

LEGISLATIVE ASSEMBLY SECRETARIAT

Objectives

The Legislative Assembly Secretariat provides procedural, policy and administrative advice and services to the Assembly, its Members and Committees. Included within these responsibilities are a community education role and the fostering of inter-parliamentary relations.

2000-01 Highlights

Strategic and operational highlights to be pursued in 2000-01 include:

- continuing review of the Assembly standing orders and practice within parameters set by the Assembly, the Speaker and the Standing Committee on Administration and Procedure and any matters arising out of the Report of the Review of Governance of the ACT;
- continuing the development of a strategic plan for the Secretariat;
- co-hosting the Commonwealth Parliamentary Association (CPA) regional seminar to be held in mid 2000 and preparing for participation in the Year 2001 CPA general conference; and
- developing and implementing of strategies that provide a framework for the optimisation of information technology within the Assembly.

Legislative Assembly Secretariat Operating Statement

1999-00 Budget \$'000		1999-00 Est.Outcome \$'000	2000-01 Budget \$'000	Var %	2001-02 Estimate \$'000	2002-03 Estimate \$'000	2003-04 Estimate \$'000
Revenue							
4 044	Government Payment for Outputs	4 044	4 033	..	4 119	4 191	4 271
4	Interest	15	4	-73	4	4	4
6	Other Revenue	12	6	-50	6	6	6
4 054	Total Revenue	4 071	4 043	-1	4 129	4 201	4 281
Expenses							
1 666	Employee Expenses	1 666	1 714	3	1 782	1 803	1 826
205	Superannuation Expenses	298	255	-14	255	258	261
2 168	Administrative Expenses	2 068	2 086	1	2 129	2 177	2 231
96	Depreciation and Amortisation	82	42	-49	68	68	67
4 135	Total Expenses	4 114	4 097	0	4 234	4 306	4 385
-81	Operating Result	-43	-54	-26	-105	-105	-104
-249	Accumulated Funds - Start of Period	203	160	-21	183	78	-27
0	Capital Injections	0	77	-	0	0	0
-330	Accumulated Funds - End of Period	160	183	14	78	-27	-131

Legislative Assembly Secretariat Statement Of Financial Position

Budget as at 30/6/00 \$'000		Est.Outcome as at 30/6/00 \$'000	Planned as at 30/6/01 \$'000	Var %	Planned as at 30/6/02 \$'000	Planned as at 30/6/03 \$'000	Planned as at 30/6/04 \$'000
Current Assets							
80	Cash	2	14	600	1	14	1
5	Receivables	4	4	-	4	4	4
79	Investments	449	449	-	449	423	423
1	Other	198	198	-	198	198	198
165	Total Current Assets	653	665	2	652	639	626
Non Current Assets							
138	Property, Plant and Equipment	401	436	9	368	301	233
138	Total Non Current Assets	401	436	9	368	301	233
303	TOTAL ASSETS	1 054	1 101	4	1 020	940	859
Current Liabilities							
152	Creditors	151	151	-	151	151	151
167	Employee Entitlements	208	187	-10	166	145	124
319	Total Current Liabilities	359	338	-6	317	296	275
Non Current Liabilities							
314	Employee Entitlements	370	415	12	460	505	550
314	Total Non Current Liabilities	370	415	12	460	505	550
633	TOTAL LIABILITIES	729	753	3	777	801	825
-330	NET ASSETS	325	348	7	243	139	34
REPRESENTED BY FUNDS							
EMPLOYED							
-330	Accumulated Funds	160	183	14	78	-27	-131
0	Reserves	165	165	-	165	165	165
-330	TOTAL FUNDS EMPLOYED	325	348	7	243	138	34

**Legislative Assembly Secretariat
Cashflow Statement**

1999-00 Budget \$'000		1999-00 Est.Outcome \$'000	2000-01 Budget \$'000	Var %	2001-02 Estimate \$'000	2002-03 Estimate \$'000	2003-04 Estimate \$'000
146	CASH AT BEGINNING OF REPORTING PERIOD	524	451	-14	463	450	437
	CASH FLOWS FROM OPERATING ACTIVITIES						
	Receipts						
4 044	Cash from Government for Outputs	4 044	4 033	..	4 119	4 191	4 271
4	Interest Received	15	4	-73	4	4	4
6	Other Revenue	12	6	-50	6	6	6
4 054	Operating Receipts	4 071	4 043	-1	4 129	4 201	4 281
	Payments						
1 849	Related to Employees	1 960	1 948	-1	2 016	2 040	2 066
2 193	Related to Administration	2 184	2 083	-5	2 126	2 174	2 228
4 042	Operating Payments	4 144	4 031	-3	4 142	4 214	4 294
12	NET CASH INFLOW/(OUTFLOW) FROM OPERATING ACTIVITIES	-73	12	116	-13	-13	-13
	CASH FLOWS FROM INVESTING ACTIVITIES						
	Payments						
0	Purchase of Property, Plant and Equipment	0	77	-	0	0	0
0	Investing Payments	0	77	-	0	0	0
0	NET CASH INFLOW/(OUTFLOW) FROM INVESTING ACTIVITIES	0	-77	-	0	0	0
	CASH FLOWS FROM FINANCING ACTIVITIES						
	Receipts						
0	Capital Injection from Government	0	77	-	0	0	0
0	Financing Receipts	0	77	-	0	0	0
	Payments						
0	Financing Payments	0	0	-	0	0	0
0	NET CASH INFLOW/(OUTFLOW) FROM FINANCING ACTIVITIES	0	77	-	0	0	0
12	NET INCREASE/(DECREASE) IN CASH HELD	-73	12	116	-13	-13	-13
158	CASH AT THE END OF THE REPORTING PERIOD	451	463	3	450	437	424

Notes to the Budget Statements

Significant variations are as follows:

- superannuation expense: the increase of \$0.093m from the original budget to the 1999-2000 estimated outcome is due to a one off back payment.

Legislative Assembly Secretariat Statement Of Revenues And Expenses On Behalf Of The Territory

1999-00 Budget \$'000		1999-00 Est.Outcome \$'000	2000-01 Budget \$'000	Var %	2001-02 Estimate \$'000	2002-03 Estimate \$'000	2003-04 Estimate \$'000
Revenue							
2 994	Payment for Expenses on behalf of Territory	2 994	3 031	1	3 263	3 168	3 215
2 994	Total Revenue	2 994	3 031	1	3 263	3 168	3 215
Expenses							
2 433	Employee Expenses	2 313	2 496	8	2 781	2 674	2 709
429	Superannuation Expenses	469	429	-9	429	434	439
269	Administrative Expenses	269	277	3	284	291	298
325	Depreciation and Amortisation	464	464	0	464	464	464
3 456	Total Expenses	3 515	3 666	4	3 958	3 863	3 910
-462	Operating Result	-521	-635	-22	-695	-695	-695
14 808	Accumulated Funds - Start of Period	14 431	13 910	-4	13 275	12 580	11 885
14 346	Accumulated Funds - End of Period	13 910	13 275	-5	12 580	11 885	11 190

Legislative Assembly Secretariat
Statement Of Assets And Liabilities On Behalf Of The Territory

Budget as at 30/6/00 \$'000		Est.Outcome as at 30/6/00 \$'000	Planned as at 30/6/01 \$'000	Var %	Planned as at 30/6/02 \$'000	Planned as at 30/6/03 \$'000	Planned as at 30/6/04 \$'000
Current Assets							
152	Cash	233	234	0	175	116	57
14	Receivables	10	10	0	10	10	10
166	Total Current Assets	243	244	0	185	126	67
Non Current Assets							
16 103	Property, Plant and Equipment	21 336	20 872	-2	20 408	19 944	19 480
16 103	Total Non Current Assets	21 336	20 872	-2	20 408	19 944	19 480
16 269	TOTAL ASSETS	21 579	21 116	-2	20 593	20 070	19 547
Current Liabilities							
92	Creditors	155	156	1	157	158	159
211	Employee Entitlements	163	296	82	429	562	695
451	Other	33	33	0	33	33	33
754	Total Current Liabilities	351	485	38	619	753	887
Non Current Liabilities							
119	Employee Entitlements	135	173	28	211	249	287
119	Total Non Current Liabilities	135	173	28	211	249	287
873	TOTAL LIABILITIES	486	658	35	830	1 002	1 174
15 396	NET ASSETS	21 093	20 458	-3	19 763	19 068	18 373
REPRESENTED BY FUNDS EMPLOYED							
14 346	Accumulated Funds	13 910	13 275	-5	12 580	11 885	11 190
1 050	Reserves	7 183	7 183	0	7 183	7 183	7 183
15 396	TOTAL FUNDS EMPLOYED	21 093	20 458	-3	19 763	19 068	18 373

**Legislative Assembly Secretariat
Budgeted Statement Of Cashflows On Behalf Of The Territory**

1999-00 Budget \$'000		1999-00 Est.Outcome \$'000	2000-01 Budget \$'000	Var %	2001-02 Estimate \$'000	2002-03 Estimate \$'000	2003-04 Estimate \$'000
151	CASH AT BEGINNING OF REPORTING PERIOD	191	233	22	234	175	116
	CASH FLOWS FROM OPERATING ACTIVITIES						
	Receipts						
2 994	Cash from Government for EBT	2 994	3 031	1	3 263	3 168	3 215
2 994	Operating Receipts	2 994	3 031	1	3 263	3 168	3 215
	Payments						
2 725	Related to Employees	2 625	2 754	5	3 039	2 937	2 977
268	Related to Administration	327	276	-16	283	290	297
2 993	Operating Payments	2 952	3 030	3	3 322	3 227	3 274
1	NET CASH INFLOW/(OUTFLOW) FROM OPERATING ACTIVITIES	42	1	-98	-59	-59	-59
	CASH FLOWS FROM FINANCING ACTIVITIES						
	Receipts						
0	Financing Receipts	0	0	-	0	0	0
	Payments						
0	Financing Payments	0	0	-	0	0	0
0	NET CASH INFLOW/(OUTFLOW) FROM FINANCING ACTIVITIES	0	0	-	0	0	0
1	NET INCREASE/(DECREASE) IN CASH HELD	42	1	-98	-59	-59	-59
152	CASH AT THE END OF THE REPORTING PERIOD	233	234	0	175	116	57

Notes to the Budget Statements

Significant variations are as follows:

- employee expenses: the increase of \$0.285m from 2000-01 to 2001-02 is mainly due to the estimated costs that may arise in relation to Members who are not re-elected at the general election. Those costs would cover termination payments for affected staff.

Changes to Appropriation

Changes to Departmental Appropriations

Government Payment for Outputs	1999-00 Est. Outc. \$'000	2000-01 Budget \$'000	2001-02 Estimate \$'000	2002-03 Estimate \$'000	2003-04 Estimate \$'000
1999-2000 Budget	4 044	3 948	4 034	4 106	4 106
CPI indexation 2003-2004	0	0	0	0	80
Superannuation	50	50	50	50	50
2000-2001 Draft Budget	4 094	3 998	4 084	4 156	4 236
Revise superannuation for 1999-2000	-50	0	0	0	0
Insurance - annual premiums	0	35	35	35	35
2000-2001 Budget	4 044	4 033	4 119	4 191	4 271

Changes to Departmental Appropriations

Capital injections	1999-00 Est. Outc. \$'000	2000-01 Budget \$'000	2001-02 Estimate \$'000	2002-03 Estimate \$'000	2003-04 Estimate \$'000
1999-2000 Budget	0	0	0	0	0
2000-2001 Draft Budget	0	0	0	0	0
E-Services projects	0	77	0	0	0
2000-2001 Budget	0	77	0	0	0

Changes to Territorial Appropriations

Payment for Expenses on Behalf of the Territory	1999-00 Est. Outc. \$'000	2000-01 Budget \$'000	2001-02 Estimate \$'000	2002-03 Estimate \$'000	2003-04 Estimate \$'000
1999-2000 Budget	2 994	3 031	3 263	3 168	3 168
CPI indexation 2003-2004	0	0	0	0	47
2000-2001 Draft Budget	2 994	3 031	3 263	3 168	3 215
2000-2001 Budget	2 994	3 031	3 263	3 168	3 215