	Financial assistance - “Living Local @ La Pa – Celebrate Neighbourhood Day”	\$1,634.90
Ordinary Council – 25 March 2008	Kooloora Community Centre – provision of bench and large deciduous tree	\$2,200.00
Ordinary Council – 22 April 2008	Waiving of Fees - Salvation Army Red Shield Appeal	\$1,027.92
Ordinary Council – 22 April 2008	Waiving of Fees - Coogee to Bondi 5km Ocean Swim	\$ 528.40
Ordinary Council – 22 April 2008	Waiving of Fees - Cana Ball	\$1,410.00
Ordinary Council – 22 April 2008	Purchase, installation and removal of banners St Andrew's Market Day	\$4,353.60
Ordinary Council – 22 April 2008	Financial Assistance - Randwick City Tourism Sports Coast Flags	\$2,780.00
TOTAL:		\$196,336.87

The amounts shown in the table above reflect the net cost to Council in providing the donation, grant or assistance. The GST, where applicable, has not been shown because it will be claimed back from the Australian Taxation Office.

Relationship to City Plan

The relationship with the City Plan is as follows:

- Outcome 2: A vibrant and diverse community.
Our community will be proud to be part of our City and celebrate its range of cultures and people.
- Direction 2b: Enrich our range of community services that meet our community's needs.
- Key Actions: Support the provision of services and facilities to meet the needs of our Target Groups and celebrate the range of cultures and people within Randwick City.

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Financial impact statement

Council has allocated \$200,000 in the 2007/08 budget for contingencies – being the original budget allocation of \$120,000, plus an additional \$30,000 allocated at the December 2007 Budget review and a further \$50,000 allocated at the March Budget review.

Recommendation

That the report be received and noted.

Attachment/s:

Nil

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