



**EXTRAORDINARY MEETING | Number 2 |
OF COUNCIL
BUSINESS AGENDA**

31 May 2022

Kate Jessep
General Manager

UINT/22/6438

EXTRAORDINARY MEETING

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1. WELCOME - OPENING OF EXTRAORDINARY MEETING

2. PRAYER

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7. PURPOSE OF THE EXTRAORDINARY MEETING



REQUEST FOR EXTRAORDINARY COUNCIL MEETING

s366 of the Local Government Act

REASON FOR EXTRAORDINARY MEETING Number 2 for 31 May 2022 to be held concurrently with Extraordinary Meeting 31 May 2022 at 4:00pm.

1. Quarterly Budget Review Statement – Third Quarter 2021-22 (March 2022)

REQUESTED BY:

| Councillor Name | Councillor Signature | Dated |
|-----------------|----------------------|-------------|
| Cr B Crouch | | 30 May 2022 |

| Councillor Name | Councillor Signature | Dated |
|-----------------|----------------------|-------------|
| Cr B McMullen | | 30 May 2022 |

8. REPORT TO COUNCIL

8.1. QUARTERLY BUDGET REVIEW STATEMENT – THIRD QUARTER 2021-22 (MARCH 2022)



Department: Finance
Prepared by: Corporate Accountant/CFO
TRIM Reference: UINT/2022/6420
Attachment: UINT/22/5949

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

| | | |
|------------------|-----------|--|
| Goal: | 4.2 | An effective and efficient organisation |
| Strategy: | 4.2.2 | Operate in a financially responsible and sustainable manner |
| Activity: | 4.2.2.1 | Maintain and control financial system and improve long term financial sustainability |
| Action: | 4.2.2.1.8 | Complete and report quarterly budget review statements |

SUMMARY:

1. The purpose of this report is to present to Council a review of the budget for the third quarter of the 2021/22 financial year.

RECOMMENDATION:

That Council note the third quarter budget review summary for the 2021/22 financial year and adopt the adjustments to budget allocations.

REPORT:

2. It is a statutory requirement that Council's Responsible Accounting Officer prepares and submits a budget review statement to Council on a Quarterly basis each financial year (LGGR 2005 cl.203 (1)).
3. Council's Responsible Accounting Officer must also include with the budget review report an opinion on the financial position of Council and any recommendations for remedial action if required. As such the third quarterly review for the 2021/22 financial year has been prepared and attached for Council's review and adoption.
4. The attached quarterly budget review report shows net income and expenditure adjustments (before capital grants) of approximately \$140,000 improvement and reduced capital expenditure of over \$2.87 million.
5. The net change in the operating result before capital grants can mostly be attributed to net expenditure reductions of \$408,000 of which savings on vacant positions of \$268,000 was the primary contributor.
6. The major capital expenditure adjustment relates to the Uralla Groundwater project, which will carry to 2023 with test bore drilling to commence in June 2022, in addition to timing on Court House refurbishment and Hawthorne Drive upgrade projects.
7. The rates and charges arrears percentage continues to improve and has dropped over 1% from the last quarter to 4.23%, comfortably below the internal benchmark of 6.5%.

8. The third quarter budget review statement reflects some of the variations that arise from normal operating changes in any given year.
9. The variations are detailed in the *Recommended changes to revised budget for income and expenses budget and capital budget* pages of the attached report.
10. The major changes can be summarised as follows:
 - a. \$1,227,000 deferral of expected capital grant revenue and associated capital expenditure of \$2,013,220 to 2022-23;
 - b. \$200,000 reduction in expenditure on Integrated Water Cycle Management offset by reduction in expected funding of \$180,000;
 - c. Savings of \$268,000 resulting primarily from vacant positions remaining unfilled for periods of time.
11. The budget adjustments this quarter have again shown a deterioration of the likely financial result before capital grants from an original budgeted loss of \$1.83M to one of \$2.03M, however this is an improvement on the prior quarter's projected loss of \$2.17M. Furthermore, the forecast is conservative and further improvements may be realised before 30 June 2022.

11B. Addendum – Explanation of items 11 to 16

Item 11 – Acquisition of procurement framework templates:

The acquisition and implementation of procurement framework templates was an outcome of the procurement service review. This is funded from savings on budgeted professional services not required in 2021/22 (item 2 in the budget variations).

Item 12 – Unbudgeted costs for water supply at depot:

Some internal charges for water have not previously been captured. Following the meter reading at the depot, a charge for water use was raised by the Water Fund to the General Fund. No amount had been budgeted for this cost in the 2021-22 budget. This charge for water supply has resulted in additional income for the Water Fund although this has not been adjusted in this QBRS as there is no certainty that revenue will exceed budget.

Item 13 – GIS software license:

Costs for annual GIS software license were omitted from the 2021-22 budget. It is likely that there may be some savings in IT costs that will absorb this expenditure.

Item 14 – Projected expenditure on waste facility leachate monitoring

These costs relate to landfill monitoring, not just leachate monitoring. Overall, it is likely that costs in this service area will be up by this amount (\$42,000) but it is anticipated that this will be offset by additional income by the end of the financial year.

Item 15 – Unbudgeted expenses for water meter maintenance:

This increase is mostly attributable to wage and internal plant hire costs. It has arisen due to more water meters being replaced than was originally budgeted (nearly double the average of the past

four years). The outcome of the replacements is more accurate water meter readings and therefore increased revenue for the Water Fund.

Item 16 – Unbudgeted water treatment plant maintenance expenditure:

This increase relates mostly to water treatment material costs being above the budget estimate, bringing this cost in line with costs in 2019. Originally, material costs had been budgeted to cost \$155,000 but were subsequently reduced to \$135,000 and then \$100,000 as budget saving measures.

CONCLUSION:

12. The Council’s projected financial position at 30 June 2022 is likely to be satisfactory at year end, having regard to the projected estimates of income and expenditure, current trends and the original budgeted income and expenditure.

COUNCIL IMPLICATIONS:

13. Community Engagement/ Communication

Report of budget reviews to the Council’s ordinary meeting.

14. Policy and Regulation

- *Local Government Act 1993 (NSW)*
- *Local Government Regulations (General) 2005 (NSW)*
- Local Government Code of Accounting Practice and Financial Reporting
- Australian Accounting Standards

15. Financial (LTFP)

This report is a review of the annual budget up to the end of the third quarter. Changes to the budget are as outlined in the attached statements.

16. Asset Management (AMS)

N/A

17. Workforce (WMS)

N/A

18. Legal and Risk Management

Council is required by legislation (clause 203 of the Regulations) to prepare quarterly budget review statements for the first three quarters of each year, including an opinion by the Responsible Accounting Officer as to whether the financial position of the Council is considered to be satisfactory.

Corporate Governance – the third quarter budget complies with legislative requirements. This risk is assessed as *low*.

Financial Management – the third quarter budget shows a result that is below the original budget adopted by Council in June 2021 which may require remedial action if expenditure savings or income increases are not identified. Currently this risk is assessed as *high*.

19. Performance Measures

One of required three budget reviews.

20. Project Management

N/A

**Uralla Shire Council
Quarterly Budget Review Statement
For the Quarter ended 31 March, 2022**

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**Uralla Shire Council
Quarterly Budget Review Statement
For the Quarter ended 31 March, 2022**

Report by Responsible Accounting Officer

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

It is my opinion that the Quarterly Budget Review Statement for Uralla Shire Council for the quarter ended 31 March, 2022 indicates that Council's projected financial position at 30 June, 2022 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed: _____

Simon Paul
Responsible Accounting Officer

Uralla Council
Quarterly Budget Review Statement
For the period 01 July, 2021 to 30 June, 2022

Income & Expenses Budget Review Statement
Consolidated by Fund
Budget review for the quarter ended 31 March, 2022

| (\$000's) | Original Budget 2021/2022 | Variations Dec QBRS | Revised Budget Dec-21 | Variations from this QBRS | Notes | Projected Year End Result | Actual YTD Mar-22 | |
|--|---------------------------------|---------------------------|-----------------------------|---------------------------------|-------|---------------------------------|-------------------------|------------|
| Income | | | | | | | | |
| General Fund | 17,846 | (97) | 19,777 | (784) | | 18,993 | 17,553 | 92% |
| McMaugh Gardens | 3,340 | 136 | 3,476 | - | | 3,476 | 2,012 | 58% |
| Water Supplies | 2,536 | - | 2,536 | (1,137) | | 1,399 | 1,004 | 72% |
| Sewer Services | 2,975 | 929 | 3,904 | - | | 3,904 | 3,018 | 77% |
| Total Income from Continuing Operations | 26,696 | 968 | 29,692 | (1,921) | | 27,771 | 23,586 | 85% |
| Expenses | | | | | | | | |
| General Fund | 17,033 | 766 | 17,838 | (262) | | 17,577 | 13,040 | 74% |
| McMaugh Gardens | 3,146 | - | 3,146 | - | | 3,146 | 2,386 | 76% |
| Water Supplies | 1,664 | 14 | 1,678 | (146) | | 1,532 | 1,145 | 75% |
| Sewer Services | 742 | 6 | 748 | - | | 748 | 561 | 75% |
| Total Expenses from Continuing Operations | 22,585 | 786 | 23,410 | (408) | | 23,003 | 17,132 | 74% |
| Net Operating Result from Continuing Operations | 4,111 | 182 | 6,282 | (1,514) | | 4,768 | 6,454 | |
| Discontinued Operations | | | - | | | - | | |
| Net Operating Result from Continuing Operations | 4,111 | 182 | 6,282 | (1,514) | | 4,768 | 6,454 | |
| Capital grants and contributions | 5,937 | 486 | 8,451 | (1,655) | | 6,796 | 6,392 | |
| Net Operating Result before Capital Grants | (1,826) | (304) | (2,169) | 142 | | (2,028) | 62 | |

Uralla Council
Quarterly Budget Review Statement
For the period 01 July, 2021 to 30 June, 2022

Income & Expenses Budget Review Statement
Consolidated by Activity
Budget review for the quarter ended 31 March, 2022

| (\$000's) | Original Budget 2021/2022 | Variations Dec QBRS | Revised Budget Dec-21 | Variations from this QBRS | Notes | Projected Year End Result | Actual YTD Mar-22 | |
|--|---------------------------------|---------------------------|-----------------------------|---------------------------------|-------|---------------------------------|-------------------------|------------|
| Income | | | | | | | | |
| Organisational Services | 5,921 | 42 | 5,963 | - | | 5,963 | 4,889 | 82% |
| Community & Culture | 6,913 | 455 | 7,368 | (66) | | 7,302 | 5,687 | 78% |
| Infrastructure & Development | 8,351 | (458) | 9,921 | (718) | | 9,203 | 8,989 | 98% |
| Water Supplies | 2,536 | - | 2,536 | (1,137) | | 1,399 | 1,004 | 72% |
| Sewer Services | 2,975 | 929 | 3,904 | - | | 3,904 | 3,018 | 77% |
| Total Income from Continuing Operations | 26,696 | 968 | 29,692 | (1,921) | | 27,771 | 23,586 | 85% |
| Expenses | | | | | | | | |
| Organisational Services | 1,469 | 106 | 1,578 | (182) | | 1,396 | 911 | 65% |
| Community & Culture | 7,279 | 238 | 7,517 | (22) | | 7,495 | 5,597 | 75% |
| Infrastructure & Development | 11,432 | 422 | 11,890 | (58) | | 11,832 | 8,918 | 75% |
| Water Supplies | 1,664 | 14 | 1,678 | (146) | | 1,532 | 1,145 | 75% |
| Sewer Services | 742 | 6 | 748 | - | | 748 | 561 | 75% |
| Total Expenses from Continuing Operations | 22,585 | 786 | 23,410 | (408) | | 23,003 | 17,132 | 74% |
| Net Operating Result from Continuing Operations | 4,111 | 182 | 6,282 | (1,514) | | 4,768 | 6,454 | |
| Capital grants and contributions | 5,937 | 486 | 8,451 | (1,655) | | 6,796 | 6,392 | |
| Net Operating Result before Capital Grants | (1,826) | (304) | (2,169) | 142 | | (2,028) | 62 | |

Uralla Shire Council
Quarterly Budget Review Statement
For the period 01 July, 2021 to 30 June, 2022

Income & Expenses Budget Review Statement
Recommended changes to revised budget
Budget review for the quarter ended 31 March, 2022

Budget Variations include the following material items:

| Notes | Amount | Details |
|-------|-------------|---|
| | \$1,513,500 | |
| 1 | (268,000) | Savings on vacant positions and unutilised wages expenditure |
| 2 | (27,000) | Savings on budgeted professional services not required |
| 3 | (12,000) | Reduction in expenditure on community grants and events which haven't taken place |
| 4 | (9,000) | Additional funding received for Australia Day and Summer Nights Funding |
| 5 | (40,000) | Reduced expenditure on administration of plant operations |
| 6 | (20,000) | Expected reduction in expenditure on external certifier |
| 7 | (200,000) | Integrated Water Cycle Management (IWCM) work not undertaken |
| 8 | 15,000 | Reduction in tourism income due to VIC closure and COVID impacts |
| 9 | 60,000 | Impact of COVID on TCT income resulting in significantly reduced number of trips provided |
| 10 | 20,000 | Expected decrease in fuel tax credit refunds due to changes to FTC |
| 11 | 15,000 | Acquisition of procurement framework templates |
| 12 | 20,000 | Unbudgeted costs for water supply at depot |
| 13 | 22,500 | GIS software license |
| 14 | 42,000 | Projected expenditure on waste facility leachate monitoring |
| 15 | 15,000 | Unbudgeted expenses for water meter maintenance |
| 16 | 45,000 | Unbudgeted water treatment plant maintenance expenditure |
| 17 | 180,000 | Reduction in grant income as a result of IWCM work not being undertaken |
| 18 | 957,000 | Reduction in expected income for Groundwater project, expected to be received in 2023 |
| 19 | 428,000 | Reduction in recognition of grant income for Hawthorne Drive works (to be restricted) |

Uralla Shire Council
Quarterly Budget Review Statement
For the period 01 July, 2021 to 30 June, 2022

Capital Budget Review Statement
Budget review for the quarter ended 31 March, 2022
Capital Budget - Consolidated by Fund

| (\$000's) | Original | Variations | | Revised | Variations | Notes | Projected Year End Result | Actual YTD figures |
|-------------------------------------|---------------------|-------------|-------------|------------------|-------------------|-------|---------------------------------|--------------------------|
| | Budget 2021/2022 | Dec QBRs | Mar QBRs | Budget Dec-21 | from this QBRs | | | |
| Capital Expenditure | | | | | | | | |
| - General | 6,882 | (379) | - | 8,531 | (915) | | 7,616 | 3,237.82 |
| - McMaugh Gardens | 50 | 136 | - | 186 | - | | 186 | 17 |
| - Water | 1,989 | - | - | 1,989 | (1,646) | | 343 | 93 |
| - Sewer | 3,265 | 2,124 | - | 5,389 | (310) | | 5,079 | 4,687 |
| Total Capital Expenditure | 12,186 | 1,881 | - | 16,095 | (2,871) | | 13,224 | 8,036 |
| Capital Funding | | | | | | | | |
| Consolidated Fund Income | 2,473 | 200 | - | 2,673 | (217) | | 2,456 | (3,137) |
| Unrestricted Cash Reserves | | | | - | | | - | |
| Capital Grants & Contributions | 5,937 | 486 | - | 8,451 | (1,655) | | 6,796 | 6,392 |
| Loan Funds | - | | | - | | | - | - |
| Receipts from Sale of Assets | - | | | - | | | - | - |
| <i>Reserves:</i> | | | | | | | | |
| - Developer Contributions | | | | - | | | - | |
| - General Restricted Assets | 1,732 | | | 1,732 | | | 1,732 | - |
| - Water & Sewer Restricted Assets | 1,994 | 1,195 | | 3,189 | (999) | | 2,190 | 4,780 |
| - McMaugh Gardens Restricted Assets | 50 | | | 50 | | | 50 | |
| Total Capital Funding | 12,186 | 1,881 | - | 16,095 | (2,871) | | 13,224 | 8,036 |
| Net Capital Funding | - | - | - | - | - | | - | - |

Uralla Shire Council
Quarterly Budget Review Statement
For the period 01 July, 2021 to 30 June, 2022

Capital Budget Review Statement
Budget review for the quarter ended 31 March, 2022
Capital Budget - Consolidated by Activity

| (\$000's) | Original Budget 2021/2022 | Variations Dec QBRS | Revised Budget Dec-21 | Variations from this QBRS | Notes | Projected Year End Result | Actual YTD figures |
|-------------------------------------|---------------------------------|---------------------------|-----------------------------|---------------------------------|-------|---------------------------------|--------------------------|
| Capital Expenditure | | | | | | | |
| Organisational Services | 81 | - | 81 | (66) | | 15 | 11 |
| Community & Culture | 90 | 176 | 266 | - | | 266 | 17 |
| Infrastructure & Development | 6,761 | (419) | 8,370 | (849) | | 7,521 | 3,227 |
| Water Supplies | 1,989 | - | 1,989 | (1,646) | | 343 | 93 |
| Sewer Services | 3,265 | 2,124 | 5,389 | (310) | | 5,079 | 4,687 |
| Total Capital Expenditure | 12,186 | 1,881 | 16,095 | (2,871) | | 13,224 | 8,036 |
| Capital Funding | | | | | | | |
| Consolidated Fund Income | 2,473 | 200 | 2,673 | (217) | | 2,456 | (3,137) |
| Unrestricted Cash Reserves | - | - | - | - | | - | - |
| Capital Grants & Contributions | 5,937 | 486 | 8,451 | (1,655) | | 6,796 | 6,392 |
| Loan Funds | - | - | - | - | | - | - |
| Receipts from Sale of Assets | - | - | - | - | | - | - |
| <i>Reserves:</i> | | | | | | | |
| - Developer Contributions | - | - | - | - | | - | - |
| - General Restricted Assets | 1,732 | - | 1,732 | - | | 1,732 | - |
| - Water & Sewer Restricted Assets | 1,994 | 1,195 | 3,189 | (999) | | 2,190 | 4,780 |
| - McMaugh Gardens Restricted Assets | 50 | - | 50 | - | | 50 | - |
| Total Capital Funding | 12,186 | 1,881 | 16,095 | (2,871) | | 13,224 | 8,036 |
| Net Capital Funding | - | - | - | (0) | | (0) | - |

Uralla Shire Council
Quarterly Budget Review Statement
For the period 01 July, 2021 to 30 June, 2022

Capital Budget Review Statement
Recommended changes to revised budget
Budget review for the quarter ended 31 March, 2022

Budget Variations being recommended include the following material items:

| Notes | Amount | Details |
|-------|----------------------|--|
| | -\$ 2,870,750 | |
| 1 | (66,000) | Reduction in acquisition of IT equipment |
| 2 | (428,000) | Reduction in expenditure on Hawthorne Drive Stage 2 in 2022 |
| 3 | (270,000) | Works on Uralla Courthouse project to be carried to 2023 financial year |
| 4 | (157,000) | Reduction in expected expenditure on Public Spaces Legacy Program projects |
| 5 | (1,158,220) | Revised projection for expenditure on Uralla Groundwater project for 2022 |
| 6 | -\$ 487,530 | Water fund capital works not expected to proceed in 2022 |
| 7 | -\$ 310,000 | Sewer fund capital works not expected to proceed in 2022 |
| 8 | \$ 6,000 | Additional funds required for keyless access system acquisition |
| 9 | | |
| 10 | | |
| 11 | | |
| 12 | | |
| 13 | | |
| 14 | | |
| 15 | | |
| 16 | | |
| 17 | | |

Uralla Shire Council
Quarterly Budget Review Statement
For the period 01 July, 2021 to 30 June, 2022

Key Performance Indicators Statement
Budget review for the quarter ended 31 March, 2022

LTFP KPI's

| | Target | 30/06/2022 | 30/06/2021 | 30/06/2020 | 30/06/2019 |
|------------------------------------|---------------|-------------------|-------------------|-------------------|-------------------|
| Operating ratio | >0 | -9.67% | -8.92% | -2.40% | -0.09% |
| Debt service ratio | >2.0x | 10.32 | 11.26 | 10.92 | 11.43 |
| Own source operating revenue ratio | >60% | 57% | 55.42% | 63.98% | 70.03% |
| Rates & charges outstanding % | <6.5% | 4.23% | 9.00% | 11.76% | 7.37% |
| Asset renewals ratio | >100% | 112% | 79.31% | 122% | 95% |

**Quarterly Budget Review Statement
For the period 01 July, 2021 to 30 June, 2022**

Contracts Budget Review Statement

Budget review for the quarter ended 31 March, 2022

Part A - Contracts Listing

| Contractor | Contract detail & purpose | Contract Value \$ | Start Date | Duration of Contract | Budgeted (Y/N) | Notes |
|------------|--|----------------------|------------|----------------------|----------------|-------|
| Stabilcorp | Heavy patching Kingstown Road | 201,067 | April 2022 | 1 month | Y | |
| Stabilcorp | Rehabilitation Barbados corner of Bundarra Road | 400,010 | April 2022 | 2 months | Y | |
| Stabilcorp | Heavy patching: Arading, Kliendienst and Kingstown Roads | 644,982 | May 2022 | 1 month | Y | |

Notes:

1. Only contracts that were entered into during the quarter and remain incomplete are included.
2. Minimum reporting level is \$50,000.
3. Contracts listed exclude contractors on Council's Preferred Supplier list.
4. Contracts for employment are not required to be included.

Part B - Consultancy & Legal Expenses Overview

| Expense | YTD Expenditure (Actual Dollars) | Budgeted (Y/N) |
|---------------|-------------------------------------|-------------------|
| Consultancies | \$ 126,251 | Y |
| Legal Fees | \$ 12,874 | Y |

Note: 1. All consultancy amounts were included in the 2020/21 budget except for items adjusted in this QBRS.

Definition of a consultant:

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

Comments

Expenditure included in the above YTD figure but not budgeted includes:

Details

| |
|--|
| |
| |
| |

Quarterly Budget Review Statement
For the period 01 July, 2021 to 30 June, 2022

Cash & Investments Budget Review Statement
Budget review for the quarter ended 31 March, 2022

Comment on Cash & Investments Position

No material variations to Council's Cash and Investments have occurred in the third quarter.

Investments

Investments have been made in accordance with Council's Investment Policy.

Cash

The value of cash at bank which was included in the Cash & Investment Statement totals \$750,280.

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.
The date of completion of this reconciliation was 01 April, 2022.

Reconciliation Status

The YTD Cash & Investment figure reconciles to the actual balances held as follows:

| | | |
|---|---------------------|-------------------|
| Cash at Bank (as per bank statements) | | 750,280 |
| Investments on Hand | | 16,265,838 |
| less: Unpresented Cheques | (Timing Difference) | - |
| add: Undeposited Funds | (Timing Difference) | - |
| less: Identified Deposits (not yet accounted in Ledger) | (Require Actioning) | - |
| add: Identified Outflows (not yet accounted in Ledger) | (Require Actioning) | - |
| Reconciled Cash at Bank & Investments | | 17,016,118 |
| Balance as per Review Statement: | | 17,016,117 |

9. CONFIDENTIAL MATTERS

10. COMMUNICATION OF COUNCIL DECISIONS

11. CONCLUSION OF MEETING

END OF BUSINESS AGENDA
FOR
EXTRAORDINARY MEETING