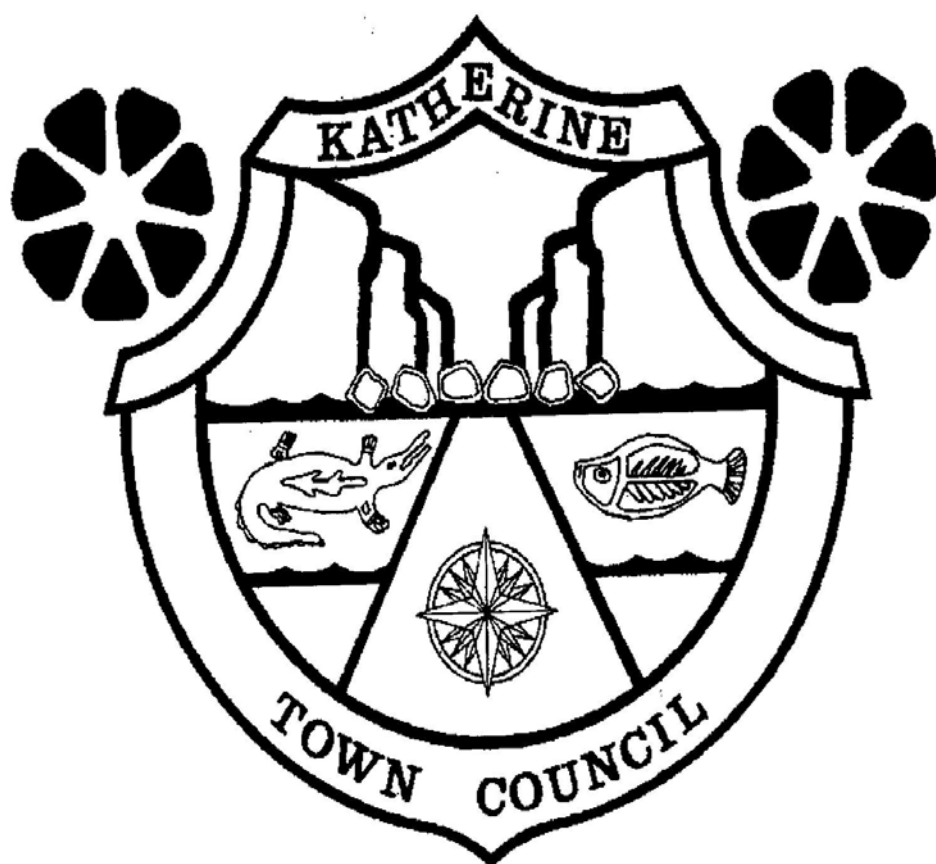


# KATHERINE TOWN COUNCIL



## ACCOUNTING AND POLICY MANUAL

## 1 INTRODUCTION

Local Government Accounting Regulations 9 (1) requires council to maintain an accounting and policy manual which must include, or incorporate by reference, the following:

- a. an organisation chart showing the functions of the council, its committees and responsible officers;
- b. a statement of the duties and responsibilities of the CEO and responsible officers;
- c. a statement of the principal accounting policies of the council;
- d. information about the timing and content of financial management reports to the council and the CEO;
- e. a statement of the procedures the council considers necessary to facilitate the timely preparation of the council's annual financial statement;
- f. the information necessary to ensure the proper operation of any computer based accounting system in use;
- g. details of all administrative and accounting procedures, policies and delegations of authority, including:
  1. details of internal control procedures required under Regulation 7;
  2. details of personnel and financial delegations;
  3. a chart of accounts divided into assets, liabilities, income, expenses and council equity accounts; and
  4. procedures relating to the receipt and banking of money, the payment of salaries and wages, the allocation of machinery operating costs to council functions, the purchase of goods and services and the granting of credit to council debtors.

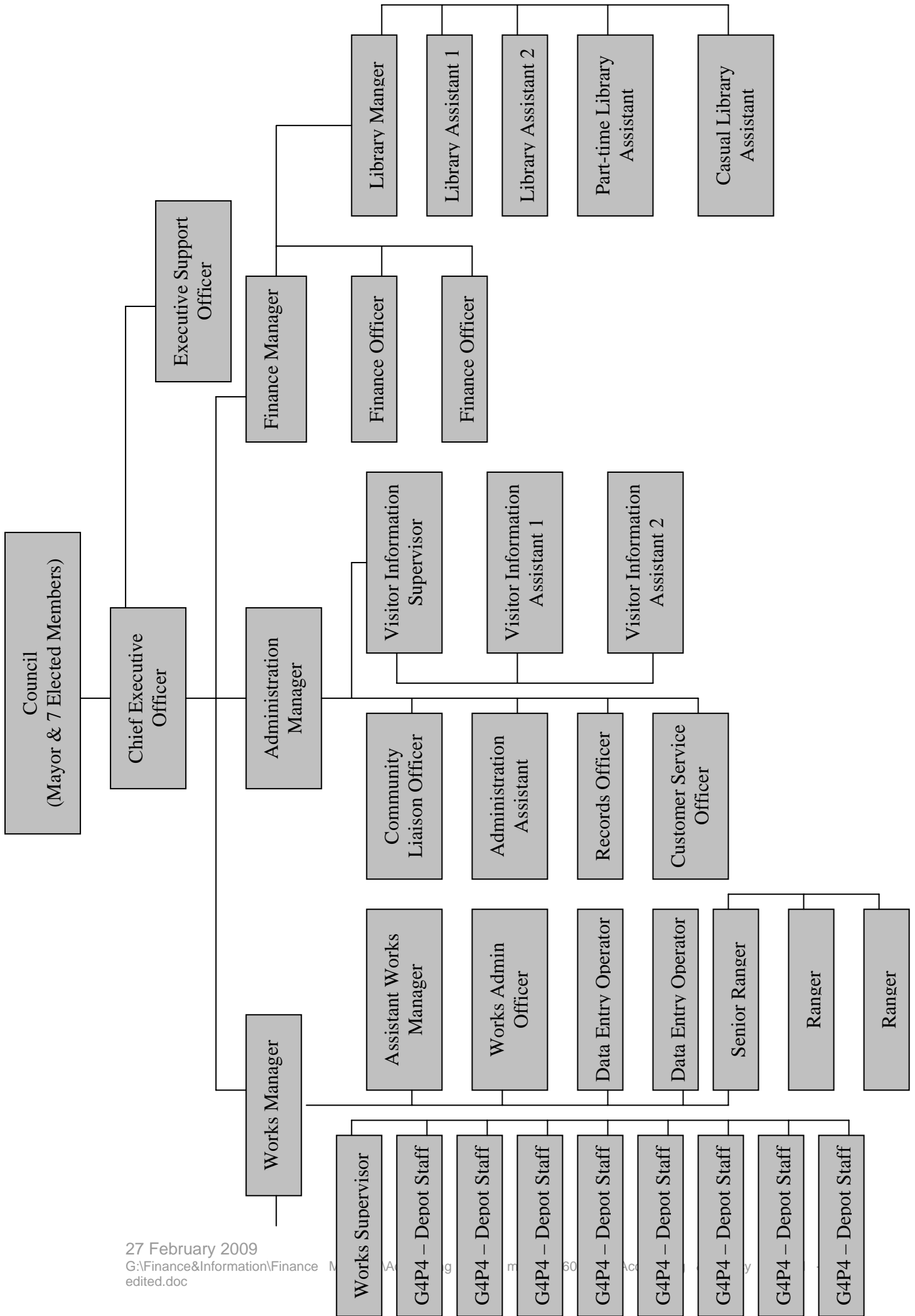
The manual was written to satisfy the requirements of the Northern Territory Local Government (Accounting) Regulations and to provide a practical and useful guide to finance and accounting issues for the staff of the Katherine Town Council.

## 2. ORGANISATION CHART

Council's organisation chart provides list of current positions relating to the Executive and the three departments namely:

- Administration
- Finance
- Works

ACCOUNTING AND POLICY MANUAL



27 February 2009

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## Functions of the Council

The principal activities of the council include:

- 1. General Public Services**
  - Rates
  - Administration Services
  - Electronic Data Processing
  - Elected Members
  - Public Debt Transactions
  - Grants and Donations
  - Consultative Services
- 2. Public Order and Safety**
  - Inspectorial
  - Impounding and Pest Extermination
  - Fire Control
  - Car Parking
- 3. Environmental Protection**
  - Noxious Weeds
  - Mosquito Control
  - Sanitary and Waste Services
  - Street Sweeping
- 4. Housing and Community Amenities**
  - Cemetery
  - Katherine East Community Centre
  - Katherine East Child Care Centre
  - Housing
  - Stormwater Drainage
  - Public Toilets
  - Binjari
  - Street Lighting
- 5. Recreation, Culture and Religion**
  - Halls & Clubs
  - Sporting Venues
  - Parks, Gardens and Reserves
  - Museum
  - Library Facility
  - Community Services
  - Other Recreational and Cultural Activities
- 6. Economic Affairs**
  - Bridges and Culverts
  - Kerbs and Guttering
  - Footpaths and Cycle ways
  - Driveways and Kerb Crossovers
  - Nature Strips
  - Town Square
  - Traffic Control
  - Katherine Airport
  - Costed Plant and Machinery
  - Non-Costed Plant and Machinery
  - Visitor Information Centre
  - Private Works
  - Municipal Depot

### Committees

Council has a number of internal advisory committees. These committees provide advice to Council on specific matters and membership is made up of interested parties and/or users of Council facilities.

Council provides administrative support and plays a coordination role with the following internal advisory committees:

- Katherine Climate Change Committee
- Katherine Arts & Cultural Committee
- Katherine Sports Precinct Network Advisory Group
- Lambert Art & Craft Trust Management Committee
- Showgrounds Advisory Committee
- Katherine Tourism Committee
- Katherine Youth Group
- Audit Committee
- Administrative Review Committee

Council has introduced community consultative programs for various areas of the Katherine Community. The following groups have been formed and meetings held:

- Katherine East Community Consultative Group
- Katherine North Community Consultative Group
- Katherine South Community Consultative Group
- Main street Committee
- Rural Community Consultative Group

Council maintains membership only on the following committees:

- Katherine Regional Arts
- Alcohol Reference Group
- Tactical Coordination Group
- Chamber of Commerce
- Communities for Children Committee
- Development Consent Authority
- Katherine Combined Children's Services Group
- Katherine Extended Regional Co-ordination Committee
- Katherine Outback Heritage Museum
- Katherine Region Counter Disaster Planning Committee
- Katherine Water Advisory Committee
- Local Government Association of the Northern Territory
- Mt Todd Reference Group
- Nitmiluk National Park Board
- Rivers Region Youth Development Service Committee
- YMCA Board of Management

### 3. DUTIES AND RESPONSIBILITIES

#### Chief Executive Officer

1. Lead the development and implementation of Council's Strategic Plan and delivery of Council's Strategic Plan including the delivery of Council's strategic objectives.
2. Efficient and effective management of Council's physical, financial and human resources.
3. Ensure the provision of professional, high-level program and policy advice executive support to the Council.
4. Effectively position the Council with Federal, Territory and private sector organisations, providing an effective interface with the community and promoting and marketing the role of Council as a progressive authority.

#### Administration Manager

1. Contribute to the effective operation of Katherine Town Council as a member of Council's Management Team.
2. Lead and co-ordinate the Administration and Community Liaison Team.
3. Manage Council's Human Resource requirements.
4. Process Freedom of Information (FOI) applications, ensuring Council's responsibilities are met. Ensure compliance with Privacy legislation.
5. Manage Council's facility hire.
6. Manage Council's insurance requirements.
7. Provide a high quality service to ratepayers, external agencies and community groups.
8. Provide effective administrative control of Council's rating system.
9. Perform other duties as directed by the Chief Executive Officer.

#### Finance Manager

1. Contribute effectively to Council's strategic and business planning.
2. Prepare and monitor Council's annual budget.
3. Develop and maintain a strategic approach to the financial management of Council's operations particularly as they relate to expenditure accounting, management accounting and financial accounting.
4. Ensure Alderman, residents and external organisations receive a high quality and timely service.
5. Manage Council's Library services.
6. Manage Council's information technology requirements.
7. Perform other duties as directed by the CEO.

## Works Manager

1. Contribute to the strategic planning, development and management of the organisation as a member of the Senior Management Team and with Council.
2. Provide support and assistance to the Chief Executive Officer in the overall management of the Katherine Town Council.
3. Liaise with senior staff to provide advice on issues pertaining to their team's functions.
4. Provide advice to the elected members and the community on local government issues within the expertise and knowledge base of the department.
5. Research and report to Council on a variety of issues within the section responsibilities.
6. Work within the Local Government Act and Chief Executive Officer's delegated authority.
7. Foster a team approach in order to achieve department objectives.

## 4. PRINCIPAL ACCOUNTING POLICIES

Katherine Town Council must comply with the following legislation/publications in the preparation of its annual financial statements:

- the Local Government (Administration) Regulations;
- the Local Government Act;
- the Local Government (Accounting) Regulations;
- the International/Australian Accounting Standards.

### 4.1 Acquisition of Assets

The cost method of accounting is used for the initial recording of all acquisitions of assets. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition and all other costs incurred in getting the assets ready for use.

Non-monetary assets received in the form of grants or donations are recognised as assets and revenues at their fair value at the date of receipt.

Council does not recognise values for land under roads held at 30 June 2008.

### 4.2 Revaluation of Non-current Assets

It is intended that all non-current assets, other than receivables, land held for commercial purposes and investments, are revalued to their current cost less accumulated depreciation at the date of revaluation. Current cost in relation to an asset means the lowest cost at which the gross service potential of the asset could currently be obtained in the normal course of operations. Land held for commercial purposes is valued at fair market value based upon existing use.

Where a non-current asset is revalued to its current cost less accumulated depreciation, revaluation increments are credited directly to the asset revaluation reserve account. To the extent revaluation increment previously credited to, and still included in the balance

of the asset revaluation reserve, the decrement is debited directly to that reserve. Otherwise the decrement is recognised as an expense in the operating statement. Revaluations do not result in the carrying value of land and buildings exceeding their recoverable amount.

### 4.3 Depreciation of Non-Current Assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the service potential embodied in those assets. Land is not a depreciable asset.

Depreciation is calculated on a straight line basis. The following estimated lives are used in the calculation of depreciation:

- Buildings 30 – 100 years
- Plant & Equipment 2 – 10 years
- Furniture & Office Equipment 5 years
- Roads 100 years

Council is committed to the partial funding of depreciation.

### 4.4 Employee Entitlements

#### 4.4.1 Wages/Salaries and Annual Leave

Liabilities for wages and salaries and annual leave are recognised, and are measured as the amount unpaid at the reporting date at current pay rates in respect of employees' services up to that date.

Council staff are paid fortnightly in arrears through Council's electronic banking system.

#### 4.4.2 Long Service Leave

A liability for long service leave is recognised, and is measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date. Consideration is also given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted. The amount expected to be paid to employees within the next twelve months is recognised as a current liability in the Balance Sheet.

### 4.5 Investments

Investments are valued at cost. Interest revenues are recognised as they accrue.

Investments are made in accordance with Section 121 of the NT Local Government Act.



### 5. FINANCIAL MANAGEMENT REPORTS

Financial reports are presented to Council every month. These financial reports include:

- the actual income and expenditure of the council for the period from the commencement of the financial year up to the end of the previous month;
- the forecast income and expenditure for the whole of the financial year;
- the details of all cash and investments held by the council (including money held in trust);
- a statement of the debts owed to the council including the aggregate amount owed under each category with a general indication of the age of the debts.

### 6. ANNUAL FINANCIAL STATEMENTS

The following tasks are completed to facilitate the timely preparation of the council's annual financial statements:

#### 6.1 Reconcile Balance Sheet accounts

##### 6.1.1 Cash on hand and at bank

Conduct physical count of all cash on hand.

Ensure bank reconciliation is completed.

##### 6.1.2 Receivables & Other Debtors

Reconcile accounts receivable trial balance by category to the general ledger debtor control account.

Account for any prepayments.

##### 6.1.3 Non-current assets

Ensure that the invoices for capital purchases are photocopied and filed in the asset register folder.

Update asset register. Summarise asset additions, disposals and depreciation charge for the year.

Journalise any asset additions, disposals and depreciation for the year into the general ledger.

Ensure that the asset register balances agree to the general ledger balances.

##### 6.1.4 Liabilities

Review open purchase orders for items which may have been received but not recorded.

Ensure that all invoices received before year-end have been entered into the system in the correct financial year.

Print and reconcile accounts payable trial balance by category to the general ledger creditor control account.

Complete the spreadsheet for the calculation of employee provisions and make the necessary journal entries.

Account for any deferrals.

**7. COMPUTER-BASED ACCOUNTING SYSTEM**

Council's accounting system is Civica's Authority System. There are procedure manuals for all different modules that staff follow to ensure proper operation of the system.

**8. ADMINISTRATIVE AND ACCOUNTING PROCEDURES**

**8.1 Internal control procedures**

**Petty Cash**

In order to reduce the risk of loss, petty cash is kept in a tin and locked in the safe. All reimbursements must be supported by receipts. At all times the amount of cash left plus the value of the receipts must equal the petty cash.

**Credit Cards**

Council has only one credit card. This credit card is kept in the safe. It is strictly used for payment to suppliers whose only payment option is by credit card. Settlement of credit card account is by automatic direct debit from council's general fund. Statements are forwarded to the finance department and checked against invoices.

**Electronic Funds Transfer (EFT) and Cheque Payment**

Invoices are matched to purchase orders and approved for payment by the responsible officers. Once invoices are signed and approved, the Finance Officer enters the invoices for payment. All payments are approved by the Finance Manager then sent to two (2) authorised signatories.

**8.2 Financial Delegations**

Listed below is Council's financial delegations:

<b>Current Financial Delegation</b>		
<b>Position</b>	<b>Purchase Delegation Threshold</b>	<b>Payment Delegation Threshold</b>
Chief Executive Officer	\$20,000	Unlimited
Works Manager	\$5,000	\$5,000
Finance Manager	\$3,000	\$3,000
Administration Manager	\$3,000	\$3,000
Assistant Works Manager	\$2,000	\$2,000
Senior Ranger	\$1,000	NIL
Works Supervisor	\$1,000	NIL
Senior Library Officer	\$1,000	NIL
Executive Support Officer	\$500	NIL
Community Liaison Officer	\$500	NIL
Works Administration Officer	\$500	NIL
Visitor Information Supervisor	\$500	NIL
Ranger	\$500	NIL

## ACCOUNTING AND POLICY MANUAL

### 8.3 Chart of Accounts

<u>Total Key</u>	<u>Master No</u>	<u>Master Description</u>
<b>Assets</b>		
1/1/01/01/01	101	Cash Floats
1/1/01/01/01	102	Petty Cash
1/1/01/01/02	109	KTC Trustee for Lambert Family Art & Craft
1/1/01/01/02	110	Cash at Bendigo Bank
1/1/01/01/02	111	General Operating Fund
1/1/01/01/02	112	Unexpended Loan Funds - Kath River Reserve
1/1/01/01/02	113	Loan Redemption Fund
1/1/01/01/02	114	General Reserve fund
1/1/01/01/02	115	Katherine East Crèche
1/1/01/01/02	116	Children's Services Conference
1/1/01/01/02	117	Trust Funds
1/1/01/01/02	118	Cash on Term Deposit
1/1/01/02/00	121	Debtor Control Accounts
1/1/01/02/00	122	Sundry Debtors
1/1/01/03/00	126	Fuel on Hand
1/1/01/04/00	130	Accrued Income
1/1/01/04/00	131	Prepayments
1/1/01/04/00	132	Loans to Sporting & Community Groups
1/1/01/05/00	135	Infringements Control
1/1/02/01/00	140	Administration
1/1/02/01/00	143	Social Security and Welfare
1/1/02/01/00	145	Recreation and Related Cultural Services
1/1/02/01/00	147	Economic Services - Plant & Machinery
1/1/02/01/00	148	Economic Services - Other - Plant and Machinery
1/1/02/01/00	150	Indirect Services - Plant and Machinery
1/1/02/02/00	160	Administration - Furniture and Equipment
1/1/02/02/00	161	Public Order & Safety - Furniture and Equipment
1/1/02/02/00	163	Social Security and Welfare
1/1/02/02/00	164	Housing and Community Services - Furniture & Equip
1/1/02/02/00	165	Rec. and Related Cultural Services - Furniture & Equip
1/1/02/02/00	166	Environmental Protection - Furniture & Equipment
1/1/02/02/00	168	Economic Affairs - Other - Furniture & Equipment
1/1/02/02/00	169	Miscellaneous Operating Expenditure
1/1/02/02/00	170	Indirect Services - Furniture and Equipment
1/1/02/03/00	175	Economic Services - Other
1/1/02/04/00	180	Administration - Land and Buildings
1/1/02/04/00	183	Social Security and Welfare - Land & Buildings
1/1/02/04/00	184	Housing and Community Services - Land & Buildings
1/1/02/04/00	185	Rec and Related Cultural Services - Land & Buildings
1/1/02/04/00	186	Environmental Protection - Land & Buildings
1/1/02/04/00	188	Economic Services - Other - Land and Buildings
1/1/02/04/00	190	Indirect Services - Land and Buildings
1/1/02/05/00	191	Economic Services - Roads & Storm Water Drains
1/1/02/05/00	192	Economic Services - Infrastructure - Kerbing
1/1/02/05/00	193	Eco Services - Infrastructure - F/Paths & C/Ways
1/1/02/06/00	197	Housing and Community Services

## ACCOUNTING AND POLICY MANUAL

<u>Total Key</u>	<u>Master No</u>	<u>Master Description</u>
<b>Liabilities</b>		
1/2/01/01/00	200	Bank Overdraft
1/2/01/02/01	201	Creditors Control
1/2/01/02/01	204	Creditors - Other
1/2/01/02/02	205	Annual Leave Provision - General
1/2/01/02/02	206	Long Service Leave Provision - General
1/2/01/02/02	207	Annual Leave Provision - Crèche
1/2/01/02/02	208	Long Service Leave Provision - Crèche
1/2/01/02/02	209	Sick Leave Provision - Crèche
1/2/01/02/02	210	Equipment Replacement Reserve
1/2/01/02/02	211	Air Fares Provision
1/2/01/02/03	220	Amounts Received in Advance
1/2/01/02/03	221	Accrued Expenses
1/2/01/02/03	223	GST Payable
1/2/01/03/00	230	Northern Territory Treasury
1/2/01/03/00	231	Northern Territory Housing Commission
1/2/01/03/00	232	Territory Insurance Office
1/2/01/03/00	233	Wachers Solutions
1/2/02/01/00	601	Long Service Leave Provision - General
1/2/02/01/00	603	Long Service Leave Provision - Crèche
1/2/02/01/00	604	Annual Leave Provision - All Staff - Non-Current
1/2/02/02/00	611	Northern Territory Treasury
1/2/02/02/00	612	Northern Territory Housing Commission
1/2/02/02/00	613	Territory Insurance Office
<b>Equity</b>		
1/3/01/00/00	801	Accumulated Surplus From Previous Years
1/3/01/00/00	802	Rollover Income
1/3/01/00/00	803	Rollover Expense
1/3/02/00/00	821	Loan Redemption Reserve (Loan 10)
1/3/02/00/00	826	General Reserves
1/3/02/00/00	828	Internal Transfer - Reserve Fund
1/3/03/00/00	830	Council Specific Grants
1/3/03/00/00	835	Developers Contributions
1/3/03/00/00	840	Third Party Grant Funds
1/3/03/00/00	850	Third Party Non Grant Funds
1/3/03/00/00	855	Internal Transfer - Trust Fund
1/3/03/00/00	860	Trust Fund Interest
1/5/01/00/00	9501	Art and Craft Purchases
1/5/01/00/00	9502	Civic Centre Extensions
1/5/01/00/00	9503	Library Equipment Replacement
1/5/01/00/00	9504	Early Repayment of Loan #14
1/5/01/00/00	9505	Plant & Machinery Replacement
1/5/01/00/00	9506	Rural Roads Reseal
1/5/01/00/00	9507	Visitor Information Centre Extensions
1/5/01/00/00	9508	Facilities Maintenance
1/5/01/00/00	9509	Airport Development/Operations
1/5/01/00/00	9510	Swimming Pool Maintenance
1/5/01/00/00	9511	KECCC Equipment Upgrading
1/5/01/00/00	9512	KECCC Building Maintenance
1/5/01/00/00	9513	Swimming Pool

## ACCOUNTING AND POLICY MANUAL

<b>Total Key</b>	<b>Master No</b>	<b>Master Description</b>
1/5/01/00/00	9514	Asset Revaluation Reserve
1/5/01/00/00	9515	Civic Centre Facilities Reserve
1/5/01/00/00	9516	Tennis Courts Reserve
1/5/01/00/00	9517	Waste Disposal Centre Reserves
1/5/02/00/00	9600	Sinking Fund
1/5/02/00/00	9601	Art & Craft Purchases
1/5/02/00/00	9602	Civic Centre Extensions
1/5/02/00/00	9603	Library Equipment Replacement
1/5/02/00/00	9604	Early Repayment of Loan #14
1/5/02/00/00	9605	Plant & Machinery Replacement
1/5/02/00/00	9606	Rural Roads Reseal
1/5/02/00/00	9607	Visitor Information Centre Extensions
1/5/02/00/00	9608	Facilities Maintenance
1/5/02/00/00	9609	Airport Development/Operations
1/5/02/00/00	9610	Swimming Pool Maintenance
1/5/02/00/00	9611	Sportsground Toilet Construction
1/5/02/00/00	9613	Asset Revaluation Reserve
1/5/02/00/00	9614	Swimming Pool Maintenance Reserve
1/5/02/00/00	9615	Civic Centre Facilities Reserve
1/5/02/00/00	9616	Tennis Court Reserve

### Clearing Accounts

1/3/03/00/00	870	Trust Fund Suspense Account
1/3/04/01/00	901	Major Agent Rates Receipting Suspense
1/3/04/01/00	905	Suspense Clearing
1/3/04/01/00	906	Bank Rec Suspense Clearing Account
1/3/04/01/00	907	Purchasing Balance Clearing Account 1/10/96
1/3/04/01/00	908	Rates Clearing Account
1/3/04/02/00	910	Employee Payroll Clearing - Net Pay
1/3/04/02/00	911	Employee Payroll Clearing - PAYE Tax
1/3/04/02/00	912	Employee Payroll Clearing - Superannuation
1/3/04/02/00	913	Employee Payroll Clearing - ASU
1/3/04/02/00	914	Employee Payroll Clearing - LHMW
1/3/04/02/00	915	Employee Payroll Clearing - Medibank
1/3/04/02/00	916	Employee Payroll Clearing - Medical Benefits Fund
1/3/04/02/00	917	Employee Payroll Clearing - Housing Rental
1/3/04/02/00	918	Employee Payroll Clearing - Debtors Clearance
1/3/04/02/00	919	Employee Payroll Clearing - Child Support
1/3/04/02/00	921	Employee Payroll Clearing - ANZ
1/3/04/02/00	922	Employee Payroll Clearing - CBA
1/3/04/02/00	923	Employee Payroll Clearing - WBC
1/3/04/02/00	924	Employee Payroll Clearing - Pay Equalisation
1/3/04/02/00	925	Employee Payroll Clearing - Pay RDO Don't Use

### Expenses

1/4/01/00/00	2018	Rates Expenditure
1/4/02/01/00	3006	GENERAL PUBLIC SERVICES - ADMIN CAPITAL
1/4/02/01/00	3008	GENERAL PUBLIC SERVICES - ADMINISTRATION
1/4/02/02/00	3050	GENERAL PUBLIC SERVICES - EDP Capital Costs
1/4/02/02/00	3051	GENERAL PUBLIC SERVICES - EDP Operating Expenses
1/4/02/03/00	3069	Elected Members - Capital Purchases
1/4/02/03/00	3071	GENERAL PUBLIC SERVICES - Elected Members Expenses
1/4/03/01/00	3100	Inspectorial - Capital Purchases
1/4/03/01/00	3101	PUBLIC ORDER & SAFETY - Inspectorial Expenditure

## ACCOUNTING AND POLICY MANUAL

<u>Total Key</u>	<u>Master No</u>	<u>Master Description</u>
1/4/03/02/00	3130	PUBLIC ORDER & SAFETY - Impounding & Pest Extermin
1/4/04/01/00	3150	PUBLIC ORDER & SAFETY - Fire Control Expenditure
1/4/04/02/00	3155	HEALTH SERVICES - Noxious Weeds Expenditure
1/4/04/03/00	3160	HEALTH SERVICES - Mosquito Control Expenditure
1/4/05/04/00	3275	WELFARE SERVICES - Katherine East Crèche Expenses
1/4/06/01/00	3295	HOUSING & COMMUNITY AMENITIES - Cemetery Capital
1/4/06/01/00	3296	HOUSING & COMMUNITY AMENITIES -Cemetery Operating
1/4/06/02/00	3300	HOUSING & COMMUNITY AMENITIES - KECC
1/4/06/02/00	3319	Capital Purchases - Chief Executive Officer
1/4/06/02/00	3320	Operating Costs - CEO's House
1/4/06/03/00	3345	Open Unlined Drains Expenditure
1/4/06/03/00	3350	Enclosed Drains and Side Entry Pit Expenditure
1/4/06/04/00	3360	Ryan Park Toilets Expenses
1/4/06/04/00	3363	Giles St Automatic Toilet
1/4/06/04/00	3365	Civic Centre Grounds Toilets Expenses
1/4/06/05/00	3370	Garbage Collection Expenditure
1/4/06/05/00	3375	Public Cleaning Area Expenditure
1/4/06/05/00	3379	Capital Purchases - Waste Disposal Centre
1/4/06/05/00	3380	Waste Disposal Centre Expenditure
1/4/06/06/00	3385	Council Street sweeping Expenditure
1/4/06/06/00	3390	Council Contract Street sweeping Expenditure
1/4/06/06/00	3395	Council Footpath and Cycleway Sweeping
1/4/06/07/00	3400	Community Liaison Officer
1/4/06/07/00	3405	Hire Equipment Maintenance
1/4/06/07/00	3410	Clean Up Australia Day
1/4/06/07/00	3415	Community Service Group Support
1/4/06/00/00	3425	Crime Prevention
1/4/07/01/00	3440	Stuart Memorial Hall
1/4/07/01/00	3445	Scout Hall
1/4/07/01/00	3450	Youth Club
1/4/07/02/00	3460	Katherine South Bore
1/4/07/02/00	3465	Showgrounds
1/4/07/02/00	3470	Sportsground
1/4/07/02/00	3475	Swimming Pool
1/4/07/02/00	3480	Tennis Courts
1/4/07/02/00	3490	Skate Park
1/4/07/06/00	3495	Katherine Region Cultural Precinct
1/4/07/03/00	3500	All Un-named Open Areas
1/4/07/03/00	3501	Bore Maintenance
1/4/07/03/00	3505	Civic Centre Grounds
1/4/07/03/00	3511	Katherine North Parks
1/4/07/03/00	3520	Katherine River Reserve
1/4/07/03/00	3525	Pioneer Path
1/4/07/03/00	3535	Knotts Crossing Reserve
1/4/07/03/00	3551	Katherine South Parks
1/4/10/04/00	3580	Visitor Information Centre Park Area
1/4/07/03/00	3583	Katherine Icon
1/4/07/03/00	3585	Railway Terrace Reserve
1/4/07/03/00	3591	Katherine East Parks
1/4/06/02/00	3592	Binjari Community
1/4/07/03/00	3637	Lindsay Street Complex
1/4/07/03/00	3650	Municipal Nursery
1/4/07/03/00	3655	DCA Grounds
1/4/07/03/00	3700	Vandalism Costs - All parks, Gardens & Reserves

## ACCOUNTING AND POLICY MANUAL

<b>Total Key</b>	<b>Master No</b>	<b>Master Description</b>
1/4/07/04/01	3750	Capital Purchases - Katherine Library
1/4/07/04/01	3751	Katherine Library & Information Services
1/4/07/05/00	3900	DCA Museum
1/4/07/05/00	3905	Railway Station
1/4/07/06/00	3910	Art & Crafts & Brian Lambert Award
1/4/07/06/00	3911	Katherine Regional Arts
1/4/07/06/00	3915	Council Functions
1/4/07/06/00	3920	Australia Day Celebrations
1/4/07/06/00	3930	Flying Fox Festival
1/4/07/06/00	3960	Binjari Festival
1/4/08/01/01	4000	Sealed Roads - Township
1/4/08/01/01	4100	Sealed Roads - Rural
1/4/08/01/01	4200	Unsealed Roads - Township
1/4/08/01/01	4300	Unsealed Roads - Rural
1/4/08/01/01	4325	Road Reseal - Township
1/4/08/01/01	4350	Road Reseal - Rural
1/4/08/01/03	4400	Car Parking
1/4/08/01/03	4500	Bridges & Culverts
1/4/08/01/04	4600	Kerbs & Water Tables - All Areas
1/4/08/01/05	4700	Footpaths - All Areas
1/4/08/01/06	4800	Driveways & Kerbs Crossovers - All Areas
1/4/08/02/01	5000	Sealed Roads - Township
1/4/08/02/01	5100	Sealed Roads - Rural
1/4/08/02/01	5200	Unsealed Roads - Township
1/4/08/02/01	5300	Unsealed Roads - Rural
1/4/08/02/02	5400	Nature Strips - Township
1/4/08/02/02	5500	Nature Strips - Rural
1/4/08/02/02	5600	Nature Strips - Katherine East
1/4/08/02/02	5650	Nature Strips - Katherine Terrace
1/4/08/02/02	5660	Town Square
1/4/08/02/02	5665	Central Business District
1/4/08/02/03	5700	Bridges & Culverts - All Areas
1/4/08/02/04	5800	Kerbs & Water Tables - All Areas
1/4/08/02/05	5900	Footpaths & Cycle ways
1/4/08/02/06	6000	Driveways & Kerb Crossovers - All Areas
1/4/08/03/00	6200	Traffic Control - Township
1/4/08/03/00	6300	Traffic Control - Rural
1/4/09/01/01	6400	Plant Purchases
1/4/09/01/02	6409	Plant & Machinery - Fuel
1/4/09/01/02	6412	Plant & Machinery - Repairs & Maintenance
1/4/09/01/02	6413	Plant & Machinery - Other Expenses
1/4/09/01/02	6415	Plant & Machinery-Surplus/Deficit on Sale of Plant
1/4/09/01/02	6420	Plant & Machinery - Plant Hire Transfers
1/4/09/02/00	6430	Minor Plant Purchases
1/4/09/02/00	6435	Minor Plant Operations
1/4/10/01/00	6450	Katherine Airport Capital Purchases
1/4/10/01/00	6451	Airport Operating Activities
1/4/10/02/00	6470	Parking
1/4/10/04/00	6490	Visitor Information Centre
1/4/10/04/00	6491	Visitor Information Centre Capital Purchases
1/4/10/04/00	6492	Visitor Information Centre Master Plan
1/4/10/05/00	6500	Street Lighting
1/4/11/01/00	6530	Other Grants
1/4/11/02/00	6535	Consultative Services

## ACCOUNTING AND POLICY MANUAL

<b>Total Key</b>	<b>Master No</b>	<b>Master Description</b>
1/4/11/02/00	6536	Contingency - Works Program
1/4/11/02/00	6540	Counter Disaster Contingency
1/4/11/03/00	6549	Capital Purchases – Main street
1/4/11/03/00	6550	Main Street Design & Planning Operational
1/4/11/04/01	6565	Principal Payments - NT Treasury
1/4/11/04/02	6575	Interest Payments - NT Treasury
1/4/12/01/00	6600	Depot Capital Purchases
1/4/12/01/00	6609	Depot - Operations
1/4/12/02/00	6650	Private Works
<b>Income</b>		
1/4/13/00/00	8000	Rates Income
1/4/14/01/00	8100	Administrative Services Income
1/4/15/01/00	8120	Inspectorial - Income
1/4/15/02/00	8135	Impounding & Pest Extermination Income
1/4/18/01/00	8170	Cemetery - Income
1/4/18/02/00	8178	Other Income - Katherine East Community Centre
1/4/18/02/00	8180	Income - CEO House
1/4/18/03/00	8195	Stormwater Drain Income
1/4/18/04/01	8200	Garbage Collection Income
1/4/18/04/02	8210	Public Area Cleaning Income
1/4/18/04/03	8215	Waste Disposal Centre Income
1/4/18/05/00	8220	Council Contract Street sweeping Income
1/4/18/06/00	8225	Community Liaison Officer
1/4/18/06/00	8235	Hire Equipment Maintenance
1/4/18/06/03	8240	Clean Up Aust Day
1/4/18/06/00	8241	Grants - Crime Prevention
1/4/19/01/00	8246	Scout Hall
1/4/19/01/00	8247	Youth Club
1/4/19/02/00	8260	Katherine South Oval
1/4/19/02/00	8265	Showgrounds
1/4/19/02/00	8270	Sportsground
1/4/19/02/00	8275	Tennis Courts
1/4/19/02/00	8276	Skate Park
1/4/19/02/00	8278	Katherine Region Cultural Precinct
1/4/19/02/00	8280	Swimming Pool
1/4/19/03/00	8285	All Un-named Open Areas Income
1/4/19/03/00	8286	Parks/Gardens Capital Income
1/4/19/03/00	8290	Katherine River Reserve
1/4/19/03/02	8295	Pioneer Path Income
1/4/06/02/00	8296	Binjari Community
1/4/19/03/00	8297	Lindsay Street Complex - Hire Fee
1/4/19/04/01	8300	Katherine Library
1/4/19/05/00	8330	DCA Museum
1/4/19/05/00	8335	Art and Crafts (B. Lambert Art Award)
1/4/19/05/00	8337	Australia Day Celebrations
1/4/19/05/00	8339	Fabulous Flying Fox Festival
1/4/19/05/00	8342	Binjari Festival
1/4/20/01/00	8350	Roads
1/4/20/01/00	8355	Bridges
1/4/20/01/00	8360	Footpaths
1/4/20/01/00	8365	Driveways and Kerb Crossovers
1/4/20/01/00	8370	Cycle ways
1/4/20/02/00	8375	Roads



## ACCOUNTING AND POLICY MANUAL

<u>Total Key</u>	<u>Master No</u>	<u>Master Description</u>
1/4/20/02/00	8380	Nature Strips
1/4/20/02/00	8385	Bridges
1/4/20/02/00	8390	Footpaths
1/4/20/02/00	8395	Cycle ways
1/4/20/02/00	8400	Driveways and Kerb Crossovers
1/4/20/02/00	8405	Traffic Control
1/4/20/02/00	8415	Costed Plant and Machinery
1/4/22/01/00	8420	Katherine Airport
1/4/22/02/00	8425	Parking and Litter
1/4/22/04/00	8435	Visitor Information Centre
1/4/23/01/00	8440	Street Lighting
1/4/23/01/00	8450	General Grants Contributions and Subsidies
1/4/23/05/00	8452	Contingency - Works Program
1/4/23/02/00	8455	Main street Design and Planning
1/4/23/03/00	8460	Investment Income
1/4/24/01/00	8470	Private Works
1/4/24/02/00	8475	Municipal Depot
1/4/24/03/00	8480	Flood Grants - NDRA via NT GOV'T

### 8.4 Receipt and Banking of Money

1. Customer Service Officer processes all receipts. At the end of the day, various receipting reports are printed and forwarded to the Finance Department together with all the takings for checking and banking preparation.
2. The Finance Officer:
  - Receives the reports and the takings.
  - Checks takings against reports.
  - Prepares banking and places in banking bag.
  - Stores banking bag in the safe ready for the next day's morning run.

### 8.5 Payment of Salaries & Wages

<b>Procedure</b>	<b>Responsibility</b>
Enter completed timesheets into the system. Print out the Pay Edit Listing report.	Finance Officer
Forward print out together with the timesheets to the Administration Manager for checking.	Finance Officer
Process and export payroll file to Bendigo Bank's online services once checked and signed off by the Administration Manager.	Finance Officer
Send payroll print out to 2 signatories for authorisation. Ensure that they sign manually and electronically.	Finance Officer

## 8.6 Allocation of Machinery Operating Costs to Council Functions

Machinery operating costs are allocated by charging plant hire to the different council functions on an hourly basis. Each individual machinery is assigned an hourly plant hire rate which is reviewed and increased annually by the Darwin CPI.

At the end of the year, any balance of the income recorded for plant hire is transferred to the Plant and Machinery Reserve account.

## 8.7 Purchasing

Purchasing is the responsibility of each individual employee with purchasing and payment delegations. Please refer to 8.2 above for delegations.

### Quotations and Tenders

#### Guide to Purchasing

1. Quotes are not required for provision of supplies and/or services worth \$10 000 or less.
2. Written quotes are required for provision of supplies and/or services worth over \$10 000 but not more than \$50 000 from at least 3 suppliers.
3. If it is not practicable to obtain 3 written quotes, the reasons must be recorded in writing.
4. Council must call for tenders by public notice if the provision of supplies and/or services is over \$50 000.

These requirements are more stringent than those contained in the Local Government (Accounting) Regulations.

Purchasing and Payment Procedure	Responsibility
Raise purchase order. Order goods and services and provide supplier with a signed purchase order. Forward the pink copy of the purchase order with account code written on it to the Finance Department	Responsible Officer
Input purchase order into the system and file in the Purchase Orders Awaiting Invoices file.	Finance Officer
When invoice is received, attached the related purchase order to the back of that invoice and stamp with the "Goods receipt and payment approval" stamp. Forward the invoice to the officer who issued the purchase order to verify that goods have been received or services delivered and for initial payment approval.	Finance Officer
Once signed and returned to the Finance Department, enter invoices into system for payment. Most of the invoices are paid at the end of the month with the exception of the ones that are paid weekly or fortnightly.	Finance Officer
At the end of each week, print a payment listing report, pull out invoices and match against the report. When satisfy, sign off the report as verification that it has been checked.	Finance Officer

<b>Purchasing and Payment Procedure</b>	<b>Responsibility</b>
Print cheques and EFT remittance advices and attached invoices to the back of the cheques or remittance advices. Then forward to the Finance Manager for final approval before sending to the authorised signatories.	Finance Officer

### **8.6 Granting of Credit**

Customers must complete an Account Application Form. Completed forms are forwarded to the Finance Department for processing. Where necessary, customers' credit references are verified before credit is granted.

The granting of credit and recovery of outstanding debts must be controlled from the timely raising of invoices and subsequent monitoring and collection of debt.