

# DRAFT - Quarterly Budget Review Statement Guidelines

for Local Government

March 2025





# Acknowledgement of Country

The Department of Planning, Housing and Infrastructure acknowledges that it stands on Aboriginal land. We acknowledge the Traditional Custodians of the land, and we show our respect for Elders past, present and emerging through thoughtful and collaborative approaches to our work and seeking to demonstrate our ongoing commitment to providing places in which Aboriginal people are included socially, culturally and economically.

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Quarterly Budget Review Statement Guidelines for Local Government

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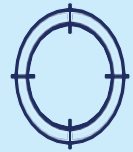
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# Why is transparency of performance important?

## Effective oversight



Financial reports must include clear, relevant and meaningful information. They provide councillors and the community with a clear picture of how council is performing, facilitating good decisions that enable council to operate efficiently by measuring progress against goals and objectives.

## Transparency



Financial reporting is an important part of a transparent and accountable local government. It enables expectations to be set, monitored and communicated. It acknowledges that each council has its own unique environment and circumstances, and specific transactions and events.

## Timely



Regular reporting enables councillors and the community to regularly assess progress and measure the council's financial health. It enables variances to be understood and addressed throughout the year and facilitate timely corrective actions as required. It also enables spending commitments to be managed now and into the future.

## Builds trust



Accurate, reliable and openly available financial information builds trust and engagement. It enables councillors and the community to regularly assess councils progress against its intended goals and objectives.

## Minimises risk



Regular and transparent reporting minimises risk by facilitating financial decisions that are responsible and sustainable and that proactively identifies risks. It also assists councils to better manage unexpected developments and financial shocks.

# What is the purpose of transparent performance reporting?

Councils manage significant finances on behalf of their communities and play a pivotal role in making sure public money is directed to the assets and services most at need.

Transparent and timely performance reporting enables councillors and council staff to work together to drive and deliver the council's strategic direction, adjust to change and implement risk mitigation measures.

It is critically important that councillors have sufficient information to agree on expenditure and asset management decisions that are in the interest of their communities.

It is equally important that communities have confidence that councillors and council staff are managing council's budget appropriately and prioritising infrastructure and services that meet local needs.

That is why NSW councils are required to prepare and adopt a range of strategic plans, active reporting and performance reports and consider the financial implications of the decisions they make.

## **Integrated Planning and Reporting (IP&R)**



Community strategic planning is the process by which councillors, with their community, establish a vision for the future of the local government area, and develop goals, objectives, strategies and actions to achieve that planned outcome, which is articulated in the council's IP&R documentation.

## **Annual Reporting**

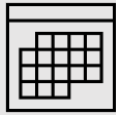


The annual report is a key point of accountability and communication between a council and its community and focuses on the council's implementation of what it committed to deliver in its IP&R documents for the financial year. Council end of year financial statements form part of the annual report. Financial statements provide information about the reported financial position and performance of the council during the financial year.

## **Quarterly Budget Review Statement (QBR)**



The QBR is the statutory mechanism by which councillors, council staff and the community are informed of the council's financial performance against the council's original budget, at quarterly intervals.



## Monthly Reporting

Monthly reports provide up-to-date reporting of council financial positions and performance, to enable active tracking and determine future plans and decision making.

The draft Quarterly Budget Review Statement Guidelines for Local Government (the draft Guidelines) have been developed to ensure council staff report clearly and consistently to their councillors and communities, and in a manner that provides relevant and easy to read financial information.

The draft Guidelines outline the purpose and value of effective financial reporting, clarify the roles of council staff, councillors and the community and establish standardised QBRS reporting templates. The draft Guidelines also clarify that councillors need to have visibility and be in control of the financial performance of their council.

*These draft Guidelines have been issued under section 203 (3) of the Local Government (General) Regulation 2021 (the Regulation). This means that it is mandatory that all NSW councils', joint organisations and county council comply with the draft Guidelines including the standardised QBRS reporting to be presented to councillors, the community and to the Office of Local Government (OLG).*

**Financial reporting supports effective decision making, long-term financial sustainability and highlights budget performance, transparency and accountability to the community**

Transparent, accurate and timely council financial reporting:

- provides councillors with effective oversight supporting informed and evidence-based decision making,
- provides clear, simple and meaningful financial information,
- addresses a range of questions to identify ways to improve budgetary performance and accountability, and
- minimises risk by ensuring spending is reasonable and sustainable.

It is essential that councillors understand and ask questions about the council's financial position and financial performance and make necessary budget adjustments.

The following table outlines some of the questions councillors, council staff and the community should ask when reviewing council financial reports.



### **Do we have effective oversight?**

Is our income and expenditure tracking as we expected? If not, why not?

Is our spending reasonable and sustainable and are we operating cost effectively and efficiently?

Are we aware of key risks that could impact financial sustainability?

Are there any events or conditions which mean we need to change our spending or asset management plans?



### **Is the reporting transparent?**

Is the information in our financial reports simple, relevant and current?

Do we have a clear picture of how council is performing?

Are we clearly communicating our financial expectations and progress?

Is there appropriate commentary or narrative to accompany the numbers?



### **Is the information timely?**

Do we have current information to assess, progress and measure council's financial health?

Do we have the right information to understand how council is tracking against its intended plan and to make decisions, including any necessary budget adjustments?

How soon, or frequently, are we getting the information?



### **Are we building trust and confidence?**

Are we transparent and accountable to our community?

Are we measuring progress against goals and objectives?

Are we doing what we said we would do and are we meeting our service level expectations?



### **Do we have appropriate risk avoidance measures?**

Do we have the capacity to meet our financial obligations?

Do we need to adjust our budget?

Can we explain our budget variances?

Are we in a position to effectively manage likely developments and unexpected financial shocks?

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## What is the Quarterly Budget Review process?

The quarterly budget review process enables councillors to make timely and informed decisions to ensure the council remains on track to meet its strategic objectives within budget

Section 203 of the Regulation requires the QBRS to include a summary of the council's financial performance at the end of each quarter to ensure councillors, council staff and the community are informed about council's financial progress.

The primary purpose of the QBRS is to:

- clearly communicate the council's overall financial performance
- track the council's progress determined in its original budget against council's last revised budget
- ensure that the council remains on track to meet its planned objectives, targets and outcomes, and
- ensure that the council delivers the infrastructure and services it committed to provide in its strategic plans.

Importantly, it provides a mechanism, on a quarterly basis for councillors and council staff to assess and make decisions about any necessary budgetary adjustments to council's financial direction.

While the QBRS process is an important mechanism for councillors to track, adjust and publish reports about council's financial direction, councillors should not wait for the statutory quarterly financial reporting process. Councillors should request and receive financial reports on a monthly basis to monitor and compare council's income and expenditure

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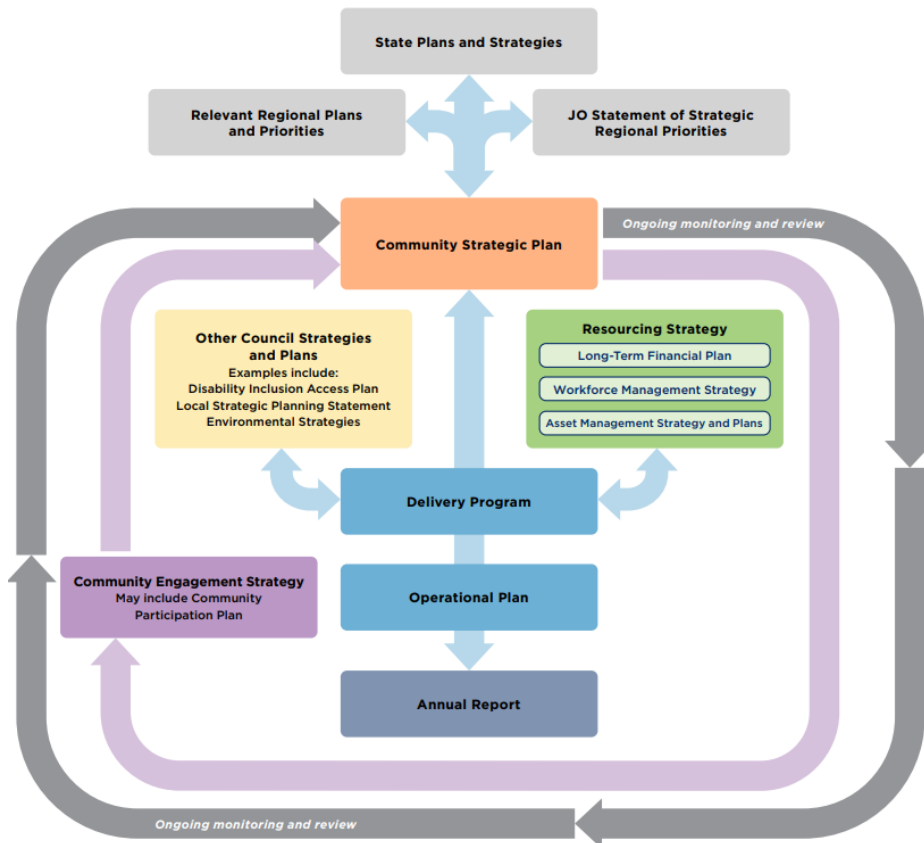
## How does the QBRS fit into council strategic planning and annual reporting?

The QBRS enables the council to analyse and monitor how well they are performing against the strategic goals and objectives they set in their [Integrated Planning and Reporting](#) (IP&R) documents.



The QBRS refers to the estimate of income and expenditure outlined in the annual budget within the Operational Plan. It details actual results and revises the budget forecast for the remainder of the year. Importantly, it allows councillors to consider, and if required make, budgetary adjustments. QBRS insights and results will inform the next Resourcing Strategy (Long Term Financial Plan) or Delivery Program or lead to an amendment of the Operational Plan.

The graphic below shows how the IP&R framework operates. The QBRS, and council monthly financial reporting, fall into the dark grey 'ongoing monitoring and review' cycle.



Council end of year financial statements form part of a council annual report.

**End of year financial statements are backwards looking and are not adequate for internal council reporting or decision-making purposes.**

Section 416 of the *Local Government Act 1993* (the Act) requires councils to present their audited financial statements in a prescribed format by no later than 31 October each year. The [Code of Accounting Practice and Financial Reporting](#) (Code) prescribes the format for NSW councils.

The Code ensures council financial statements are prepared in a reliable, comparable format as the basis for audit and in compliance with Australian Accounting Standards. The prescribed

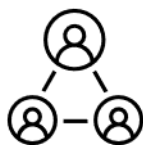
format also ensures that the financial statements clearly and consistently communicate each council's end of year financial position to their local community.

Council financial statements are required to be finalised and audited each year by the NSW Audit Office within 4 months after the end of a financial year. They provide a summary of past transactions and are an external report to the public. Given they are backwards looking reports, council end of year financial statements, published in annual reports, should not be used for internal decision-making purposes.

On the other hand, the QBRS is a financial management report, tailored to provide actionable financial information to councillors, as the key decision makers of council. The QBRS uses the latest financial data to ensure councillors are examining and considering the potential impact of their decisions, the likelihood and consequences of risks and the council's ability to respond to unforeseen developments on future financial sustainability.

## What are the roles and responsibilities of councillors, councils and the community?

Councillors, council staff and the community all have an active role to play in the financial performance of a council.



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### The role of councillors

**The councillors determine the strategic and spending priorities for the council and are ultimately responsible for their councils' financial performance**

Mayors and councillors must make open, transparent decisions and ensure strong accountability to their community. They are responsible for looking closely at what the council is spending, how assets are managed and ensuring the council is delivering value for money by containing expenditure within income.

The QBRS is a key process to ensure councillors achieve the objectives and targets they agreed to in their suite of IP&R documents.

Councillors have a crucial role in overseeing the sound financial management of their council and under section 8B of the Act they are responsible for ensuring:

- spending is responsible, sustainable and that council revenue and expenses are aligned,
- council is investing in responsible and sustainable infrastructure for the benefit of its community,
- council financial and asset management policies are sound and effective, including its performance management and reporting, asset management and enhancement, funding decisions and risk management practices, and
- intergenerational equity is achieved by ensuring that the current generation funds council costs and that all decisions consider the long-term financial effects on future generations.

Councillors should ask questions and seek sufficient information from council staff to enable them to understand the financial situation of the council. A range of suggested questions is provided in the ‘*What is the purpose of transparent performance reporting?*’ section of these draft Guidelines.

If councillors feel they have insufficient information on which to base a decision or monitor or assess a project or proposal it is important that the general manager is asked to provide further information. The general manager has a responsibility to provide councillors with the financial information, advice and support it needs to oversee council’s financial management. Under the Act, councillors have an obligation to make all reasonable efforts to acquire and maintain the skills necessary to perform their role including with respect to understanding council finances.

The OLG provides a range of support and resources to assist councillors. OLG’s “Hit the Ground Running” webinars and OLG’s “Accounting and Financial Reporting” webinars provide councillors with advice about the financial information they should be given. These resources also encourage councillors to question if the information is sufficient and appropriate, could it be streamlined, and if there is additional financial information that would be useful. Copies of the presentations and recordings of the webinars are available for councillors and council staff to access at any time on the OLG website via the Council Portal.

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## The role of the general manager

**The general manager is required to ensure the mayor and councillors are given timely information, advice and support and to ensure the council meets its financial obligations**

Section 209 of Regulation outlines the particular responsibilities of the general manager in relation to council accounting practices to ensure:

- compliance with the provisions of the Act, regulations and any other written law relating to a council's financial obligations,
- measures are taken to secure the effective, efficient and economical management of financial operations,
- authorising and recording procedures are established to provide effective control over a council's assets, liabilities, revenue and expenditure and secure the accuracy of the accounting records, and
- that the lines of authority and the responsibilities of council financial and accounting staff are clearly defined.

In relation to the QBRS and council financial performance, section 335(f) of the Act requires the general manager to ensure that the mayor and other councillors are given timely information, advice and support to effectively discharge their duties.

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## The role of the responsible accounting officer

**The responsible accounting officer needs to establish and maintain a system of budgetary control and enable monthly monitoring of council's income and expenditure**

The general manager designates someone to be the council's responsible accounting officer (RAO) or can designate themselves as the RAO (Regulation s.196).

Section 203 of the Regulation requires the council's responsible accounting officer to prepare and submit a QBRS to a council meeting within 2 months of the end of each quarter.

The purpose of the RAO considering and reporting on council's financial performance in the QBRS is to assess if the council's projected year end result as at the end of each quarter has any likely impact on the council's financial position based on the original estimate of income and expenditure determined in the council's Resourcing Strategy. If the position is unsatisfactory the RAO is required to make recommendations for remedial action.

To do this, the responsible accounting officer needs to:

**Establish and maintain a system of budgetary control (Regulation s.202(a))**

**Enable council's actual income and expenditure to be monitored and compared monthly (Regulation s.202(a))**

**Report to the next meeting of council if actual income or expenditure is materially different to the original estimate (Regulation s.202(b))**

**Submit the QBRs to a council meeting no later than 2 months after the end of each quarter (except June quarter) (Regulation s.203(1))**

**Ensure a report is included stating whether the RAO believes the council's financial performance is satisfactory, and if not, what recommendations should be implemented (Regulations s.203 (2 a and b))**

These draft Guidelines also require additional actions from the RAO as outlined in the '*What needs to be reported in the QBRs and when*' section.

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## The role of the community

Councils manage significant resources and provide a broad range of assets and services for their communities.

Financial reporting is an important part of a transparent, accountable and effectively run council. It is also a critical element to ensure that council is making decisions that are in the best interest of the community, now and into the future, and that the council remains financially sustainable.

Community members should have access to the information outlined in these Guidelines so they can understand, monitor and hold their council to account for its financial wellbeing.

They should review the council's financial reports and ask the questions highlighted in the '*What is the purpose of transparent performance reporting?*' section of these draft Guidelines.

They should also ensure that the council is reporting its QBRs on time and in a manner that is openly available to the community.

# What needs to be reported in the QBRS and when?

## What needs to be presented to a council meeting?

The QBRS needs to provide sufficient information to alert councillors, council staff and the community to any potential issues that may impact the council's ability to achieve the strategies and financial targets set in council's IP&R documentation and to maintain council's targeted financial position

The QBRS should adequately disclose the council's overall financial performance and provide sufficient information to enable informed and transparent decision making.

The QBRS needs to show the revised estimated income and expenditure for the year against the original estimate of annual income and expenditure determined in council's Operational Plan, along with explanations for variances and, if required, recommended changes.

These draft Guidelines establish the **mandated** and standardised requirements to be included in a QBRS presented to the councillors at a council meeting, including:

- a QBRS Financial Overview – providing a one-page snapshot of how council is performing at the end of the quarter
- Income and Expenses Budget Review Statement in **each** of the following formats (where applicable to a council):
  - Consolidated fund
  - General fund
  - Water fund
  - Sewer Fund
  - Waste fund
- Capital Budget Review Statement,
- Cash and Investments Budget Review Statement,
- Summary of Developer Contributions, and
- A report from the RAO stating whether the RAO believes councils financial position is satisfactory, and if not, what recommendations should be implemented.

Councils may add additional narrative, commentary and supplementary information, however each council in NSW must use, **and not adjust**, the standardised templates in these draft Guidelines.

These draft Guidelines also introduce a new requirement for each council to report their QBRS with a covering financial overview and then report at consolidated, general, water, sewer AND waste fund level (where applicable to councils). These draft Guidelines also introduce a requirement to provide a summary of developer contributions. This shift to report the various council funds will ensure that councillors, council staff and communities have a clear picture of not only how their council is operating at a holistic level, but also how each fund is operating on its own merit.

To build transparency, accountability and community trust, council staff need to ensure the QBRS is easily located on council's website.

**Councillors are required to consider the QBRS presented to it, resolve to note the QBRS and adopt appropriate action to correct an unsatisfactory position identified in the QBRS. Council cannot make changes to the budget unless the budget adjustments have been considered and adopted by councillors, as the governing body of the council.**

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## What needs to be reported to the Office of Local Government?

These draft Guidelines establish a new process requiring all NSW councils to provide the OLG with a full copy of each of the QBRS documents mandated in these draft Guidelines and a copy of the relevant resolution.

These draft Guidelines also establish a new process for all NSW councils to provide OLG with an electronic QBRS data return, on a quarterly basis. OLG will issue an electronic data template, aligned to the templates in these draft Guidelines, for this purpose.

Separate to the QBRS process and as explained earlier in the 'End of year financial statements' section of these Guidelines, council financial statements are required to be finalised and audited by 31 October each year. These Guidelines, issued under section 203 (3) of the Regulation, mandate the requirement that each councils' end of year financial data must be provided in the form of an annual financial data return (FDR) to OLG by 31 October each year.

OLG will use the QBRS and FDR financial reporting data to monitor compliance, undertake performance reviews and risk assessments, and if required undertake any necessary regulatory enforcement.

Currently the FDR is published on the [YourCouncil](#) website. In time, and to ensure the community has readily available and comparable data, OLG intends to also publish council QBRS information on the [YourCouncil](#) website.

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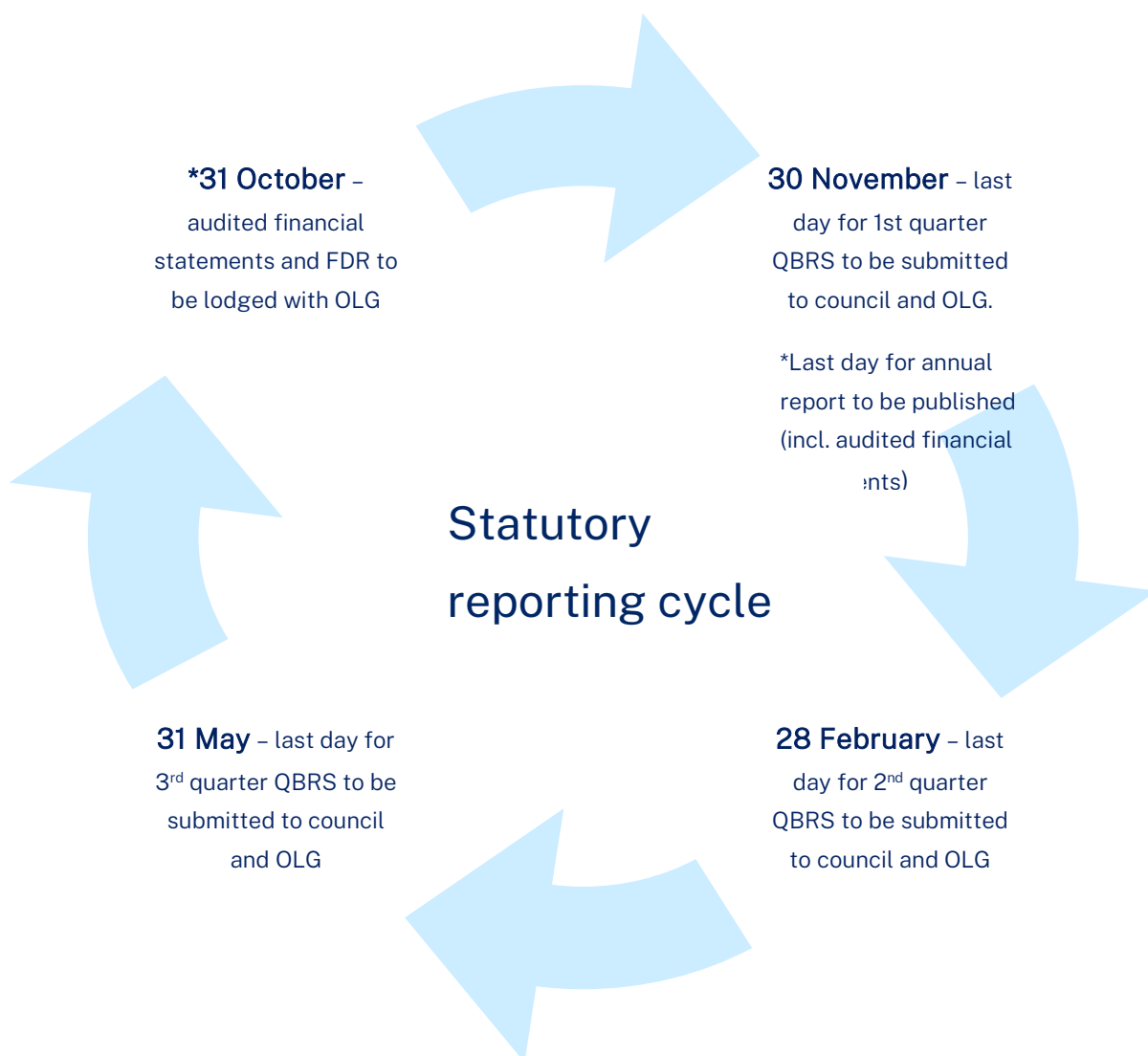
## When does the QBRS need to be presented?

Section 203 of the Regulation requires that the QBRS must be reported to councillors at a council meeting within 2 months after the end of each quarter, except the 4<sup>th</sup> (June) quarter.

The community is entitled to have access to accurate, reliable and openly available financial information. Council staff need to ensure their QBRS documentation is easy to find on council's webpage.

To appropriately manage resources and to understand current council financial positions and performance, monthly financial information should also be prepared, discussed and presented to councillors.

Monthly financial reports should include, as a minimum, an income statement for the month and year to date, a balance sheet, council's cash position, highlight material budget variances and include an investment report.





While the table above outlines statutory financial reporting timeframes, councillors should not wait for the QBRS to receive an update on their council's financial performance. The items marked with an asterix (\*) are not part of the QBRS cycle.

While the QBRS is a mandated report, financial reporting information should be provided to councillors at least monthly – council staff should not wait for the QBRS to present and discuss financial information with councillors.

## QBRS minimum reporting templates

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### Template report by RAO

The following template is the minimum requirement for the RAO's statement and should be submitted with the QBRS minimum reporting templates.

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2021.

It is my opinion that the Quarterly Budget Review Statement for [Name] Council for the quarter ended xx/xx/xx indicates that Council's projected financial position at 30/6/XX will be *satisfactory* / *unsatisfactory* at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

*In the case of an unsatisfactory financial position:*

*The responsible accounting officer is to state recommendations for remedial action here.*

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name

Responsible Accounting Officer, [Name] Council

# QBRS Overview

QBRS FINANCIAL OVERVIEW											
(Name) Council											
Budget review for the quarter ended - XX XXXXXXXX 20XX											
DESCRIPTION	Previous Year	Current Year	Approved	Approved	Approved	Revised	Recommended	Projected	VARIANCE	ACTUAL	
	Actual	Original	Changes	Changes	Changes	Budget	changes	year end	ORIGINAL	YTD	
	20xx/xx \$000's	Budget 20xx/xx \$000's	Review Q 1 \$000's	Review Q 2 \$000's	Review Q 3 \$000's	Budget \$000's	for council resolution \$000's	Result 20xx/xx \$000's	budget v PYE 20xx/xx \$000's	20xx/xx \$000's	
Net Operating before Capital	General Fund	0	0	0	0	0	0	0	0	0	
	Water Fund	0	0	0	0	0	0	0	0	0	
	Sewer Fund	0	0	0	0	0	0	0	0	0	
	Waste Fund	0	0	0	0	0	0	0	0	0	
	<b>Consolidated</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Borrowings	Principal Repayments*										
	Total borrowings*								0		
Liquidity	External restrictions	0	0	0	0	0	0	0	0	0	
	Internal Allocations	0	0	0	0	0	0	0	0	0	
	Unallocated	0	0	0	0	0	0	0	0	0	
	<b>Total Cash and Cash Equivalents</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Capital	Capital Funding	0	0	0	0	0	0	0	0	0	
	Capital Expenditure	0	0	0	0	0	0	0	0	0	
	<b>Net Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

	Opening Balance	Total Cash Contributions Received	Total Interest Earned	Total Expended	Total Internal Borrowings (to)/from	Held as Restricted Asset	Cumulative balance of internal borrowings (to)/from
	As at 1 July 20xx	As at this Q	As at this Q	As at this Q	As at this Q	As at this Q	As at this Q
	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's
<b>Developer Contribution</b>	Total Developer Contributions	0	0	0	0	0	0

\* requires manual input

'Approved changes' include any budget changes endorsed at a council meeting during the quarter.

# Income and Expenses Budget Review Statement – Consolidated Fund

## Income and Expenses Budget Review Statement

[Name] Council

Budget review for the quarter ended - XX XXXXXXXX 20XX

### Consolidated Fund

Description	Previous Year	Current Year	Approved Changes	Approved Changes	Approved Changes	Revised	Recommen	Projected	VARIANCE	ACTUAL
	Actual	Budget	Review	Review	Review	Budget	ded for council resolution	year end Result	ORIGINAL budget v	YTD
	20xx/xx \$000's	20xx/xx \$000's	Q 1 \$000's	Q 2 \$000's	Q 3 \$000's	\$000's	\$000's	20xx/xx \$000's	20xx/xx \$000's	20xx/xx \$000's
<b>INCOME</b>										
Rates and Annual Charges									0	
User Charges and Fees									0	
Other Revenue									0	
Grants and Contributions - Operating									0	
Grants and Contributions - Capital									0	
Interest and Investment Income									0	
Other Income									0	
Net gain from disposal of assets									0	
<b>Total Income from continuing operations</b>	0	0	0	0	0	0	0	0	0	0
<b>EXPENSES</b>										
Employee benefits and on-costs									0	
Materials & Services									0	
Borrowing Costs									0	
Depreciation									0	
Other Expenses									0	
Net Loss from Disposal of Assets									0	
<b>Total Expenses from continuing operations</b>	0	0	0	0	0	0	0	0	0	0
<b>Net Operating Result from continuing operations</b>	0	0	0	0	0	0	0	0	0	0
<b>Net Operating Result before capital items</b>	0	0	0	0	0	0	0	0	0	0

#### Notes

Original Budget +/- approved budget changes in previous quarters = REVISED Budget

Revised Budget +/- recommended changes this quarter = PROJECTED year results

The quarterly recommended changes to the revised budget are to include:

- 1) an explanation for the recommended changes and any impact this will have on the Operational Plan, Delivery Program and Long Term Financial Plan
- 2) any impacts of year to date expenditure on recommended changes to budget

**Explanations are to be in plain English and in a style that is easily understood by readers of non-financial information.**

**The narrative is important in understanding why budget changes are necessary.**

# Income and Expenses Budget Review Statement – General Fund

## Income and Expenses Budget Review Statement

[Name] Council

Budget review for the quarter ended - XX XXXXXXXX 20XX

### General Fund

Description	Previous Year	Current Year	Approved Changes	Approved Changes	Approved Changes	Revised	Recommen ded	Projected	VARIANCE	ACTUAL
	Actual	Budget	Review	Review	Review	Budget	for council resolution	year end Result	ORIGINAL budget v	YTD
	20xx/xx \$000's	20xx/xx \$000's	Q 1 \$000's	Q 2 \$000's	Q 3 \$000's	\$000's	\$000's	20xx/xx \$000's	20xx/xx \$000's	20xx/xx \$000's
<b>INCOME</b>										
Rates and Annual Charges									0	
User Charges and Fees									0	
Other Revenue									0	
Grants & Contributions - Operating									0	
Grants and Contributions - Capital									0	
Interest and Investment Income									0	
Other Income									0	
Net gain from disposal of assets									0	
<b>Total Income from continuing operations</b>	0	0	0	0	0	0	0	0	0	0
<b>EXPENSES</b>										
Employee benefits and on-costs									0	
Materials & Services									0	
Borrowing Costs									0	
Depreciation									0	
Other Expenses									0	
Net Loss from Disposal of Assets									0	
<b>Total Expenses from continuing operations</b>	0	0	0	0	0	0	0	0	0	0
<b>Net Operating Result from continuing operations</b>	0	0	0	0	0	0	0	0	0	0
<b>Net Operating Result before capital items</b>	0	0	0	0	0	0	0	0	0	0

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Original Budget +/- approved budget changes in previous quarters = REVISED Budget

Revised Budget +/- recommended changes this quarter = PROJECTED year results

The quarterly recommended changes to the revised budget are to include:

- 1) an explanation for the recommended changes and any impact this will have on the Operational Plan, Delivery Program and Long Term Financial Plan
- 2) any impacts of year to date expenditure on recommended changes to budget

**Explanations are to be in plain English and in a style that is easily understood by readers of non-financial information.**

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# Income and Expenses Budget Review Statement – Water Fund

## Income and Expenses Budget Review Statement

[Name] Council

Budget review for the quarter ended - XX XXXXXXXX 20XX

### Water Fund

Description	Previous Year	Current Year	Approved	Approved	Approved	Revised	Recommend	Projected	VARIANCE	ACTUAL
	Actual	Original	Changes	Changes	Changes	Budget	d changes	year end	ORIGINAL	YTD
	20xx/xx \$000's	20xx/xx \$000's	Review Q 1 \$000's	Review Q 2 \$000's	Review Q 3 \$000's	\$000's	for council resolution \$000's	Result 20xx/xx \$000's	budget v 20xx/xx \$000's	20xx/xx \$000's
<b>INCOME</b>										
Access Charges										0
User Charges										0
Fees										0
Grants & Contributions - Operating										0
Interest and Investment Income										0
Other Income										0
Net gain from disposal of assets										0
<b>Total Income from continuing operations</b>	0	0	0	0	0	0	0	0	0	0
<b>EXPENSES</b>										
Employee benefits and on-costs										0
Materials & Services										0
Borrowing Costs										0
Depreciation										0
Water purchase charges										0
Calculated taxation equivalents										0
Debt guarantee fee										0
Other Expenses										0
Net Loss from Disposal of Assets										0
<b>Total Expenses from continuing operations</b>	0	0	0	0	0	0	0	0	0	0
<b>Surplus / Deficit from continuing operations before capital amounts</b>	0	0	0	0	0	0	0	0	0	0
Grants and Contributions - Capital										0
<b>Surplus / Deficit from continuing operations after capital amounts</b>	0	0	0	0	0	0	0	0	0	0

#### Notes

Original Budget +/- approved budget changes in previous quarters = REVISED Budget

Revised Budget +/- recommended changes this quarter = PROJECTED year results

The quarterly recommended changes to the revised budget are to include:

- 1) an explanation for the recommended changes and any impact this will have on the Operational Plan, Delivery Program and Long Term Financial Plan
- 2) any impacts of year to date expenditure on recommended changes to budget

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# Income and Expenses Budget Review Statement – Sewer Fund

## Income and Expenses Budget Review Statement

[Name] Council

Budget review for the quarter ended - XX XXXXXXX 20XX

### Sewer Fund

Description	Previous Year	Current Year	Approved	Approved	Approved	Revised	Recommend	Projected	VARIANCE	ACTUAL
	Actual	Original	Changes	Changes	Changes	Budget	d changes	year end	ORIGINAL	YTD
	20xx/xx \$000's	20xx/xx \$000's	Review Q 1 \$000's	Review Q 2 \$000's	Review Q 3 \$000's	\$000's	for council resolution \$000's	Result 20xx/xx \$000's	budget v 20xx/xx \$000's	20xx/xx \$000's
<b>INCOME</b>										
Access charges									0	
User charges									0	
Liquid trade-waste charges									0	
Fees									0	
Grants and contributions - Operating									0	
Interest and Investment Income									0	
Other Income									0	
Net gain from disposal of assets									0	
<b>Total Income from continuing operations</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>EXPENSES</b>										
Employee benefits and on-costs									0	
Materials & Services									0	
Borrowing Costs									0	
Depreciation									0	
Calculated taxation equivalents									0	
Debt Guarantee fee									0	
Other Expenses									0	
Net Loss from Disposal of Assets									0	
<b>Total Expenses from continuing operations</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Surplus / Deficit from continuing operations before capital amounts</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Grants and Contributions - Capital									0	
<b>Surplus / Deficit from continuing operations after capital amounts</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

#### Notes

Original Budget +/- approved budget changes in previous quarters = REVISED Budget

Revised Budget +/- recommended changes this quarter = PROJECTED year results

The quarterly recommended changes to the revised budget are to include:

- 1) an explanation for the recommended changes and any impact this will have on the Operational Plan, Delivery Program and Long Term Financial Plan
- 2) any impacts of year to date expenditure on recommended changes to budget

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# Income and Expenses Budget Review Statement – Waste Fund

## Income and Expenses Budget Review Statement

[Name] Council

Budget review for the quarter ended - XX XXXXXXXX 20XX

### Waste Fund

Description	Previous Year	Current Year	Approved Changes	Approved Changes	Approved Changes	Revised	Recommen ded	Projected	VARIANCE	ACTUAL
	Actual	Budget	Review	Review	Review	Budget	for council resolution	year end Result	ORIGINAL budget v	YTD
	20xx/xx \$000's	20xx/xx \$000's	Q 1 \$000's	Q 2 \$000's	Q 3 \$000's	\$000's	\$000's	20xx/xx \$000's	20xx/xx \$000's	20xx/xx \$000's
<b>INCOME</b>										
Annual Charges										0
User Charges and Fees										0
Grants & Contributions - Operating										0
Interest and Investment Income										0
Other Income										0
Net gain from disposal of assets										0
<b>Total Income from continuing operations</b>	0	0	0	0	0	0	0	0	0	0
<b>EXPENSES</b>										
Employee benefits and on-costs										0
Materials & Services										0
Borrowing Costs										0
Depreciation										0
Calculated taxation equivalents										0
Debt Guarantee fee										0
Other Expenses										0
Net Loss from Disposal of Assets										0
<b>Total Expenses from continuing operations</b>	0	0	0	0	0	0	0	0	0	0
<b>Surplus / Deficit from continuing operations before capital amounts</b>	0	0	0	0	0	0	0	0	0	0
Grants and Contributions - Capital										0
<b>Surplus / Deficit from continuing operations after capital amounts</b>	0	0	0	0	0	0	0	0	0	0

#### Notes

Original Budget +/- approved budget changes in previous quarters = REVISED Budget

Revised Budget +/- recommended changes this quarter = PROJECTED year results

The quarterly recommended changes to the revised budget are to include:

- 1) an explanation for the recommended changes and any impact this will have on the Operational Plan, Delivery Program and Long Term Financial Plan
- 2) any impacts of year to date expenditure on recommended changes to budget

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# Capital Budget Review Statement

## Capital Budget Review Statement

[Name] Council

Budget review for the quarter ended - XX XXXXXXX 20XX

Description	Previous Year	Current Year	Approved	Approved	Approved	Revised	Recommend	Projected	VARIANCE	ACTUAL
	Actual	Original	Changes	Changes	Changes	Budget	ed changes	gear end	ORIGINAL	YTD
	20xx/xx \$000's	20xx/xx \$000's	Review Q 1 \$000's	Review Q 2 \$000's	Review Q 3 \$000's	Budget \$000's	for council resolution \$000's	Result 20xx/xx \$000's	budget v 20xx/xx \$000's	20xx/xx \$000's
<b>CAPITAL FUNDING</b>										
Rates & other untied funding									0	
Capital Grants & Contributions									0	
Reserves - External Restrictions									0	
Reserves - Internally Allocated									0	
New Loans									0	
Proceeds from sale of Assets									0	
<i>Other - specify</i>									0	
<b>Total Capital Funding</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CAPITAL EXPENDITURE</b>										
WIP									0	
New Assets									0	
Asset Renewal									0	
<i>Other - specify</i>									0	
<b>Total Capital Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Capital Funding - Surplus / Deficit</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Notes

Original Budget +/- approved budget changes in previous quarters = REVISED Budget

Revised Budget +/- recommended changes this quarter = PROJECTED year results

Where the **Total Capital Funding** and the **Total Capital Expenditure** values do not match an explanation is to be provided.

Carry over funding from previous year should be identified and any proposed carry forwards into next financial year are to be explained.

The quarterly recommended changes to the revised budget are to include:

- 1) an explanation for the recommended changes and any impact this will have on the Operational Plan, Delivery Program and Long Term Financial Plan
- 3) any impacts of year to date expenditure on recommended changes to budget

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# Cash and Investments Budget Review Statement

## Cash and Investments Budget Review Statement

[Name] Council

Budget review for the quarter ended - XX XXXXXXXX 20XX

Description	Previous Year	Current Year	Approved	Approved	Approved	Revised	Recommended	Projected	VARIANCE	ACTUAL
	Actual	Original	Changes	Changes	Changes	Budget	changes	year end	ORIGINAL	YTD
	20xx/xx	20xx/xx	Review	Review	Review	Budget	for council	Result	budget v PYE	20xx/xx
	\$000's	\$000's	Q 1	Q 2	Q 3	\$000's	resolution	20xx/xx	20xx/xx	20xx/xx
			\$000's	\$000's	\$000's			\$000's	\$000's	\$000's
<b>Total Cash, Cash Equivalents &amp; Investments</b>										
<b>EXTERNALLY RESTRICTED</b>										
Water Fund										0
Sewer Fund										0
Developer contributions - General										0
Developer contributions - Water										0
Developer contributions - Sewer										0
Transport for NSW Contributions										0
Domestic waste management										0
Stormwater management										0
Other (please specify)										0
<b>Total Externally Restricted</b>	0	0	0	0	0	0	0	0	0	0
<b>Cash, cash equivalents &amp; investments not subject to external restrictions</b>	0	0	0	0	0	0	0	0	0	0
<b>INTERNAL ALLOCATIONS</b>										
Employee leave entitlements										0
<i>Insert nature of allocation</i>										0
<i>Insert nature of allocation</i>										0
<i>Insert nature of allocation</i>										0
<b>Total Internally Allocated</b>	0	0	0	0	0	0	0	0	0	0
<b>Unallocated</b>	0	0	0	0	0	0	0	0	0	0

**External Restrictions** - must be used for a specific purpose and are not to be used for general operations. The funds are bound by legislation or third party agreement that restricts their use.

**Internal Allocations** - Council have allocated by resolution or policy to identified programs of work and any forward plans identified by Council. These allocations are at the discretion of council.

# Developer Contribution Summary

Summary Developer Contributions										
[Name] Council										
Budget review for the quarter ended - XX XXXXXXXX 20XX										
Purpose	Opening Balance As at 1 July 20xx \$000's	Contributions Received			Total Actual Interest Earned As at this Q \$000's	Total Amounts Expended As at this Q \$000's	Total Internal Borrowings (to)/from As at this Q \$000's	Held as Restricted Asset As at this Q \$000's	Cumulative balance of internal borrowings (to)/from	
		Total Actual Cash As at this Q \$000's	Total Non-Cash Land As at this Q \$000's	Total Non-Cash Other As at this Q \$000's					As at this Q \$000's	As at this Q \$000's
Drainage										0
Roads										0
Traffic facilities										0
Parking										0
Open space										0
Community facilities										0
Other										0
<b>Total S7.11 Under plans</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
S7.11 Not under plans										0
S7.12 Levies										0
S7.4 Planning agreements										0
S64 Contributions										0
Other										0
<b>Total Developer Contributions</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Notes

All developer contributions received are to be disclosed, and distinguished as cash or non cash. Recognition occurs when Council gains control over the asset (cash or non cash).

Councils have obligations to provide facilities from contribution revenue levied on developers under the provisions of s7.4,7.11 and 7.12 of the EPA Act 1979.

Developer contributions may only be expended for the purpose for which the contributions were required, however council may apply contributions according to the priorities established in work schedules for the contribution plan.