

Forecast Financial Statements

*Office of the Clerk of the
House of Representatives*

Statement of Forecast Comprehensive Income for the year ending 30 June 2014

	Note	2011/12	2012/13		2013/14
		Actual \$000	In 2012 Budget \$000	Estimated Actual \$000	Budgeted \$000
Income					
Crown		17,850	18,282	18,399	20,147
Department(s)		299	223	583	223
Other revenue		48	11	11	11
Gains		-	-	-	-
Interest		-	-	-	-
Total Income		18,197	18,516	18,993	20,381
Expenses					
Personnel		8,555	10,226	7,997	10,022
Operating	1	6,932	6,904	9,843	8,806
Depreciation and amortisation		572	886	654	1,053
Capital charge		499	500	499	500
Finance costs		-	-	-	-
Other		7	-	-	-
Total Expenses		16,565	18,516	18,993	20,381
Net Surplus / (Deficit)	2	1,632	-	-	-
Other comprehensive income		-	-	-	-
Total Comprehensive Income		1,632	-	-	-

Statement of Forecast Changes in Taxpayers' Funds for the year ending 30 June 2014

	Note	2011/12	2012/13		2013/14
		Actual \$000	In 2012 Budget \$000	Estimated Actual \$000	Budgeted \$000
Balance at 1 July					
General funds		6,243	6,243	6,243	6,243
Revaluation reserve		-	-	-	-
Other reserves		-	-	-	-
Taxpayers' Funds Opening Balance		6,243	6,243	6,243	6,243
Changes in Taxpayers' Funds					
Comprehensive income for the period		1,632	-	-	-
Repayment of surplus		(1,632)	-	-	-
Capital contribution		-	-	-	-
Capital withdrawal		-	-	-	-
Other		-	-	-	-
Total Changes in Taxpayers' Funds		-	-	-	-
Balance at 30 June					
General funds		6,243	6,243	6,243	6,243
Revaluation reserve		-	-	-	-
Other reserves		-	-	-	-
Taxpayers' Funds Closing Balance		6,243	6,243	6,243	6,243

Forecast Statement of Financial Position as at 30 June 2014

	Note	2011/12	2012/13		2013/14
		Actual \$000	In 2012 Budget \$000	Estimated Actual \$000	Budgeted \$000
Assets					
Current Assets					
Cash and cash equivalents		7,232	5,619	5,277	5,568
Debtors and other receivables		53	30	134	73
Prepayments		242	82	243	242
Inventories		-	-	-	-
Other current assets		-	-	-	-
Total Current Assets		7,527	5,731	5,654	5,883
Non-current Assets					
Property, plant and equipment		702	603	575	608
Intangible assets		2,240	2,301	2,668	2,379
Other non-current assets		-	-	-	-
Total Non-current Assets		2,942	2,904	3,243	2,987
Total Assets		10,469	8,635	8,897	8,870
Liabilities					
Current Liabilities					
Creditors and other payables		1,339	929	1,399	1,372
Repayment of surplus		1,632	-	-	-
Employee entitlements		643	905	643	643
Other current liabilities		-	-	-	-
Total Current Liabilities		3,614	1,834	2,042	2,015
Non-current Liabilities					
Provisions		-	-	-	-
Employee entitlements		612	558	612	612
Other non-current liabilities		-	-	-	-
Total Non-current Liabilities		612	558	612	612
Total Liabilities		4,226	2,392	2,654	2,627
Taxpayers' Funds					
General funds		6,243	6,243	6,243	6,243
Revaluation reserve		-	-	-	-
Other reserves		-	-	-	-
Total Taxpayers' Funds		6,243	6,243	6,243	6,243
Total Liabilities and Taxpayers' Funds		10,469	8,635	8,897	8,870

Statement of Forecast Cash Flows for the year ending 30 June 2014

	Note	2011/12	2012/13		2013/14
		Actual \$000	In 2012 Budget \$000	Estimated Actual \$000	Budgeted \$000
Cash Flows from Operating Activities					
Receipts from:					
Crown		17,850	18,282	18,399	20,147
Department(s)		300	223	583	223
Other		48	11	11	11
Interest		-	-	-	-
Payments to:					
Suppliers		(6,928)	(7,206)	(9,865)	(8,771)
Employees		(8,727)	(9,924)	(7,997)	(10,022)
Capital charge		(499)	(500)	(499)	(500)
Goods and services tax (net)		(109)	-	-	-
Other operating activities		-	-	-	-
Net Cash from Operating Activities	2	1,935	886	632	1,088
Cash Flow from Investing Activities					
Receipts from:					
Sale of property, plant and equipment		-	-	-	-
Sale of intangible assets		-	-	-	-
Sale of other non-current assets		-	-	-	-
Purchase of:					
Property, plant and equipment		(388)	(100)	(100)	(430)
Intangible assets		(480)	(855)	(855)	(367)
Other non-current assets		-	-	-	-
Net Cash from Investing Activities		(868)	(955)	(955)	(797)
Cash Flow from Financing Activities					
Capital contribution		-	-	-	-
Other financing cash inflows		-	-	-	-
Repayment of surplus		(657)	-	(1,632)	-
Capital withdrawal		-	-	-	-
Other financing cash outflows		-	-	-	-
Net Cash from Financing Activities		(657)	-	(1,632)	-
Net Increase / (Decrease) in Cash		410	(69)	(1,955)	291
Cash at the beginning of the year		6,822	5,688	7,232	5,277
Cash at the end of the year		7,232	5,619	5,277	5,568

Statement of Significant Assumptions

These forecast financial statements have been compiled on the basis of existing parliamentary outcomes at the time the statements were finalised.

The main assumptions are as follows:

- The department's activities will remain substantially the same as for the previous year, although the development of a captioning service and the pilot of the webcasting of Select Committee hearing of evidence, will have implications for forecasts.
- Personnel costs are based on 122 staff positions.
- Operating costs are based on historical experience. The general historical pattern is expected to continue.
- Estimated year end information for 2012/13 is used as the opening position for the 2013/14 forecasts.

These assumptions are adopted as at 1 March 2013.

Factors that could lead to material differences between the forecast financial statements and the 2012/13 actual financial statements include:

- Changes to the baseline budget through new initiatives (captioning, select committee webcasting), or technical adjustments relating to the carry forward of funds for enhancement of services and capability development.

Statement of Entity-Specific Accounting Policies

The Office of the Clerk of the House of Representatives has applied the accounting policies set out in Statement of Accounting Policies Standard included in this document, except as stated below.

Reporting Entity

These are the prospective financial statements of Office of the Clerk of the House of Representatives, prepared in accordance with section 38 of the Public Finance Act 1989.

Office of the Clerk of the House of Representatives is defined as government department by section 2 of the Public Finance Act 1989. For the purposes of financial reporting Office of the Clerk of the House of Representatives is a public benefit entity.

Authorisation Statement

These forecast financial statements were authorised by the Clerk of the House of Representatives on 10 April 2013. The Clerk of the House of Representatives is responsible for the forecast financial statements presented, including the appropriateness of the assumptions underlying the forecast financial statements and other required disclosure.

Specific Accounting Policies

Property, Plant and Equipment

The initial cost of a fixed asset is the value of the consideration given to acquire or create the asset and any directly attributable costs of bringing the asset to working condition for its intended use.

The capital threshold for all fixed assets is \$2,000.

The estimated useful lives of property, plant and equipment are set out below:

- IT equipment / hardware - 3 to 10 years.
- Furniture, fittings and office equipment - 5 to 10 years.

The estimated useful lives of intangible assets are set out below:

- Computer software - 2 to 8 years.

Cost Allocation

The Office has derived the costs of outputs using the cost allocation system outlined below.

Cost allocation policy

Direct costs are charged directly to significant activities. Indirect costs are charged to significant activities based on cost drivers and related activity/usage information.

Criteria for direct and indirect costs

"Direct Costs" are those costs directly attributed to an output.

"Indirect Costs" are those costs that cannot be identified, in an economically feasible manner, with a specific output.

Direct costs assigned to outputs

Direct costs are charged directly to outputs. Depreciation and capital charge are charged on the basis of asset utilisation. Personnel costs are charged on an assessment of the time spent on functions contained in each output.

Basis for assigning indirect and corporate costs to outputs

Indirect costs are expenses incurred in the organisational performance section of the Organisational Performance and Public Information Group and are assigned to outputs based on a proportion of direct staff costs used for each output.

Employee entitlements

Provision is made in respect of the Office's liability for annual, long service and retirement leave and time off in lieu. Annual leave and time off in lieu have been calculated on an actual entitlement basis at current rates of pay while the other provisions have been calculated on an actuarial basis based on the present value of expected future entitlements.

Financial instruments

The Office is party to financial instruments as part of its normal operations. These financial instruments include bank accounts, short-term deposits, debtors, creditors and foreign currency forward contracts. The Office enters into the foreign currency forward contracts to hedge currency transactions. Any exposure to gains or losses on those contracts is generally offset by a related loss or gain on the item being hedged.

Except for those items covered by a separate accounting policy, all financial instruments are shown at their estimated fair value.

Notes to the Financial Statements

Note 1 - Operating Expenses

	2011/12	2012/13		2013/14
	Actual \$000	In 2012 Budget \$000	Estimated Actual \$000	Budgeted \$000
Operating expenses include:				
Consultants fees	2,078	24	4,032	2,220
Overseas travel	168	500	438	395
Domestic travel	53	25	63	141
Other	4,633	6,355	5,310	6,050
Total	6,932	6,904	9,843	8,806

Note 2 - Reconciliation of Net Surplus to Net Cash Flows from Operating Activities

	2011/12	2012/13		2013/14
	Actual \$000	In 2012 Budget \$000	Estimated Actual \$000	Budgeted \$000
Net surplus/(deficit)	1,632	-	-	-
Add/(less) non-cash items				
Assets write off	-	-	-	-
Depreciation and amortisation expense	572	886	654	1,053
Increase in non-current employee entitlements	-	-	-	-
Total non-cash items	2,204	886	654	1,053
Add/(less) movements in working capital items				
(Inc)/dec in debtors and prepayments	(133)	-	-	62
Inc/(dec) in creditors and other payables	(50)	-	(23)	-27
Inc/(dec) in employee entitlements	(86)	-	1	-
Net movements in working capital items	(269)	-	(22)	35
Add/(less) investing activity items	-	-	-	-
Net cash flow from operating activities	1,935	886	632	1,088