

Corporate Services Support Team

Waimate 2020

Corporate Services Support Team

What Do We Do Now?

Council's Corporate Services Support Team provides office, secretarial and accounting services to the wider Council organisation comprising:

Reception, budgeting, invoicing of rates, receiving payment of rates, invoicing of other council debtors, paying of Council creditors, paying of Council wages, supply of management accounting information to councillors, production of published annual report for residents.

Production of detailed budgets for Council decision making, and monitoring of proportional funding of council activities.

Managing, borrowing and investment of Council monies.

Tasks

Tasks are the routine matters that Council will attend to every year, in order to maintain service levels set in agreement with our community.

- Provide office, secretarial and accounting services to the wider Council organisation.
- Provide administrative support for some community organisations.
- Provide General Rates remission for property complying with the definition of religious purposes in the Rating Act.
- Prepare quarterly financial exception reports covering finances and levels of service.
- Prepare an Annual Report each year and obtain an Unqualified Report from the Council's Auditors to meet statutory timelines.
- Prepare financial accounts each year to support the Annual Budget and LTCCP/ Annual Plan.

- Strike the Rates Resolution in June of each year, followed by quarterly rates invoicing.
- Maintain the District's Rates database in accordance with statutory requirements.

Why Do We Do It?

To facilitate the smooth running of Council facilities.

Our Service Levels

Local Government Centre building opening hours are 8am to 4.30 pm Monday to Friday (excluding Christmas break).

Daily banking of Council receipts.



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Weekly payment of staff wages.

Monthly production of debtors' invoices, creditors' payments and management accounting information.

Production of audited Annual Report by November of each year.

Outcomes Supported By This Activity

This activity supports the following Community Outcomes as described in the second volume of this plan.

- The governance provided by the Waimate District Council meets the needs of its citizens.

How Do We Get There?

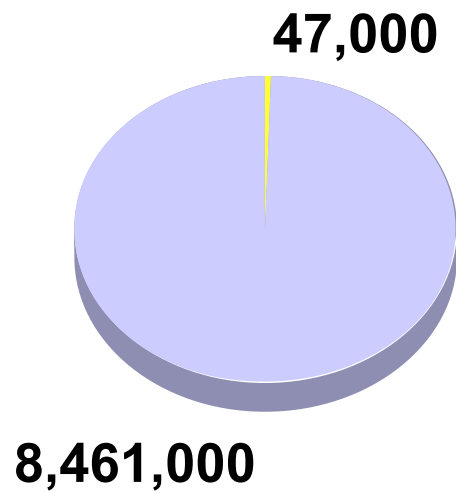
The Council will play its part in achieving the above outcomes by continuing to conduct the relevant tasks that we do now and by extending into new projects as agreed with the community.

Projects

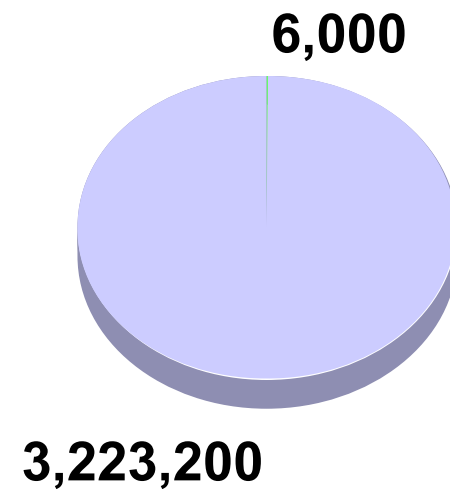
Projects are special works that are initiated by Council which by their development and ongoing maintenance will enhance community outcomes.

- Implement an electronic document management system for archival of all Council Documents.
- Review funding policy regularly with 'User Pays' as the key principle where appropriate.

Share of Operating Expenditure



Share of Capital Expenditure



Expected Levels of Expenditure for 2005/2006

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PROSPECTIVE FINANCIAL PERFORMANCE FOR THE YEAR ENDING 30 JUNE 2006												
GROUP - PEOPLE	ACTIVITY :	Estimate	Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	
	CORPORATE SERVICES	2004/05	2005/06	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	
	SUPPORT TEAM	\$000s	\$000s	\$000s	\$000s	\$000s	\$000s	\$000s	\$000s	\$000s	\$000s	
	Revenue											
	Targeted Rate											
	Transfund Subsidy											
	Revenue from Activities	(64)	(54)	(54)	(54)	(54)	(54)	(54)	(54)	(54)	(54)	(54)
	Other Revenue	(1,052)	(973)	(971)	(968)	(965)	(962)	(959)	(957)	(954)	(951)	(951)
	Total Revenue	(1,116)	(1,027)	(1,024)	(1,022)	(1,019)	(1,016)	(1,013)	(1,010)	(1,008)	(1,005)	(1,005)
	Expenditure											
Expenditure on Activities	302	266	325	360	343	359	346	337	340	335	325	
Interest	(432)	(533)	(563)	(578)	(537)	(516)	(470)	(455)	(426)	(399)	(367)	
Depreciation	31	31	31	31	31	31	31	31	31	31	31	
Taxation	300	283	283	283	283	283	283	283	283	283	283	
Total Expenditure	201	47	75	95	120	156	189	195	227	250	271	
NET COST OF SERVICE	(915)	(981)	(949)	(927)	(899)	(860)	(824)	(815)	(780)	(755)	(733)	
Funded by:												
General Rates	878	971	913	874	889	870	886	895	894	904	910	
Shortfall (surplus) to balance	(37)	(9)	(36)	(53)	(10)	11	62	80	114	149	177	