Budget Information Guide 2025-26

January 2025

GREATER DANDENONG
City of Opportunity

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Foreword to the 2025-26 Budget Process

Welcome to the 2025-26 Budget process! I'm sure that to many of you it doesn't seem that long since the last one!

Whilst the attached guide has been prepared to hopefully make the 2025-26 Budget process both smooth and easy for users, it is also useful to sit back and consider the bigger picture before we all get lost in the detail – and that is the purpose of this foreword.

Once again, the work done by Managers in November in reviewing their Long-Term Financial Plan (LTFP) figures will play an important role in the Budget process with these figures to be 'pre-entered' as the starting point for your 2025-26 Budget.

The *Local Government Act 2020* requires Council to prepare and adopt a budget for the next financial year and the subsequent three financial years (*section 94 of the Local Government Act 2020*). This means that a **four-year Budget** is required and is to be adopted by 30 June.

The 2025-26 Budget and the forthcoming three years contain several challenges for the City of Greater Dandenong (Council). Some of the key issues that we need to deal with in the coming year (and future years) are:

- Rate capping restrictions – the decrease in rate income in 2025-26 will be capped to 3 per cent as set by the Minister for Local Government.
- The current EA expires on 30 June 2025. The rate cap of 3 per cent is equal to the stipulated pay increase in the EA at this point. Subsequent years assume an increase of 2.50 per cent plus a 0.5 per cent banding increment.
- The Executive Team reviewed the LTFP in December 2024. Given the current financial challenges, including an unbalanced LTFP and the substantial number of initiatives already submitted during the long-term financial planning process, it is recommended that **NO new operational funding requests** be submitted for the 2025–26 budget unless there is a clear and demonstrable risk factor or similar critical justification attached to the funding request. If a request meets this justification, officers are encouraged to carefully review and assess any planned submissions to ensure alignment with organisational priorities, financial sustainability, and risk management considerations. This approach will allow us to focus resources where they are most needed while working towards a balanced financial position.
- Operating funding requests that were submitted for consideration during the LTFP process will be carried over for consideration should funds become available and a balanced budget outcome achieved.
- Council in the past has been able to absorb the above increased costs but this is no longer the case. Contract costs represent a significant and growing pressure on Council's financial sustainability. These are not one-off increases but instead represent structural changes to council's cost base. The 2024-25 budget reflects a significant $3.41 million increase (full year impact) compared to the previous year, driven by escalating costs in key operational areas which flow on to future years of the LTFP. These increases are primarily attributed to contractual obligations, enhanced service delivery expectations, and factors beyond CPI in contractual agreements. They will require reductions in other service areas or increases in revenue to maintain financial stability.
- While Council remains in a sound financial position, the escalating cost pressures stemming from above-inflation increases in key input costs are placing immediate pressure on Council's financial sustainability. These rising costs are reducing financial flexibility and posing risks to financial stability. Over the past couple of years there has been a sharp increase in the cost of both the delivery of capital works and across all Council materials and services essential to delivering operational services

- Legislation changes commencing in 2023-24 around rate payment arrangements, rate arrears and interest on overdue rates is anticipated to see a reduction in income for Council. The Minister has delayed interest rate changes on rate arrears and the impact/outcome of this remains uncertain at present.
- Council's core operational grant – Financial Assistance Grant funding received via the Victoria Local Government Grants Commission (VLGGC) has been incremented by 1 per cent on the 2024-25 allocation.

All in all, these issues will combine and place pressure on us all to make every effort to limit the increase in our operational net costs – but still provide a high level of service provision. As a consequence of all of the above, the 2025-26 Budget process will see a continued focus on achieving operational spending efficiencies wherever possible and additional revenue generating channels.

This is not just the responsibility for the Executive Team (ET) to sit in judgement of the various operating budgets – but something that we all have to take responsibility for. I can only urge you to genuinely review your operational budget needs in order that this Council can adequately plan for the future.

A concentrated effort in ensuring as many comments as possible describing the make-up of various budget items within the Budget system (Magiq), will continue to be a key element of the Budget process. This is particularly important for the new members of ET to develop an understanding of budget items. It will also greatly assist ET and Council in reviewing your Budgets. Work you can do now may well save you having to answer questions later.

Finally, my thanks to the Financial Services Department for all the work they have done in the lead up the Budget process and in the preparation of this guide. As always, they will be very committed to assisting you wherever possible over the coming months and please don't hesitate to ask for their help.

Have fun and enjoy the process where possible – it only comes around once a year! ☺

Michelle Hansen
Chief Financial Officer

INTRODUCTION

STRATEGIC PLANNING FRAMEWORK

The City of Greater Dandenong Council (Council) prepares a Council plan that sets out the vision and future direction of the organisation for the next four years. These plans are supported by a Long-Term Financial Plan (LTFP) that is also being prepared concurrently. This LTFP is based on Business Unit Managers' input, having considered their medium to long term needs in providing their ongoing services.

The Manager inputs were considered by the Executive Management Team (ET) on 10 December 2024. The 10-year Plan and in particular the next four years pose some significant challenges for Council as a balanced outcome is yet to be achieved.

The first year of this draft LTFP represents the draft budget for 2025-26, (subject to detailed salary workings) and will be used as the benchmark for setting the final budget. Any significant variations that Managers make to the 2025-26 (non-salary) figures in the draft LTFP will need to be further considered by ET before adopting them. The draft LTFP is available in Magiq at sub activity level and can be accessed by Managers and authorised budget officers.

A key budget target for Council is to maximise the funds that need to be allocated to capital expenditure, particularly towards asset renewal. This can only be realised by maximising funds from operations. This is achieved by maximising revenue and keeping the operating costs down to prudent levels. The budget parameters that have been set by ET aim to achieve this objective and calls for responsible budgeting of expenditure by Managers.

2025-26 BUDGET PROCESS

Council is required by legislation (*Local Government Act 2020*) to prepare a four-year budget by 30 June each year. Hence timeframes have been set accordingly.

Revenue – essentially comprises rates, fees, grants, fines, hire of facilities and sale of assets.

Recurrent expenditure – the major components of Council's recurrent expenditure are salaries (and related costs), contract services, administration costs (including IT costs), occupancy costs, professional fees and community grants.

Capital expenditure – includes expenditure on the capital improvement program (CIP) that are funded out of Council funds, capital grants, contributions and external borrowings. The CIP contains capital expenditure on major projects and also contains various programs for renewing and upgrading Council's infrastructure assets such as roads, drains and footpaths.

This Budget Information Guide has been developed to assist Managers and Service Unit leaders in the development of all aspects of their departmental financial planning. It provides a reference for the necessary timeframes and information required to assist you to complete this work. In addition to the guide, there are various appendices attached relating to each step within the budget process.

The segments of this guide are:

- **Timelines -** contains dates for key activities pertaining to the 2025-26 budget process and review.

- **Management control framework and budget process -** contains an overview of the budget and reporting process at Council as a planning and control framework.
- **Guidelines for budget preparation -** contains information pertaining to the parameters and components of Council's budget.
- **Appendices -** detailed procedures on preparing your budget, worksheets and generating reports, with particular regard to Magiq procedures.

CORE BUDGET AND OPERATING FUNDING REQUESTS

Core Budget
The core 2025-26 budget and the following three years is essentially the first four years of the Long Term Financial Plan (LTFP). These figures have been downloaded from the LTFP which were reviewed and amended by Managers when completing the LTFP. The LTFP has been considered by the ET in December 2024. Any changes made during budget preparation to these figures (excluding salaries) will need to be further considered by the ET for which additional notes will be required to explain the changes. These notes must be provided in the comments column in Magiq.

Detailed salary budgets for 2025-26 will be completed ahead of reviewing all other budget line items. Salaries must be completed in the Labour Budget Module by no later than **COB 12 February 2025**. This will enable early review of the salaries budget by the Executive Team.

Following completion of the budget input process a combined budget will be presented to the ET for review prior to considering any operating funding requests.

Operating Funding Requests
Please note, NO new operational funding requests are recommended to be submitted as apart of the 2025-26 Budget process. Please refer to page 11 item 2.3 Operating Funding Requests.

Managers are requested to submit their operating funding requests via an online form (refer note 2.3 and Appendix D for details). The Executive will review the budget and determine the level of funding that will be voted for operating funding requests/new initiatives should funding be available.

Assistance from Financial Services Department

Please contact members of the Financial Services Department for assistance at any stage of the budget process.

Contact	Responsibility	Extension
Email: **ZZ Financial Planning**		
Mandy Vevers	Systems and Support Accountant	5375
Maya Mendonca	Finance Business Partner Lead	5328
Kirsten Geri	Coordinator Management Accounting & Systems	5360

BUDGET TIMETABLE

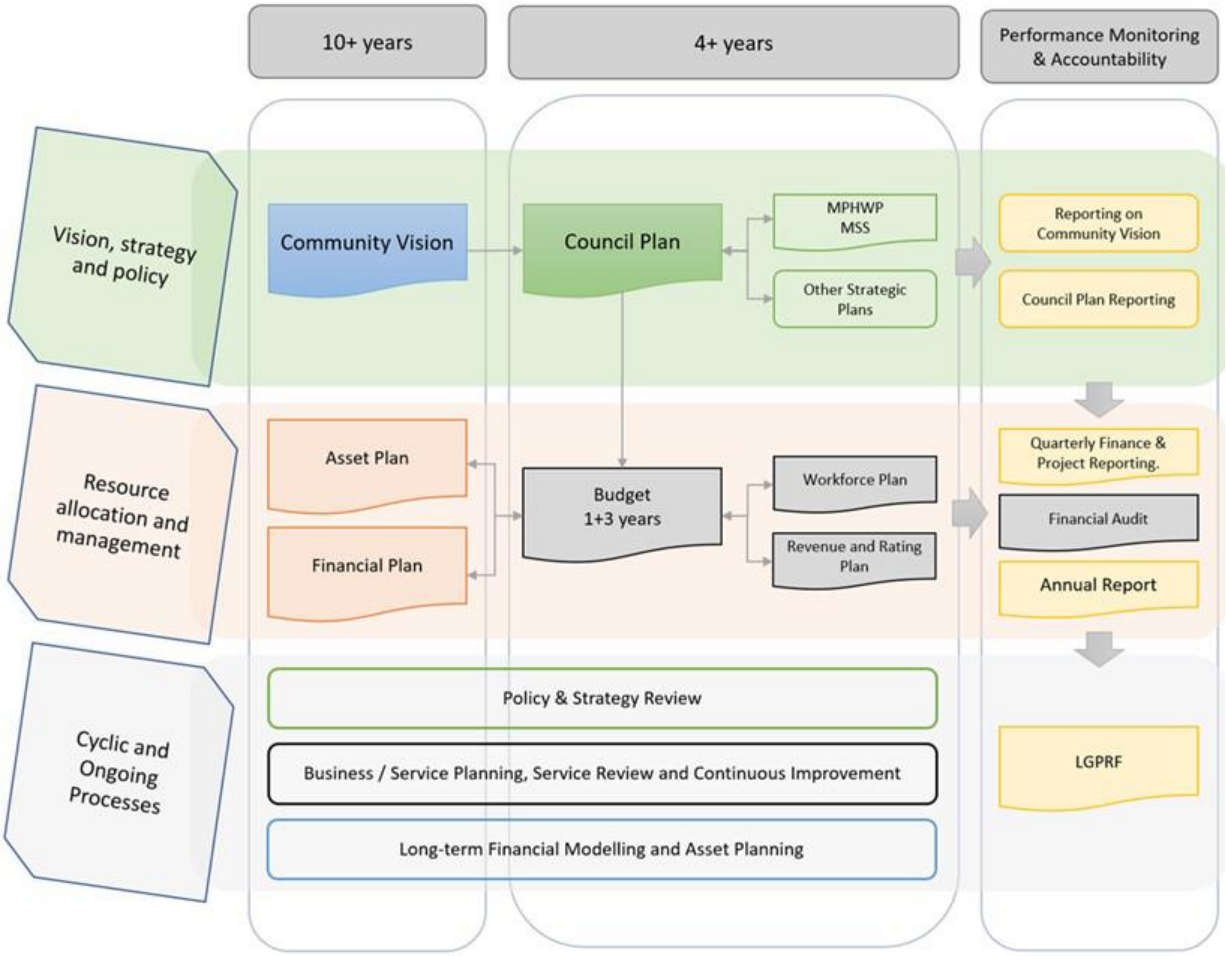
Activity	2025-26 Budget Date
Budget input to commence	Monday, 13 January 2025
Budget Information/Training sessions (fortnight beginning)	Wednesday, 22 January 2025
PUBLIC HOLIDAY - AUSTRALIA DAY	**Monday, 27 January 2025**
Fees and charges completed by reviewers	Friday, 7 February 2025
ET briefing - CIP (draft 1) (30 mins)	Tuesday, 11 February 2025
Fees and charges completed by approvers	Wednesday, 12 February 2025
Labour budget completed in Magiq	Wednesday, 12 February 2025
Operating funding requests completed via online form.	Friday, 21 February 2025
Operating budget items completed in Magiq.	Friday, 21 February 2025
ET briefing - Fees and charges (30 mins)	Tuesday, 25 February 2025
ET briefing - CIP (draft 2) (1.5 hours)	Tuesday, 25 February 2025
Director reviews completed	Friday, 28 February 2025
PUBLIC HOLIDAY - LABOUR DAY	**Monday, 10 March 2025**
ET briefing - Operating budget and proposed operating funding requests (new initiatives) (3 hours)	Tuesday, 18 March 2025
ET briefing - Final draft budget (3 hours - if required)	Thursday, 20 March 2025
Final CIP / capital budget detailed by project sent to Finance	Monday, 24 March 2025
Councillor Budget Briefing 1 - Overview, Fees & Charges, Operating Budget, Differential Rates.	Monday, 7 April 2025
Councillor Budget Briefing 2 - Operating Funding Requests and Capital Projects	Wednesday, 9 April 2025
PUBLIC HOLIDAY - GOOD FRIDAY - 2025	**Friday, 18 April 2025**
PUBLIC HOLIDAY - EASTER MONDAY - 2025	**Monday, 21 April 2025**
PUBLIC HOLIDAY – ANZAC DAY - 2025	**Friday, 25 April 2025**
Council meeting - endorse proposed Budget	Monday, 12 May 2025
Community engagement period of Proposed Budget ends (28 days)	Wednesday, 14 May 2025- Wednessday, 11 June 2025
Council Hearing of Community Feedback	Monday, 16 June 2025
PUBLIC HOLIDAY - KING'S BIRTHDAY	**Monday, 9 June 2025**
Council meeting - adopt Annual Budget & LTFP	**Monday, 23 June 2025**

INTEGRATED PLANNING AND REPORTING FRAMEWORK AND BUDGET PROCESS

1 OVERVIEW

Budgeting is an integral part of Council's integrated planning and reporting framework, which involves:

- Planning (Community Vision, Council Plan, Long Term Financial Plan, Asset Plan, service unit plans, etc).
- Budgeting (planning of resources to achieve these plans).
- Measurement (of actual results against plans and budget).
- Reporting and corrective action (through monthly management reporting, variance comments, quarterly, half yearly reviews, etc).



Source: Department of Jobs, Precincts and Regions

Planning

The four-year Council Plan defines the organisation's mission and goals which includes a one year plan. Each service unit within the organisation sets specific outcomes measures and targets in their respective business plans towards achieving this annual plan. These measures and targets should form the basis for the budget.

Budgeting (Financial Planning)

The Budgeting stage is the phase in which resources are identified, and funding allocated for the agreed programs in the respective Service Unit plans. Council uses Magiq software for budgeting and reporting. Instructions for data entry into Magiq are contained in the guide **(refer Appendix A)**.

Recording Transactions

The measurement and recording stages are where actual results are recorded and classified according to the categories set out in the budget. Financial transaction details are captured through the account coding system (chart of accounts). Financial transactions include cash receipting, payment of invoices, payment of salaries, collection of rates, etc. Council's main financial systems are Computron, Magiq, Property and Rating, Chris Payroll and Assetic.

Reporting and corrective action

Data is collected and processed through the Computron Financial System and reported monthly through Magiq to each Manager or Service Unit Leader for their area of responsibility to enable them to monitor progress against the budget.

Reports (through Magiq) are used to compare actual revenue and expenditure against budgets by area of responsibility. Explanations by Managers of variances from budget are reported along with recommended management actions to correct problem areas. This is done through monthly variance comments and full year forecast reviews during the year.

Budget preparation is only a segment of this overall control framework. This guide covers the budgetary control aspects as well as the notes on budget preparation.

1.1 Manager/Director Liaison

Managers responsible for budget preparation must do so in liaison with their respective Directors, to ensure that the Directors are conversant with all aspects of their individual budgets. The Directors will review all budgets under their directorate and sign-off on budgets by **Friday 28 February 2025.**

1.2 Sub Activity/Service Unit Budgeting

Council prepares its budget through Sub Activities within each Service Unit. These sub activity budgets are consolidated to give Service Unit budgets, which in turn are consolidated to form the directorate and Council budgets.

Service Units and Chart of Accounts

Council's Chart of Account structure comprises 12 digits, four digits each for:

Sub activities	**XXXX** XXXX XXXX	Reporting units within Service Units and Departments *(Budgets prepared at this level).*
Accounts	XXXX **XXXX** XXXX	Specific revenues, expenses, assets and liabilities.
Sub accounts	XXXX XXXX **XXXX**	Identifies specific programs or projects (allows further breakdowns, eg – projects).

Service Unit Managers may wish to isolate particular categories of costs via specific **account codes** to enable them to identify these costs in the operating statements. Managers may also wish to create new areas of responsibility or capture the broad costs of a program or activity. This can be done by creating a separate **sub activity** or **sub account** within the Service Unit. The creation of new account codes, sub activities and sub accounts must be arranged through **ZZ Financial Planning**. Note - any new account codes and sub activities need to be set up in Computron by Financial Services before amounts can be budgeted against them.

1.3 Budget timetable

A budget timetable has been prepared and details the various steps required and their timelines from commencement to approval by Council. Refer to page 5.

1.4 Budget comments and work papers

A column headed "Next Year Budget Comments" is available in Magiq to explain the budget line items. It is mandatory that this column is used to support the budget figures, in particular when they differ from year one (2025-26) of the Long Term Financial Plan 2026-2035 (LTFP). Account lines which differ from the LTFP will be closely scrutinised and this will greatly assist the ET in their decision process.

The comments included in the Long Term Financial Plan (LTFP) process will also be populated in Magiq to assist budget users to copy and paste comments that have not changed and are still applicable to the 2025-26 Budget. Note – this column won't be included in the Budget reports, it is just for the user's information in the Budget entry screen in Magiq.

It is strongly recommended that detailed workings are also maintained to support the budget bids. These workings are a useful reference for ongoing monitoring of budget performance. They also assist new Managers who may have joined Council after the budget is prepared to understand the makeup of their budgets.

1.5 Consideration of Climate Change

One of the overarching governance principles of the *Local Government Act 2020* is that the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.

In January 2020, this Council joined a growing number of cities around Australia and declared a "Climate and Ecological Emergency" and committed this Council to emergency action on climate change. Council has developed a Climate Change Emergency Strategy and Action Plan 2020-30 to help the City of Greater Dandenong become a resilient, net zero carbon emission city with an active community prepared for the challenges of changing climate.

Each department is required to consider how it's activities, services and initiatives might respond to or impact Council's Declaration on a Climate and Ecological Emergency, Council's Climate Change Emergency Strategy 2020-2030 and the requirements of the *Local Government Act 2020* in relation to the overarching governance principle on climate change and sustainability.

In reviewing your budget and any requests for 'Operating Funding' (see 2.3 below) please ensure you have appropriately considered any Climate Change requirements. If a request for 'Operating Funding' does have Climate Change considerations, you will be asked to provide commentary on this in the online form request.

Council's climate and energy strategies and action plans can be found at:
https://www.greaterdandenong.vic.gov.au/sustainability/climate-and-energy

1.6 Consideration of Gender Equity

Each department is required to consider Gender Equity when reviewing its services, actions and initiatives and the associated budgets.

The *Gender Equality Act 2020* came into operation on 31 March 2021 and requires councils to take positive action towards achieving workplace gender equality and to promote gender equality in their policies, programs and services.

In this regard, the objects of the *Gender Equality Act 2020* must be considered where a department's services, actions or initiatives have a direct or significant impact on members of the public and in the associated budgets. The objects of the Act are as follows:

(a) to promote, encourage and facilitate the achievement of gender equality and improvement in the status of women; and
(b) to support the identification and elimination of systemic causes of gender inequality in policy, programs and delivery of services in workplaces and communities; and
(c) to recognise that gender inequality may be compounded by other forms of disadvantage or discrimination that a person may experience on the basis of Aboriginality, age, disability, ethnicity, gender identity, race, religion, sexual orientation and other attributes; and
(d) to redress disadvantage, address stigma, stereotyping, prejudice and violence, and accommodate persons of different genders by way of structural change; and
(e) to enhance economic and social participation by persons of different genders; and
(f) to further promote the right to equality set out in the Victorian Charter of Human Rights and Responsibilities and the Convention on the Elimination of All Forms of Discrimination against Women.

The Gender Equality Act 2020 can be found at the following link:
https://content.legislation.vic.gov.au/sites/default/files/2020-02/20-005aa%20authorised.pdf

What you need to do:

You must establish whether a Gender Impact Assessment (GIA) is required for any new initiatives and their associated funding request. Is it a program or service you are establishing or reviewing? A GIA will assist you to analyse a program or service and develop it through a gender equality lens. The Victorian Commission for Gender Equality in the Public Sector has developed a gender impact assessment toolkit which will help you to think about how program or service affects different people and different communities and how you can avoid unintentionally reinforcing inequalities. GIA tools can be found at the following link and should be discussed within your request.

https://www.genderequalitycommission.vic.gov.au/gender-impact-assessments

If applicable, the GIA that you undertake will need to be done on the Council-provided template located in Objective at Council Governance and Administration/Legislation/Gender Equality Act 2020/Gender Impact Assessment Templates and saved in Objective at the following location – Council Governance and Administration/Legislation/Gender Equality Act 2020/Gender Impact Assessments in the following format – Gender Impact Assessment YYMMDD Grass Mowing Program. A GIA cannot be undertaken lightly and it is likely that community consultation will be required to complete it. You do not need to include the GIA in any associated funding requests but you should discuss the outcomes of the GIA and your recommendations as a result of conducting a GIA.

GUIDELINES FOR BUDGET PREPARATION

2 COMPONENTS OF COUNCIL'S BUDGET

Council's budget will include the following:

- Mayor and Chief Executive Officer's Introduction
- Budget process and influences
- Economic assumptions
- Gender equity
- Link to Integrated Planning and Reporting Framework
- Services and Service Performance Indicators
- Financial Statements:
  - Comprehensive Income Statement
  - Conversion to Cash Result
  - Balance Sheet
  - Statement of Changes in Equity
  - Statement of Cash Flows
  - Statement of Capital Works
  - Statement of Human Resources
- Notes to the Financial Statements including but not limited to:
  - analysis of operating and capital budgets, budgeted cash and financial position
  - rates and charges, Revenue and Rating Plan and other statutory disclosures
  - Debt Strategy
- Financial Performance Indicators
- Schedule of fees and charges
- Commentary on major activities and projects

2.1 Accrual Budgeting

Council adopts accrual accounting for budgeting and reporting purposes. This requires revenue and expenditure to be recognised in the period to which they belong regardless of whether cash has been received or paid in that period. Hence, timing of revenue and expenditure ought to be based on when revenue is due to be earned and expenditure expected to be incurred rather than when the actual cash flows arise. The monthly budget profiles must be based on these accrual principles.

2.2 Goods and Services Tax (GST)

Council is required under legislation to charge GST on specified services provided by Council, while other services are supplied GST free. Council is also subject to pay the GST on most goods and services purchased. However, Council is eligible to claim GST paid from the Australian Taxation Office (ATO). These claims are called Input Tax Credits (ITC).

GST Inclusive supplies

These are services on which Council will charge GST to the customer, and GST will be included in the price. The GST charged does not constitute revenue to Council, but rather will be passed on to the ATO. Only the amount charged excluding GST is revenue to Council. Hence, in estimating revenue in the budget, the amount of GST to be charged to the customer should be **EXCLUDED** from the revenue budgets.

GST Free supplies

These are supplies provided GST free by Council to customers. The total value of these charges to customers is to be treated as revenue to Council.

GST on expenditure

The GST costs incurred by Council are called input taxes. Council can claim these back from the ATO as Input Tax Credits. Hence, when estimating expenditure relating to these services, the GST incurred (as a cost) should be **EXCLUDED** from the expenditure budgets.

2.3 Operating funding requests

For the 2025-26 Budget process, given the current financial challenges, including an unbalanced LTFP and the substantial number of initiatives already submitted during the long-term financial planning process, it is recommended that **NO NEW OPERATIONAL FUNDING** requests be submitted unless there is a clear and demonstrable risk factor or similar critical justification attached to the funding request.

If a request meets the above, officers are encouraged to carefully review and assess any planned submissions to ensure alignment with organisational priorities, financial sustainability, and risk management considerations. This approach will allow us to focus resources where they are most needed while working towards a more balanced financial position in future years. The process below can then be followed to complete the request.

Managers are requested to complete an online form for operating funding requests – https://forms.greaterdandenong.vic.gov.au/internal-forms/budget-operating-funding-request/?saml sso

The submissions received will be considered by the ET in the light of their value to Council and availability of funds relative to capital needs.

During the Long Term Financial Plan (LTFP) review in December 2024, a number of operating funding requests were submitted for consideration for the 2025-26 Budget. **NO** operating funding requests were included in the LTFP 2026-2035. These operating funding requests will be carried over to the budget process. However, until a balanced budget is achieved, operating funding requests will be reconsidered by ET as part of the 2025-26 budget deliberations.

Financial Planning staff will communicate with the relevant managers regarding confirmation of approval of these additional items. Please note - **final endorsement is when Council formally adopts the Budget in June 2025.**

In endorsing operating funding requests for inclusion in the budget, ET will consider any funding needed for capital and ongoing recurrent expenditure that may result from that initiative (such as ongoing maintenance).
Appendix D includes procedures about how to complete the online form.

2.4 Capital budget and asset purchases

Under Council's Fixed Asset Accounting Policy and Guidelines, capital expenditure relates to the purchase of fixed assets with useful lives greater than one year and generally costing greater than $3,000. Please contact Financial Services to assist with these types of purchases/budget.

Asset purchases greater than $3,000 should not be allocated to operating expenditure.

2.5 Budget parameters

The budget has been compiled within the parameters set out in the Long Term Financial Plan. These parameters are aimed towards maintaining or improving current services and maximising funds available for the capital improvement program (CIP). Directors and Managers must review individual Service Unit budgets to ensure that the budget parameters have been adhered to.

The following budget parameters will be used for the development of the 2025-26 draft Budget. The expected budget parameters should be considered when preparing your budget. Actual budget amounts should be applied if known. Changes to these key parameters will impact the overall position described in the Long Term Financial Plan.

Budget parameter	2025-26 Draft Budget
Rate cap	3 per cent
Waste charges	Full cost recovery
Grant income: - Program grants - Financial Assistance Grants (via Victoria Local Government Grants Commission) - Capital grants	 1.00 per cent *(conservative approach)* 1.00 per cent *(conservative approach)* As per grant agreement.
Fees and charges: **Statutory fees:**	3 per cent 2.00 per cent *(applies to volumes not rates or prices and to be considered on a case by case basis)*
Market and other contract hire of facilities	Based on the contracted rentals as per the relevant agreements.
Developer and other contributions	Only cash contributions are budgeted under income (excludes DCP income).
Asset sales	Based on the program of sales for both property and fleet.

Employee costs - Enterprise Bargaining Agreement [1] - Banding increments and other salary movements including superannuation guarantee.	3 per cent (to match the rate cap) 0.50 per cent (future years only)
Materials and services costs **Contract costs**	NIL increase or CPI as applicable Based on current prevailing conditions of contract
CPI *(for income and expenditure)*	3 per cent

(1) This increase has been factored into the salaries that have been downloaded from the Chris payroll system into the Labour Budget Module.

3 REVENUE

3.1 Rates and waste charges

(a) **General rates** - are determined with reference to the capital improved value of properties and a rate in the dollar for each property type.

(b) **Waste collection charges** - are determined on the basis of full cost recovery for services provided.

3.2 Grants revenue

The timing of recognition of grant funding is determined by Accounting Standards, AASB 15 Revenue from Contracts with Customers and AASB 1058 Income of Not for Profit Entities.

In general, grant income that is governed by an agreement and has sufficiently specific performance obligations (like Community Care grants) will be recognised as the performance obligations are satisfied. The grant funding is recorded as unearned income in the Balance Sheet until the obligation is satisfied and income can be recognised. Grant income that either does not have a formal agreement or sufficiently specific performance obligations will be recognised immediately upon invoicing or receipt.

Capital grants are generally recorded as income as the capital expenditure occurs for the project in question.

(a) **General purpose grants** – are also called untied grants and are Financial Assistance Grant funding received via the Victoria Local Government Grants Commission. The budget for these grants is based on current funding allocation (not increased by a parameter).

(b) **Specific purpose grants** – also known as tied grants, are received for various programs and are received by many Service Units in Council. The budget for these grants must be based on amounts anticipated to be recognised in the budget year.

(c) **Capital grants** – Council receives grants for specific capital projects. These grants are treated as revenue in the Income Statement as the capital expenditure is incurred. The Service unit responsible for obtaining these grants needs to inform zz Financial Planning of any proposed grant funding that is to be received.

3.3 Fees, charges, fines and hire of facilities

Council provides a range of services to the community. Some of these services have an associated fee or charge levied. A full review of all fees and charges is required by the relevant Service Unit. The budgeted income for services must be based on these rates for 2025-26. All fees and charges should be considered as to whether an increase of 3 per cent should apply or whether statutory regulations permit.

There are a number of individual fees that are statutory in nature. Council has no ability to alter these fees. In many cases these fees are fixed and result in a growing cost to the ratepayer to provide services as the level of cost recovery is diminished over time. Where fees are set by State Government statute, these fees will be required to be amended in line with any increase should one be determined by the State Government.

Revenue from the hire of Council facilities will be derived in line with the schedule of fees and charges.

Fees and charges – review

The annual review of fees and charges in Council's online LG Solutions Fees and Charges portal requires officers to:

- Review the fees and charges and amend (add or delete) details as required e.g. description, unit charge rate etc.
- Check that the GST treatment applied to fees is correct.
- Review the body responsible for fixing the price:
  - CNCL: Greater Dandenong Council.
  - REG: Regulation associated with the relevant Act, or the Act itself.
  - CON: Set under contract.
- Provide an accurate explanation for:
  - Fees which have not increased.
  - Fees which have increased by lower than the forecast CPI rate of 3 per cent.
  - Fees which have increased by greater than 3 per cent (fees can be increased based on financial justification), excluding rounding.
  - New/removed fees.

3.4 Asset sales

Asset sales income is derived from sale of Council property and sale of plant and fleet. Revenue from property sales is recognised when an unconditional contract is signed for the sale (refer to section 4.9 – cost of assets sold).

3.5 Other revenue

Other revenue includes items such as recoveries, sponsorships, royalties and donations. Details of such revenue must be budgeted against the relevant account code and supporting notes included in Magiq for information and analysis.

4 RECURRENT EXPENDITURE

4.1 Salary, wages and on-costs

This section provides detailed instructions to determine salary costs for the 2025-26 Budget. The salary calculations are contained in the Magiq Labour Pop-up (Labour Pop-up) for each sub activity. This module can be accessed via Magiq. You will need to access the labour pop-up for each sub activity and save each one to populate your budget.

The step by step procedure for entering salaries is contained in the guide (**refer Appendix B**).

Employee salaries (account code 1000)

The salary details for all **current** staff are contained in the Labour Pop-up which displays current (active) staff information as downloaded from the CHRIS payroll system as at **10 January 2024**. Staff members in each Service Unit are grouped on the one table under the relevant sub activity. *Please note vacant positions have not been included – you will need to manually enter these.*

Access to the Labour Pop-up in Magiq has been limited to Managers, who will need to verify each of their Sub-Activity's labour budgets. Amendments may be necessary in relation to:

- Vacant positions
- Tenure of employment
- Banding adjustments
- Change in employment status (eg. casual to permanent)
- and backfilling).
- Change in hours of work
- New employees (if approved by Director)

Salary computation - salaries are calculated based on 52 weeks, of which four weeks of annual leave is shown separately.

Enterprise Agreement 2022 – the Enterprise Agreement (EA) 2022 commenced 1 July 2022 and ends after three years on 30 June 2025. The 2025-26 salaries budget includes an employee cost parameter of 3 per cent to match the rate cap plus an allowance of 0.50 per cent for banding increments and other salary movements (subsequent years).

New positions - in addition to the established staffing complement, new positions should only be included in the budget after approval from the Executive Management Team (ET).

Banding increases – must be limited to those within existing bands. Any proposed changes in banding (eg. from band 5 to band 6) must have prior approval from a member of ET.

Salary increases for new or expanded service delivery – must be matched to corresponding new funding such as new grant funding, rates or increased fees.

Staff numbers - Your organisation chart details the staff numbers for each department. Staff numbers will be reported in FULL TIME EQUIVALENT (FTE) terms. FTE is calculated based on the number of hours worked by an employee over the standard weekly hours. For example, 38 hours per week represents 1.0 FTE (38/38), 19 hours per week represents 0.5 FTE (19/38), etc.

The number of hours budgeted to be worked by each staff member are contained in the Labour budget pop-up and this number is used to calculate the staff numbers in FTE terms. Please

do not include additional lines for the backfill of staff as this distorts the FTE. Set the labour budget based on the **position** not staff member.

Vacant positions

- Vacant positions have not been included in the Labour Pop-up in Magiq. You will need to enter these manually by referencing your area's organisation chart to complete your budget (see **Appendix B** for detailed instructions).

New employees

- New employees can be added to the labour pop-up if any new staff are planned to be included in the budget (only where approved by ET).

Manager (Executive Contract) salaries

Managers' salary packages are included in the Labour Pop-up. They have an employment status 'CF' in the pop-up and have been calculated in the same manner as all other employees and include Superannuation.

Casual staff (account code 1005)

- Casual staff are temporary employees directly employed by Council and paid through the payroll system.
- Casual staff qualify for a loading of 25 per cent in addition to the award.

Temporary agency staff (account code 1016)

Temporary agency staff are those engaged through Comensura and paid through the Accounts Payable system. They should **not** be included in the Labour Pop-up.

Staff leave

Annual leave (account code 1015)

Four weeks' salary will be budgeted against the annual leave expense, hence, the salary account 1000 will only budget 48 weeks.

Annual leave has been profiled in the budget in line with the monthly labour budget profiling.

Annual leave loading (account code 1015)

The Labour Pop-up is designed to automatically calculate the annual leave loading and is costed to the annual leave expense account.

Please note that budget overruns result when staff fail to take their annual leave entitlements.

Sick leave and other leave (eg. compassionate leave)

Council does not accrue for these entitlements as they are taken within their annual salary entitlements.

Parental leave

In accordance with the EA, the entitlement is 16 weeks (full pay) paid parental leave. This should be budgeted in the salaries account (account code 1000) as part of the normal salary. Any planned back-fill staff must also be budgeted for. Parental leave or back fill requirements should not be included as separate items in the labour pop up as this can distort the EFT. Please contact *zzFinancialPlanning* for assistance in budgeting for parental leave and backfilling of staff as it can be quite complex.

Overtime (account code 1001)

Overtime, if applicable must be budgeted in the Labour Pop-up. Please refer to **Appendix B** for more information.

Monthly labour budget profile

Salaries are budgeted according to the days worked during the financial year (261 days for 2025-26). They have been profiled for you as per the table below. As previously stated in the Guidelines for Budget Preparations, according to the principles of accrual accounting Council recognises expenditure according to the period to which it belongs, regardless of the timing of the cash payment. As such, employee entitlements are recognised when they are incurred (not paid). This means that there may be an accrual of such at the beginning or end of the financial year to recognise salaries that are paid outside of this time frame.

Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Employee Pay Periods	1.9	2	2	2	3	2	2	2	2	2	3	2.2

Shared positions

Staff whose services are shared across multiple sub-activities must be budgeted for separately in each of those sub activities. The hours to be worked in each sub activity must be completed and when combined together must equate to one FTE for a full-time position. Please refer to **Appendix B** for detailed instructions.

Employee on-costs

Workcover premium (account code 1025)

The amount to be budgeted is included in the labour pop-up. This will be calculated automatically by the Magiq system and as per the premium amount paid by Council. Officers are not required to adjust this item.

Superannuation (account code 1030)

Superannuation has been calculated based on the current rates and included in the Labour Pop-up. This account only contains the statutory contribution made by Council and does not include any salary sacrifice by individual staff members. The superannuation rate is **12 per cent** in 2025-26 and the budget has been set at this rate.

Long service leave (LSL) (account code 1040)

The Labour Pop-up includes the amount required to be budgeted for Long Service Leave. Long Service Leave accrues at the rate of 1.3 weeks for every year of service.

Staff allowances (account code 1050)

The Labour Pop-up includes a number of staff allowances such as meal, travel, availability, service recognition awards, etc. Please note that higher duties allowances are not budgeted for.

Included in this account are the motor vehicle allowances of Managers and the Executive (if applicable). Please include a budget for this allowance by populating the required number of units in the 'Plant' allowance column to calculate the required Motor Vehicle allowance $.

For further detail regarding allowances please refer to Appendix B.

Staff training (account codes 1074 and 1075)

Council's investment in staff training and development initiated by People and Change will be budgeted in the People and Change department as a corporate expense in **account 1074**. This includes training in relation to corporate issues such as Equal Employment Opportunity (EEO), Occupational Health and Safety (OHS), performance management, customer service, etc, and any other programs identified by the Executive as a corporate initiative.

On the other hand, training needs specific to Service Units are to be budgeted by each Service Unit in account **1075**.

<u>All ancillary costs associated with training, such as hire of venue, travelling, accommodation and catering should be included as part of the cost of training.</u>

Reimbursement of university / TAFE / professional qualification course fees should also be allocated to account 1075 'training/conferences'.

Staff incentive (account code 1098)

Service recognition awards are budgeted and accounted for under Staff allowances above (account code 1050). However, other staff reward and recognition costs are not generally budgeted. When expensed, these costs should be allocated to the staff incentive account (account number 1098).

Traineeships (account code 2406)

These costs are budgeted for outside of the Labour Pop-up. Traineeships are budgeted and accounted for under account code 2406.

Other employee costs (account code 3799)

These costs are budgeted for outside of the Labour Pop-up. For example, work experience costs are to be allocated to account 3799 'other expenses'.

4.2 Contract payments, materials and services

Contract services include expenditure on maintenance and repairs, graffiti, materials, consumables, major contracts, street lighting, etc.

These costs will be budgeted by the appropriate Service Units.

Included under this heading are two types of contract expenses:

(i) Lump sum (account code 1300)

A lump sum contract is based on a **fixed price** where the nature and quantity of works and services are known.

(ii) Schedule of rates (account code 1500)

A schedule of rates is applied to contracts where the quantities of work are unknown. The rates applied will be the fixed price determined via the tender. The final contract sum is calculated by actual quantities and tendered rates.

4.3 IT costs

Software maintenance (account code 1905)

The maintenance costs for the following corporate systems are to be budgeted by the nominated Service Units with a sub account (where applicable) for each system:

- Digital Technology – Computron, Property and Rating, Objective, Merit, Chris21, LGSS, Zipporah/ Bookable.
- Financial Services – Magiq, Valuation Management System (VMS)
- Asset Management – Assetic, Works Management System
- Planning – Trapeze
- Regulatory Services – Health Manager

Other systems must be catered for by each custodian Service Unit in their respective sub activities or ensure that they are included in the IT Services budget. Where required, the corporate system being budgeted for can have its own designated sub account.

User departments must also ensure that any enhancements to functionality of these systems have been budgeted.

Hardware maintenance (account code 1900)

Hardware maintenance costs will be budgeted centrally by Digital Technology.

4.4 Professional services, consultants and contractor services

	PROFESSIONAL SERVICES (2002)	CONSULTANTS (2000)	CONTRACTOR SERVICES (2001)
Usually occurs:	Temporary, short-term in nature	One off or ongoing	More ongoing
Provided by:	Independent contractor (Individual, entity or firm), not on Council payroll, offers services to the public		
Fee:	Generally rate per hour	Generally lump sum amount, fixed price, can be hourly	Generally rate per hour
Relates to:	Specialised services that supplement the expertise in your area. Professional services are technical or unique functions performed by professional individuals or firms whose occupation is the rendering of such services. Examples of some professional services: Architects, Attorneys, Accountants, Appraisers, etc.	Helps to improve performance through analysis of existing problems and development of future plans and strategies. Identification of best practices, analytical techniques, change management, strategic development or operational improvement. Consultants often rely on their outsider's perspective to provide unbiased recommendations. They generally bring formal frameworks or methodologies to identify problems or suggest more effective or efficient ways of performing tasks.	Independent contractor, a natural person, business or corporation which provides goods or services to another entity under terms specified in a contract.

Budget comments should detail the purpose of the consultancy, professional services or contractor services. This purpose must be described in the Comments field in your budget entry screen in Magiq to support your budget bid.

Consultants and contractors costs constitute recurrent expenditure *except when they are incurred as part of a capital project in the CIP or in connection with purchase and installation of other fixed assets.* If they are incurred in relation to fixed assets they must be added to the cost of the fixed asset (hence budgeted under capital expenditure).

	PROFESSIONAL SERVICES (2002)	CONSULTANTS (2000)	CONTRACTOR SERVICES (2001)
Examples:	Architectural services	Advisory services &/or reporting	After hours contact centre
	Committee/Panel member (Audit, Advisory, etc)	Benchmarking	Asset maintenance, works and installation
	Employee services (mediation, psychometric testing, independent medical examination, workplace investigation, executive recruitment, leadership, mentoring, coaching, etc)	Business analysis / process review	Building maintenance services
	Engineering services	Business case	Cash collections
	Event management	Capacity & capability assessment	Crowd control at an event
	Facilitation workshop / group / meeting / session	Change management	Driving school
	Freedom of information professional fees	Concept design / design review	Exercise classes
	Funding applications, tender and business documents	Continuous improvement	Holiday program sessions
	Graphic design, art & photography services	Economic impact assessment	Instructor for class at Community Centre
	Guest speakers and performers	Master plan development	Interpreters / translation services
	Land surveying services	Policy development (specialist)	Security services
	Media services	Research services	Software implementation and support
	Peer reviews	Strategic plan facilitation	Tutors
	Real estate appraisal		Valuation services
	Screen and video production services (including audio visual technicians)		
	Specialist IT services (eg - penetrating testing)		
	Surveys and reference groups		

4.5 Occupancy costs

Occupancy costs include the following:

Telephone expenses (account codes 2340 and 2336)

Telephone expenses for mobile phones will be budgeted under **account code 2340** by each Service Unit.

The general telephone connections will initially be budgeted against **account code 2336** by the Digital Technology Business Unit.

Asset purchases under $3,000 (account code 2310)

These generally relate to items of office equipment, furniture, iPhone's, iPad's, etc, with a per item value of less than $3,000. Any furniture and other assets including mobile phones purchased which are of a value more than $3,000 should be included in the Capital Budget.

It should be noted that each month, Financial Services staff review all operating expenditure accounts for capital items that should be allocated to the capital program and capitalised to the fixed asset register. At the end of each financial year, the capital purchases identified are transferred out of the operating expenditure account into capital expenditure so that capitalisation can occur. Please note that these transfers can cause budget variations if not budgeted correctly.

4.6 Grants and sponsorships

This includes Community Grants **(account code 2400)** which are based on grant allocations approved by Council.

4.7 Borrowing costs

This category includes bank charges, loan servicing costs and overdraft interest. These expenses will be budgeted solely in the Financial Services Unit.

4.8 Administration costs

A broad range of expenses are classified under this heading and include the following:

Stationery

Service Units should budget for their own stationery costs except photocopy paper, toner cartridges and other consumables relating to photocopiers. These costs will be budgeted centrally in the Digital Technology Service unit.

Printing

Any special forms or stationery used exclusively by the Service Unit such as permits, rates notices, cheques and publications should be included in the Service Units' own budgets.

Postage

Each Service Unit should separately budget for its own **bulk postage** for specific projects. The Governance department (Records Management team) will only budget for Councils' general correspondence.

Advertising/recruitment expenses

Individual Service Units should budget for recruitment costs, including advertising expenses in their own Service Units.

Motor vehicle expenses

Motor vehicle expenses of Council provided vehicles will be budgeted by the Fleet Management Unit. This Unit will also have a cost recovery account (**account code 1055**) to capture the car contributions made by various staff members through their salary packages.

4.9 Cost of assets sold

Will be budgeted by the Financial Services and Digital Technology unit and relates mainly to property and fleet sales. They fall into the following two categories:

- Costs associated with sale of assets including agents' fees and legal expenses. These costs must be budgeted in **account 3820.**
- Carrying amount of assets sold, which is the book value of the asset at the point of sale (**account 3800** - property and **account 3850** - fleet).

4.10 Leases

Council recognises any leases of right-of-use assets over $10,000 and spanning greater than twelve months, as assets and liabilities on Council's Balance Sheet. As such, regular lease payments previously expensed in Council's Income Statement are now indirectly charged to Council's Balance Sheet.

Please ensure any lease payments are allocated to account **1915 Operating Lease/Rentals**, so that they can be identified, assessed and treated in accordance with Australian Accounting Standards.

If you renew any lease agreements, please email an Objective link of the signed agreement to *Treasury.Accounting@cgd.vic.gov.au* for review by the Financial Services Department.

4.11 Legal costs

Legal advice obtained in relation to general or Council-wide employment matters will be budgeted and paid for by the People and Change department.

Legal advice relating to specific or individual matters will be allocated to the relevant department/sub activity.

5 CARRY FORWARD EXPENDITURE

Any externally funded (program) expenditure from 2024-25 that is not complete at 30 June 2025 will be carried forward to 2025-26. Managers will be required to identify such expenditure in early July 2025 in line with the completion of the year end accounts.

An Amended Budget is submitted to Council for approval as part of the September financial report in order to incorporate operating and capital carry overs from the previous financial year with the Adopted Budget.

Therefore, carry forward items are **not** to be included in the 2025-26 Budget.

6 DEPRECIATION and AMORTISATION

Depreciation expense represents the reduction in the value of fixed assets due to wear and tear. It includes depreciation of plant and fleet as well as other fixed assets.

Amortisation expense relates to right-of-use (leased) assets and intangible (computer software) assets.

These items are budgeted by Financial Services as a corporate expense.

7 CAPITAL BUDGETS (FIXED ASSETS)

Capital expenditure is budgeted through the CIP program.

All expenditure on fixed assets must exceed a dollar threshold to qualify as a fixed asset. These thresholds for each asset type are stipulated in the Fixed Asset Policy and Guidelines. Generally, the minimum threshold for capitalisation is $3,000. Expenditure that falls below this threshold is recognised as recurrent expenditure and written off during the year (see note 4.5 – Assets Under $3,000).

Capital Improvement Program (CIP)

CIP fixed assets include expenditure on Council owned roads, footpaths, bike paths, buildings, drainage systems, landscapes, streetscapes, etc. It also includes major expenditure on assets such as bulk IT/ telephone equipment and replacement of library material.

All capital bids for inclusion in the Capital Improvement Program (CIP) budget for 2025-26 have been submitted for consideration.

The 2025-26 CIP bids will be presented to ET for approval prior to presentation to Council.

The ET will prioritise the bids to be included in the CIP budget for 2025-26, based on the level of funding available.

Other capital

Plant and fleet (trucks and other mechanical equipment)

The budget for Council's fleet of vehicles, plant and machinery will be prepared by the Infrastructure Services and Planning department.

Computer hardware and software purchases

All IT hardware will be purchased through the Digital Technology Unit.

Managers are invited to submit proposals for new computer hardware to the Chief Information Officer for inclusion in the Digital Technology Capital Budget.

Purchases of software will be budgeted by each Service Unit in liaison with the Digital Technology Unit.

BUDGET ENTRY PHASING AND COMMENTARY

8 BUDGET PHASING

Budget phasing refers to the months in which expenditure/income is expected to occur. In terms of income, this may refer to the months in which you invoice for a grant payment. For expenditure, it refers to the timing of planned expenditure over the year. All budget items (except for labour) have been preloaded into the month of July in Magiq. You will need to review this as part of the budget entry.

For example, according to your funding agreement, you are scheduled to invoice a State Government department for a grant payment in January – therefore, you should enter the account budget in January.

It is vital that you attempt to phase your budgets as close to actual as possible as it eliminates the need for variance comments each month due to timing of payments and receipts. Refer to **Appendix A** for detailed instructions on phasing your budget in Magiq.

9 BUDGET COMMENTARY

'Year one' (Forecast 2025-26) of the Long Term Financial Plan 2026-2035 has been used to populate the draft 2025-26 Budget ('Next Year Budget' column in Magiq). Please review each line item where there has been a change in circumstance or savings since you reviewed these budgets in November 2024.

If an amount against a budget line item deviates from the 'year one' (2025-26) LTFP figure, you will need to provide supporting commentary. All movements will be closely scrutinised during ET and Council review.

Hints and tips:

- ✓ Provide a meaningful comment for every change to the LTFP
- ✓ Don't use acronyms – remember your audience
- ✓ Be concise and direct

For detailed instructions, please refer to **Appendix A**.

CITY OF GREATER DANDENONG 2025-26 BUDGET GUIDE

Appendix A

magiQ performance

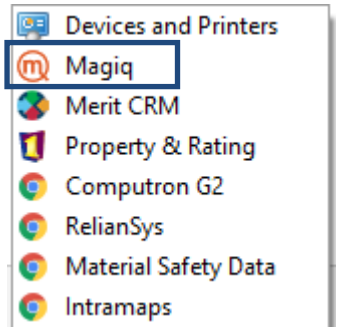
Procedures for Budget Entry 2025-26

CITY OF GREATER DANDENONG 2025-26 BUDGET GUIDE

PROCEDURES FOR BUDGET ENTRY

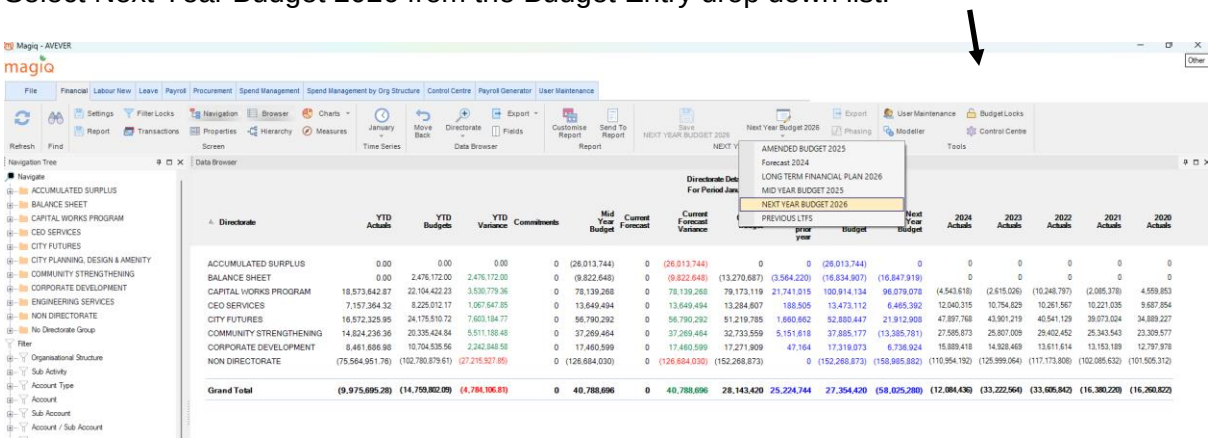
Step 1 – Select the Magiq Icon from Desktop

or from CGD Applications

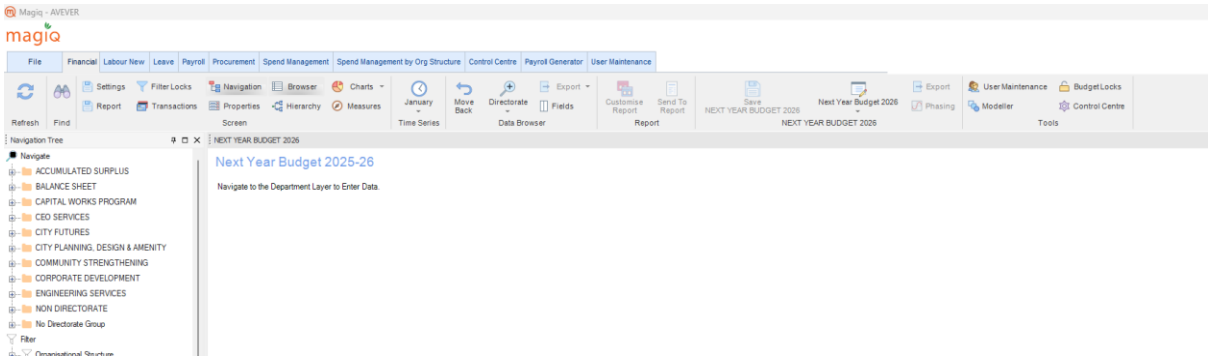


Step 2 – Accessing the Budget Entry Screen

Select Next Year Budget 2026 from the Budget Entry drop down list.

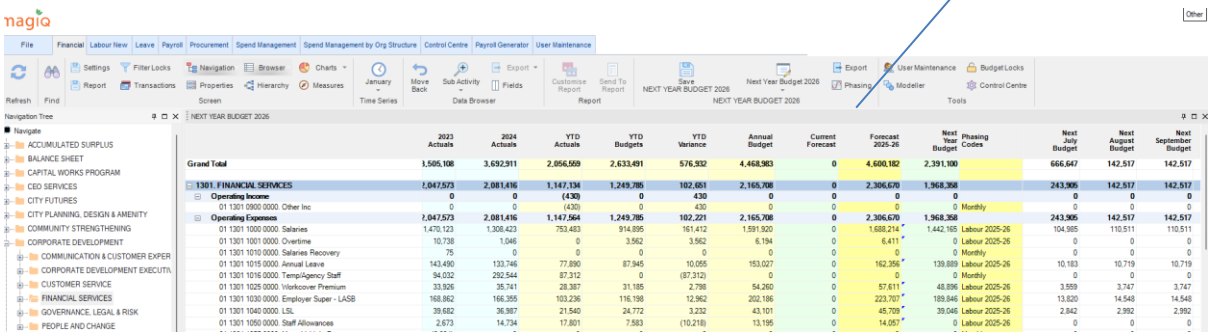


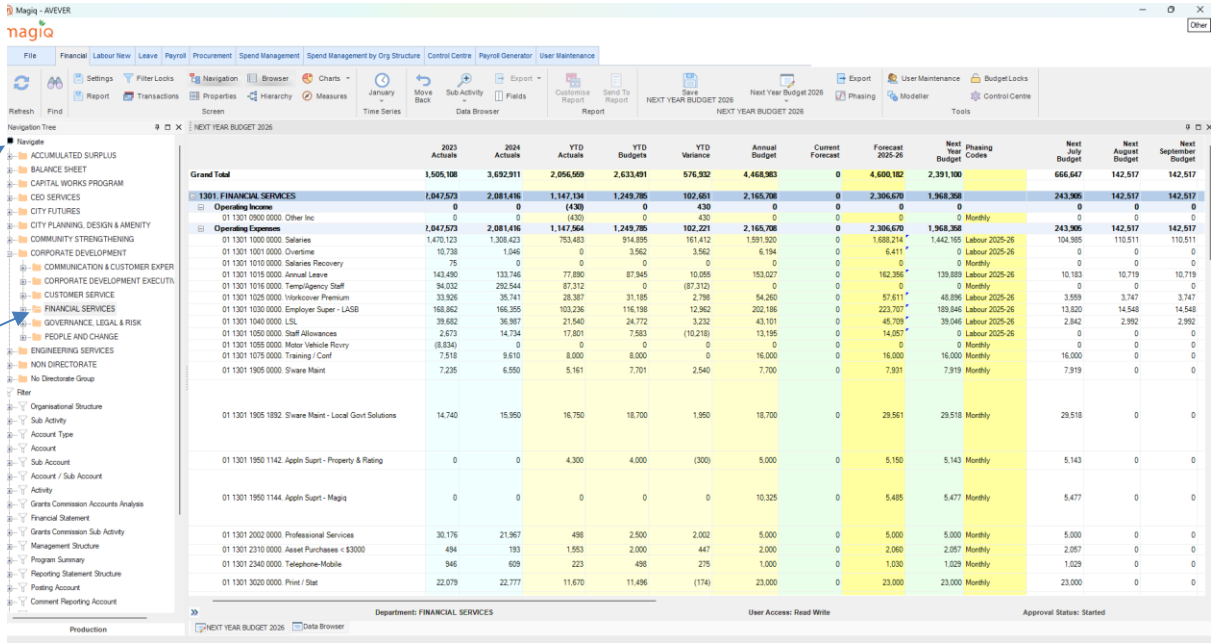
The following screen will appear which indicates that you need to navigate to the Department Layer to Enter Data.



Step 3 – Selecting the Budget Entry level "Department".

In the 'Navigation Tree' window, drill down through Directorate level and **single** click on your Department – Financial Services has been selected in the below example. The Next Year Budget entry Screen should then be visible. You are now ready to enter your next year budget!!





You will note that your budget has been pre-filled with Year one (2025-26) from the 2026-2035 Long Term Financial Strategy, with the exception of labour accounts which are populated by the Labour Budget Pop-up with employee data from the Chris payroll system.

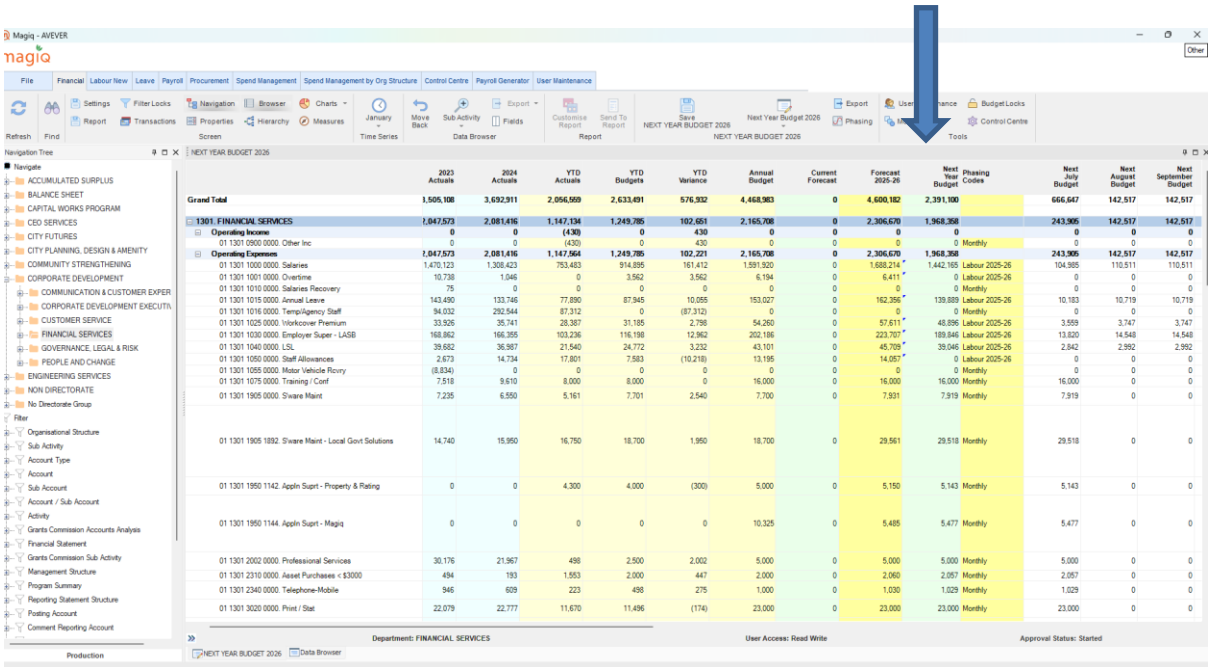
You will note that the 2025-26 budget line items have been loaded in July only. Therefore, each line item will need to be reviewed in terms of the budget phasing.

Tips:

- If you left mouse click in the middle of the screen, you can use the keyboard arrows to navigate around.
- 2022-23 and 2023-24 full year actuals have been provided as a guide for historical actual trends.

Step 4 - Enter Budget data

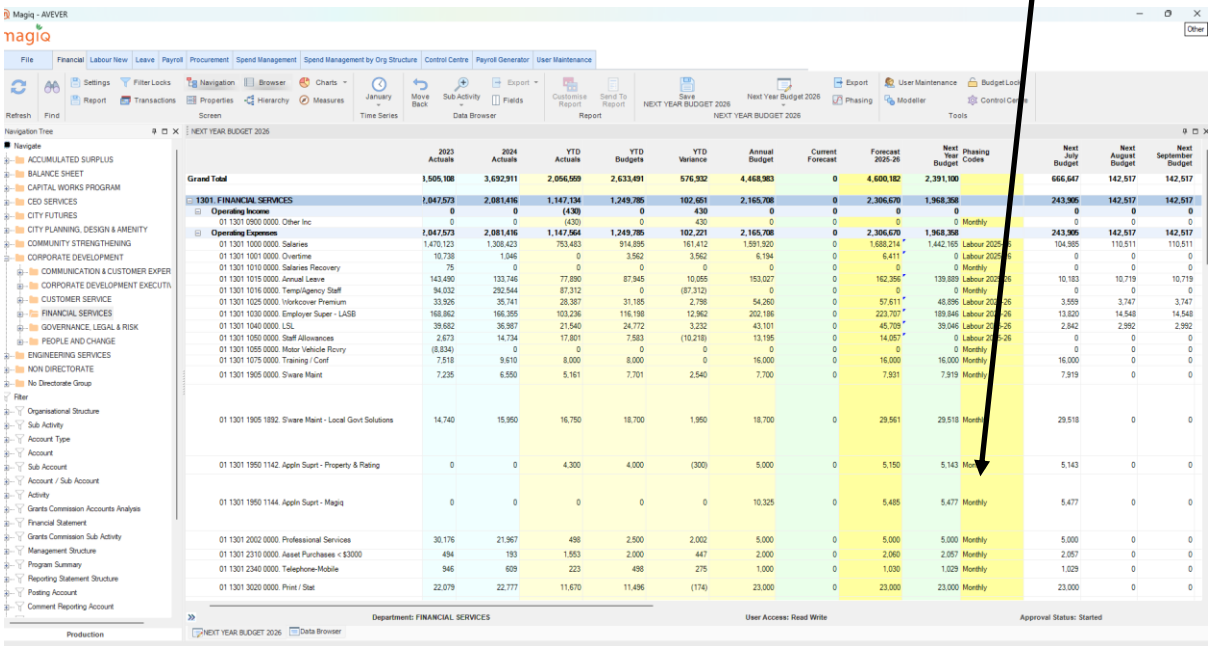
Enter the budget data in the column headed “Next Year Budget”



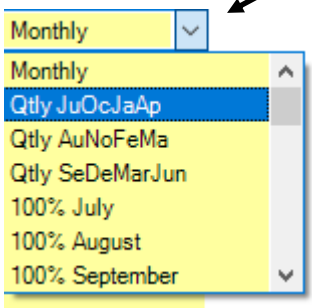
	2023 Actuals	2024 Actuals	YTD Actuals	YTD Budgets	YTD Variance	Annual Budget	Current Forecast	Forecast 2025-26	Next Year Budget	Phasing Codes	Next July Budget	Next August Budget	Next September Budget
Grand Total	**1,505,108**	**3,692,911**	**2,056,569**	**2,633,491**	**576,932**	**4,468,983**	**0**	**4,600,182**	**2,391,100**		**666,647**	**142,517**	**142,517**
1301. FINANCIAL SERVICES	**1,047,573**	**2,081,416**	**1,147,134**	**1,249,785**	**102,651**	**2,165,708**	**0**	**2,306,670**	**1,968,358**		**243,905**	**142,517**	**142,517**
Operating Income	**0**	**0**	**(430)**	**0**	**430**	**0**	**0**	**0**	**0**		**0**	**0**	**0**
01 1301 0500 0000. Other Inc	0	0	(430)	0	430	0	0	0	0	Monthly	0	0	0
Operating Expenses	**1,047,573**	**2,081,416**	**1,147,564**	**1,249,785**	**102,221**	**2,165,708**	**0**	**2,306,670**	**1,968,358**		**243,905**	**142,517**	**142,517**
01 1301 1000 0000. Salaries	1,470,123	1,308,423	753,483	914,895	161,412	1,591,920	0	1,688,214	1,442,165	Labour 2025-26	104,985	110,511	110,511
01 1301 1001 0000. Overtime	10,738	1,046	0	3,562	3,562	6,194	0	6,411	0	Labour 2025-26	0	0	0
01 1301 1010 0000. Salaries Recovery	75	0	0	0	0	0	0	0	0	Monthly	0	0	0
01 1301 1015 0000. Annual Leave	143,490	133,746	77,890	87,945	10,055	153,027	0	162,356	139,889	Labour 2025-26	10,183	10,719	10,719
01 1301 1016 0000. Temp/Agency Staff	94,032	292,544	87,312	0	(87,312)	0	0	0	0	Monthly	0	0	0
01 1301 1025 0000. Workcover Premium	33,526	35,741	28,387	31,185	2,798	54,260	0	57,611	48,896	Labour 2025-26	3,559	3,747	3,747
01 1301 1030 0000. Employer Super - LASB	168,862	166,355	103,236	116,198	12,962	202,186	0	223,707	189,846	Labour 2025-26	13,820	14,548	14,548
01 1301 1040 0000. LSL	39,682	36,987	21,540	24,772	3,232	43,101	0	45,709	39,046	Labour 2025-26	2,842	2,992	2,992
01 1301 1050 0000. Staff Allowances	2,673	14,734	17,801	7,583	(10,218)	13,195	0	14,057	0	Labour 2025-26	0	0	0
01 1301 1055 0000. Motor Vehicle Rcvry	(8,834)	0	0	0	0	0	0	0	0	Monthly	0	0	0
01 1301 1075 0000. Training / Conf	7,518	9,610	8,000	8,000	0	16,000	0	16,000	16,000	Monthly	16,000	0	0
01 1301 1905 0000. S'ware Maint	7,235	6,550	5,161	7,701	2,540	7,700	0	7,931	7,919	Monthly	7,919	0	0
01 1301 1905 1892. S'ware Maint - Local Govt Solutions	14,740	15,950	16,750	18,700	1,950	18,700	0	29,561	29,518	Monthly	29,518	0	0
01 1301 1950 1142. Appln Suprt - Property & Rating	0	0	4,300	4,000	(300)	5,000	0	5,150	5,143	Monthly	5,143	0	0
01 1301 1950 1144. Appln Suprt - Magiq	0	0	0	0	0	10,325	0	5,485	5,477	Monthly	5,477	0	0
01 1301 2002 0000. Professional Services	30,176	21,967	498	2,500	2,002	5,000	0	5,000	5,000	Monthly	5,000	0	0
01 1301 2310 0000. Asset Purchases < $3000	494	193	1,553	2,000	447	2,000	0	2,060	2,057	Monthly	2,057	0	0
01 1301 2340 0000. Telephone-Mobile	946	609	223	498	275	1,000	0	1,030	1,029	Monthly	1,029	0	0
01 1301 3020 0000. Print / Stat	22,079	22,777	11,670	11,496	(174)	23,000	0	23,000	23,000	Monthly	23,000	0	0

Step 5 – Budget Phasing

In the column headed “Phasing Codes”, click into the Monthly cell and the drop down menu will appear.



If you select the drop down arrow, a predetermined list of phasing code will show.



Choose the appropriate phasing code for your budget line items, - for example Qtly JuOcJaAp has been selected for Training/Conference account.

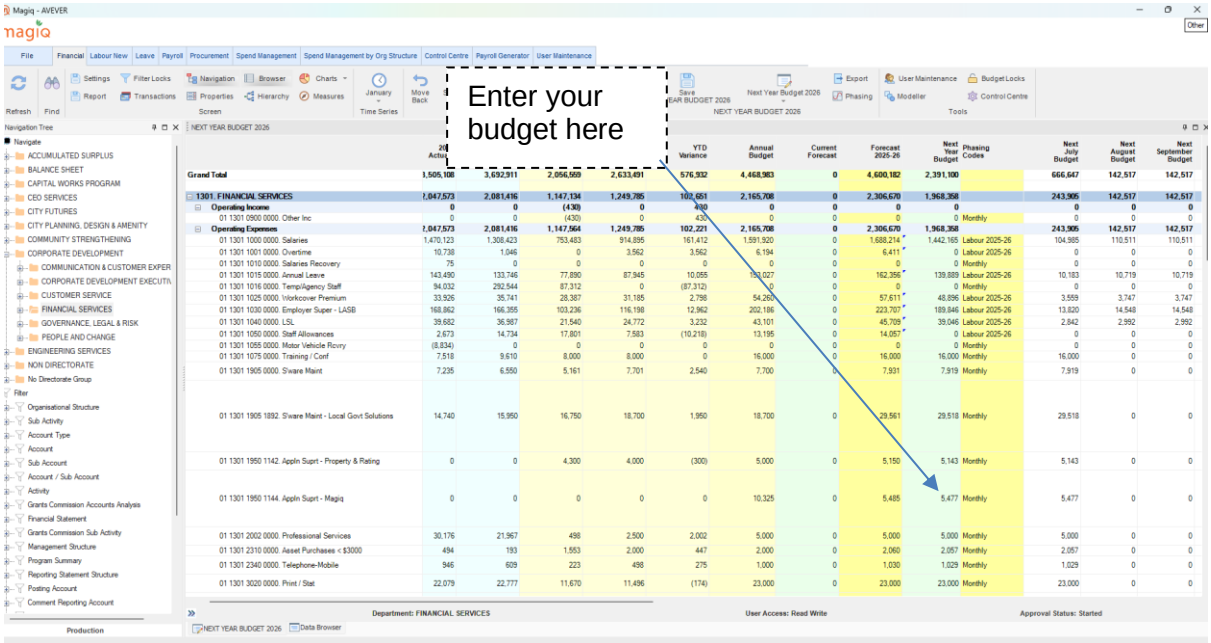
The $20,000 entered will be phased as follows:

Next July Budget = 5,000
Next October Budget = 5,000
Next January Budget = 5,000
Next April Budget = 5,000

Apply the same process for all budget line items.

Handy Tip:

You can quickly enter your budget as phased monthly by simply typing the budget amount directly in the ‘Next Year Budget’ column and pressing Enter (make sure that the Phasing Code is already displaying the default “Monthly” code.



Manual Phasing

You can manually phase your budget as well – that is, if none of the predetermined Phasing Code selections match the pattern of expected monthly income/expenditure, you can enter the amount in the budget columns to the right of the screen (i.e. Next July Budget, Next August Budget, etc).

Step 6 – Enter Budget Commentary

You need to provide commentary for every account line which differs from Year One of the Long Term Financial Plan (Column – 'Forecast 2025-26')
Example – increase in Aust Post Charges to $30,000 (see below) *(Please disregard Prior Year's Screen Dates used in this screenshot)*

NEXT YEAR BUDGET 2024

	urrent ecast	Forecast 2023-24	Next Year Budget	Phasing Codes	
Grand Total	**5,304)**	**(127,860,800)**	**(128,912,994)**		**(128,**
01 1302 2520 0000. Interest Charges Project Loans	5,019	2,697,840	2,697,840	Monthly	2
01 1302 2525 0000. Interest Charges Leases	22,000	22,000	22,000	Monthly	
01 1302 3000 0000. Operational/Capital Savings	0	0	0	Monthly	
01 1302 3040 0000. Subscriptions	0	0	0	Monthly	
01 1302 3070 0000. Land Tax	0	0	0	Monthly	
01 1302 3080 0000. FBT	31,519	292,779	292,779	Monthly	
01 1302 3100 0000. Advertising	0	0	0	Monthly	
01 1302 3120 0000. Aust Post Charges	22,330	22,330	30,000	Monthly	
01 1302 3120 1479. Aust Post Charges - Revenue Collection	10,478	210,278	210,278	Monthly	
01 1302 3460 0000. Promotions	0	0	0	Monthly	
01 1302 3480 0000. Bad Debts	0	0	0	Monthly	
01 1302 3481 0000. Provision for doubtful debts expens	0	0	0	Monthly	
01 1302 3605 0000. Operating costs recovery	0	0	0	Monthly	
01 1302 3700 0000. Councillor Allowances	0	0	0	Monthly	

Hints and Tips:

- ✓ Provide a comment for every change from the LTFS year 1 to Next Year Budget.
- ✓ Don't use acronyms – Remember your audience
- ✓ Be concise and direct

Example:

1. Good comment – "New contract negotiated for provision of rubbish collection"
2. Poor comment – "Increased cost"

Procedure to Enter Comments

Scroll to the right of the Budget Entry screen in Magiq until you reach the "Next Year Budget Comment" column and enter your comment here (see below).

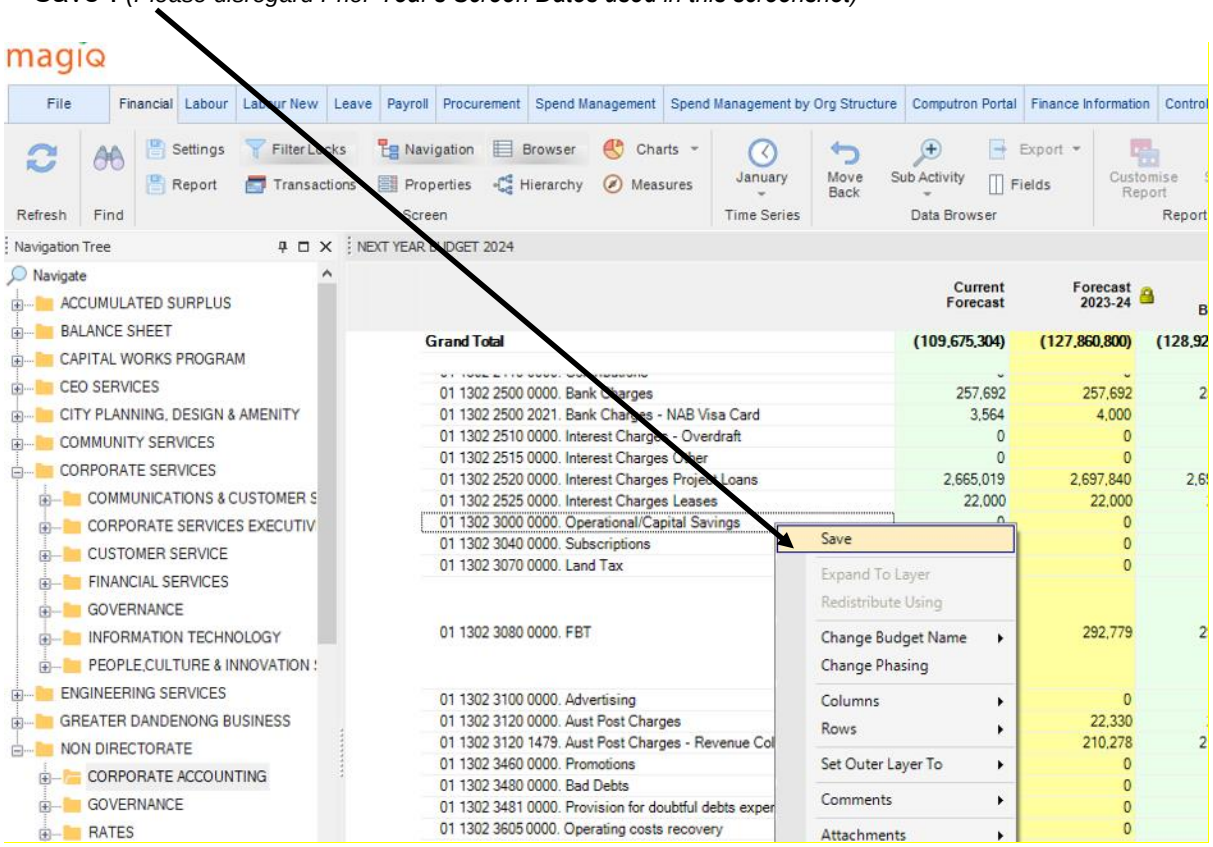
NEXT YEAR BUDGET 2024

	Next May Budget	Next June Budget	Next Year Budget Comment	Final LTFS Comm
Grand Total	**2,499**	**2,511**		
01 1302 3080 0000. FBT	0	0		PC's (loan celebration increase is which was favourable now expire
01 1302 3100 0000. Advertising	0	0		
01 1302 3120 0000. Aust Post Charges	2,499	2,511	Increase due to new contract	
01 1302 3120 1479. Aust Post Charges - Revenue Collection	0	0		
01 1302 3460 0000. Promotions	0	0		
01 1302 3480 0000. Bad Debts	0	0		
01 1302 3481 0000. Provision for doubtful debts expens	0	0		
01 1302 3605 0000. Operating costs recovery	0	0		
01 1302 3700 0000. Councillor Allowances	0	0		

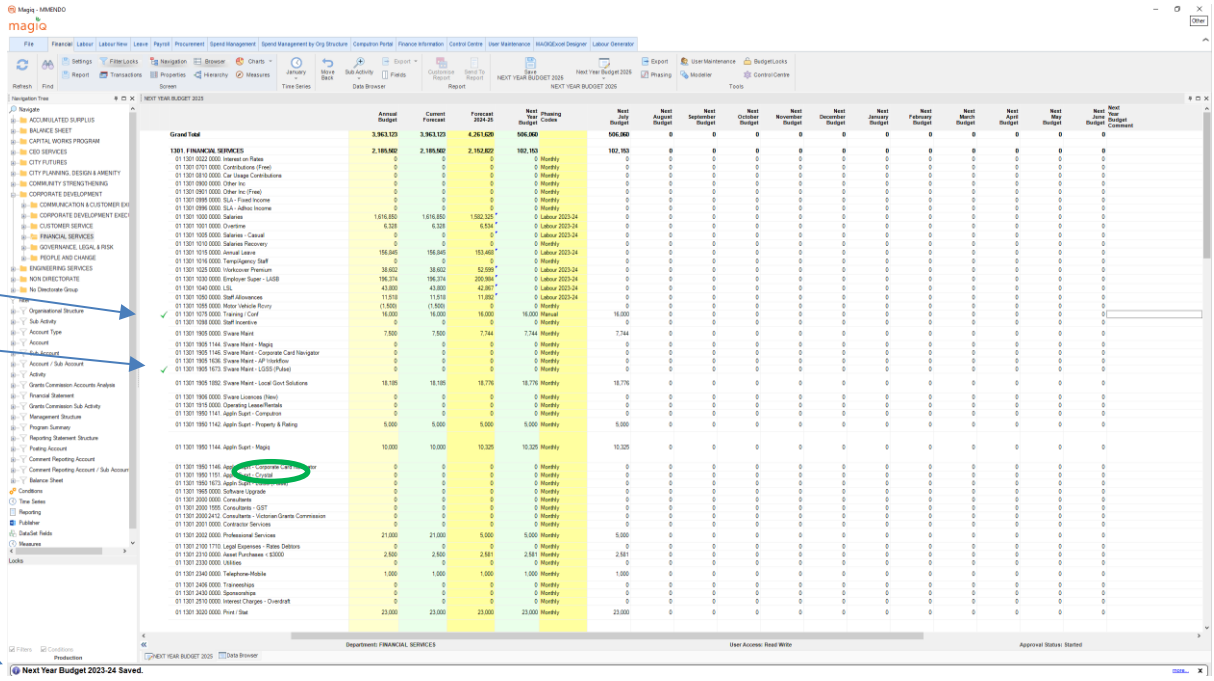
Step 7 - Saving your budget entries

When you have finished viewing/amending your budget, you will need to save. We also strongly recommend saving after each change is made.

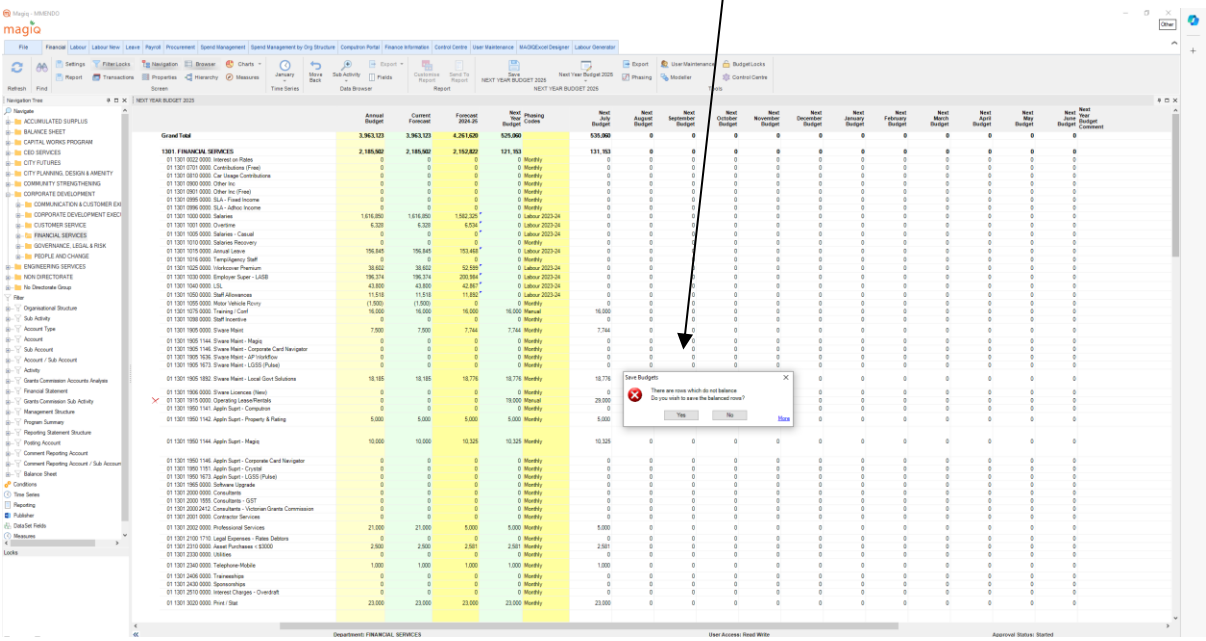
In the budget entry screen, simply right mouse click in the middle of the screen and select "Save". *(Please disregard Prior Year's Screen Dates used in this screenshot)*



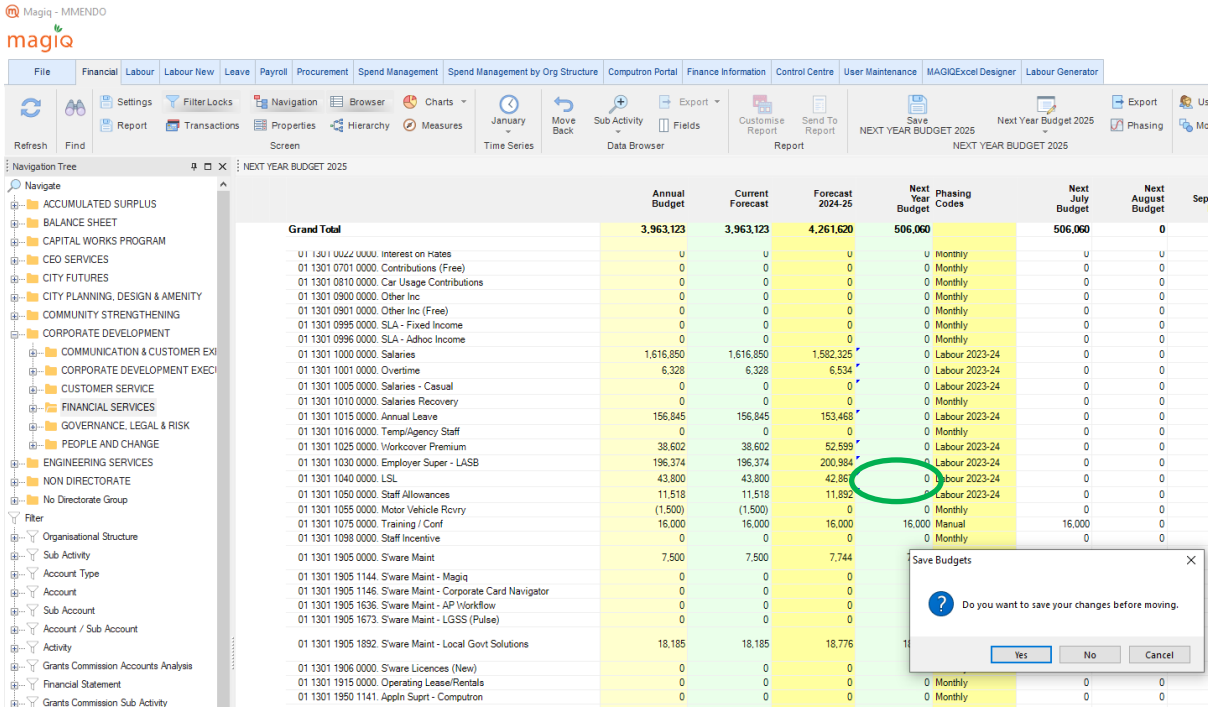
A small green tick will appear on the altered account line and the message “Budget Saved” will appear at the bottom of the Magiq screen.
(Please disregard Prior Year’s Screen Dates used in this screenshot)



If however the following error message appears when you attempt to save your budget, this means that the amounts entered in the monthly columns (manually phased budget) do not match the Next Year Budget total figure (i.e. see account 01 0303 1915 0000 Operating Lease/Rentals below – Total Budget $19,000, however $29,000 was entered in July). If the message does appear, simply click on More and it will let you know what the difference in the totals are so that you can adjust either the monthly amount/s or the total amount in the Next Year Budget column. Just click on Yes and then change the amounts until you don’t get the error message when you save. *(Please disregard Prior Year’s Screen Dates used in this screenshot)*



Please note: Magiq will provide a prompt when exiting the budget entry screen if you haven't saved your changes. However it is strongly encouraged that you save your changes regularly. *(Please disregard Prior Year's Screen Dates used in this screenshot)*



Apply the same process for all the sub activities.

Step 8. *Printing New Budget (2025-26) report*

Once you have entered all the budget figures, you can then print out a Magiq report (refer to instruction for printing report contained in *Objective Global Folder>>Financial Management>>Financial Planning>>Budget Master FY2025-2026 >>Budget Guide>> Appendix C – Procedures for Printing Magiq Report* to see the monthly breakdown of your 2025-26 Budget.

IF YOU HAVE ANY QUERIES REGARDING BUDGET INPUT PLEASE CONTACT, KIRSTEN ON 8571 5360, MAYA ON 8571 5328, OR MANDY ON 8571 5375.

ATER DANDENONG 2025-26 BUDGET GUIDE

Appendix B

magiQ Performance

Procedures for Labour Budget Entry 2025-26

CITY OF GREATER DANDENONG 2025-26 BUDGET GUIDE

PROCEDURES FOR LABOUR BUDGET ENTRY

Labour budgeting will be done via a “Labour budget pop-up”. That is, a separate worksheet sits behind your labour budget accounts which allow us to budget more accurately per employee and report on a labour data-set in the future. The labour database has been loaded into Magiq from Chris payroll. Given the old Enterprise Bargaining (EB) ends 30 June 2025 estimated increments have been entered for next year, and this forms the basis of your labour budget for 2025-26.

You will be required to utilise the labour budget pop-up for each of your sub-activities during the 2025-26 budget process, verify the data, amend if necessary and save the budget. **You will need to open every Sub-Activity’s labour budget pop-up, review and save to populate your 2025-26 budget.**

Finance has done some initial checking of your data however, as you have the best knowledge of your area and staffing arrangements, you as managers are in the best position to verify the necessary budget.

Labour Budget Pop-up Procedure

The labour budget pop-up is accessed through Next Year Budget entry (the same screen you enter your next year budget figures).

1. Select your department from Next Year Budget
2. Scroll down the screen until you find the relevant sub-activity

*Note the blue triangle in the upper left corner of the cell indicates that this row/amount has/will be populated by using a budget pop-up (a small spreadsheet which appears upon clicking on the cell)

NEXT YEAR BUDGET 2026

	t t	Forecast 2025-26	Next Year Budget	Phasing Codes	
Grand Total	0	**(157,725,914)**	**(158,985,882)**		**(15**
Operating Expenses	0	**55,954,309**	**53,953,118**		
01 1302 1000 0000. Salaries	0	1,000,000	0	Labour 2025-26	
01 1302 1015 0000. Annual Leave	0	450,000	0	Labour 2025-26	
01 1302 1016 0000. Temp/Agency Staff	0	0	0	Monthly	
01 1302 1025 0000. Workcover Premium	0	0	0	Labour 2025-26	

3. Left click once on the labour account cell with the blue triangle (eg accounts 1000, 1005, 1015 etc). The following table will appear on your screen (with relevant current year dates – the screen shot is illustrative only). You can move across the pop-up by scrolling using the bottom arrows or tab from column to column.

CITY OF DANDENONG 2025-26 BUDGET

Enter Details For: 01 1302 1000 0000. Salaries

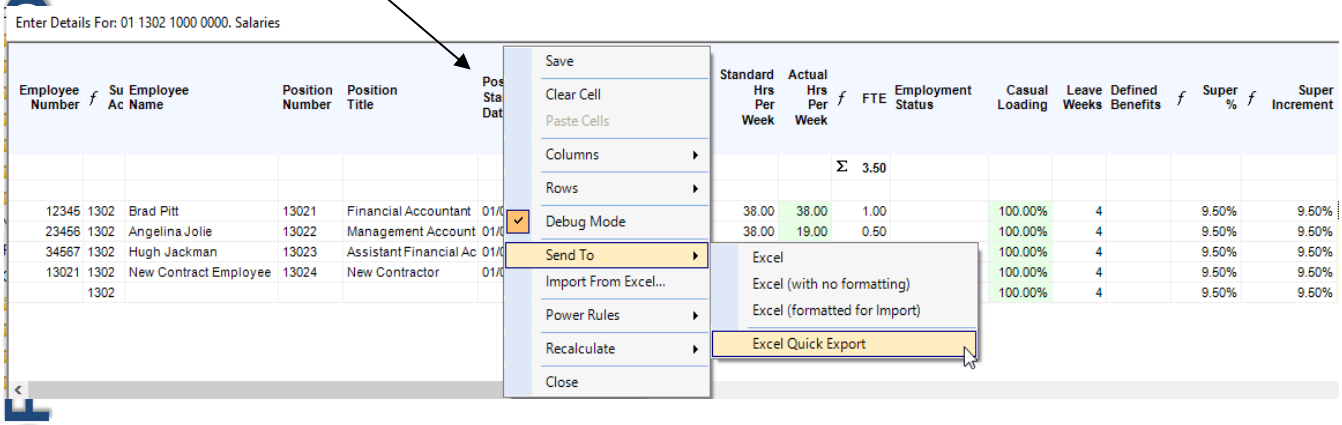
Employee Number	Sub Activity	Employee Name	Position Number	Position Title	Position Start Date	Position End Date	Days Worked In Year	Standard Hrs Per Week	Actual Hrs Per Week	FTE	Employment Status	Ca Loa
										Σ 3.50		
12345	1302	Brda Pitt	13021	Financial Accountant	01/07/2023	30/06/2024	261	38.00	38.00	1.00	PF	100.
23456	1302	Angelina Jolie	13022	Management Accountant	01/07/2023	30/06/2024	261	38.00	38.00	1.00	PF	100.
34567	1302	Hugh Jackman	13033	Assistant Management Accountant	01/07/2023	31/12/2023	131	38.00	19.00	0.50	TP	100.
13021	1302	TBD	13021	Assistant Management Accountant	01/08/2023	30/11/2023	87	38.00	38.00	1.00	TF	100.
	1302						261	38.00	0.00	0.00		100.

To Do:

- ✓ Check the existing employee details and make any amendments needed
- ✓ Amend the Standard Hours for casual employees
- ✓ Verify employees' banding, standard hours per week and amend if required
- ✓ If required, enter any overtime, penalty hours or allowances for each staff member (the system will calculate the dollar value)
- ✓ Verify the annual salary total amount per employee
- ✓ Delete any employees that do not apply for 2025-26
- ✓ Add any vacant positions in your area with reference to your current organization chart
- ✓ Add any new employees for the 2025-26 year. These will have to be already approved by be EMT - otherwise submitted via an Operating Funding Request (Appendix D), and NOT entered in the budget pop-up.
- ✓ Right click and save when complete
- ✓ Compare the budget total to the budget total in the Forecast 2025-26 column

Helpful Tips

If you wish to view your labour budget in Excel, simply right click and select Send to, Excel Quick Export.



Fields to Verify for Current Employees

As stated previously, all **current** ("active") employees have been pre-populated for you from the Chris payroll database via an extraction performed during December 2024. As such, the information will be valid as of that date. You will need to verify all of the data in the pop-up, however there are key fields you need to check.

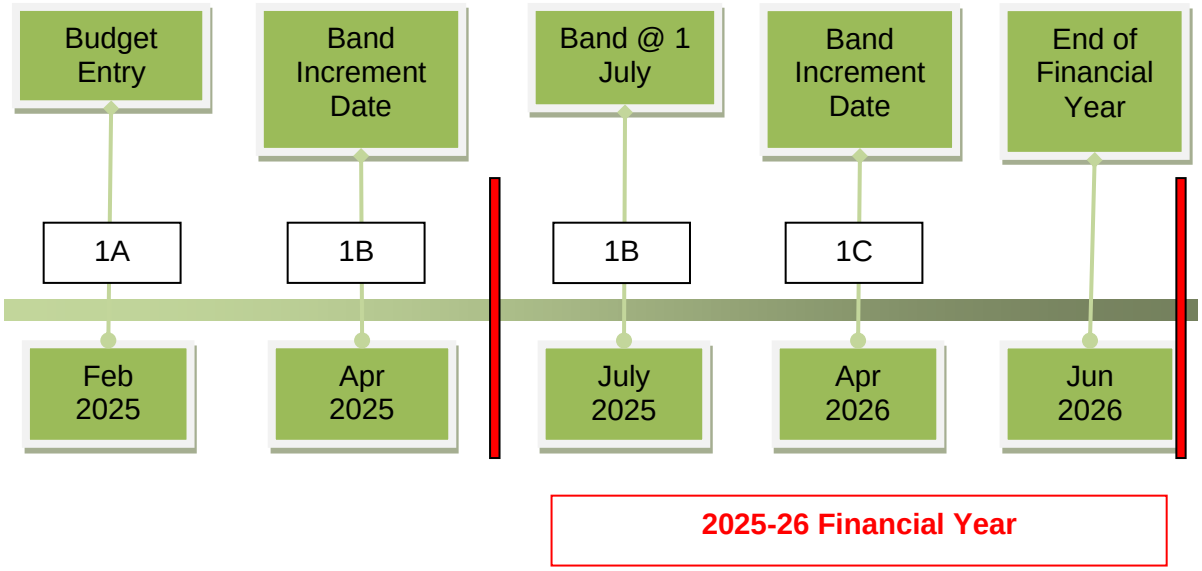
These are:

1. **Position Start Date** – For a new position enter the estimated start date
2. **Position End Date** – Amend if the position is due to end during the 2025-26 financial year
3. **Actual Hours Per Week** – Amend/enter actual position hours (note this is a required field). Also note that all casuals have been loaded with 1 hour as their standard hours – ***you must amend the standard hours to the actual budgeted hours per casual staff member.***
4. **Casual Loading** – For casuals should be 125%, for all other staff the default is 100%
5. **Leave Weeks** – Amend if greater than 4; or change to zero if casual employee
6. **Band Fields** (Current, Next, Band at 1 July, Increment Band) – See below for further explanation
7. **Contract rate hourly over-ride** – use this field if band rates do not apply for a new contract employee (applicable for manager positions)
8. **Band Increment due** – confirm date during 2024-25 year for any band level increments (ie 4A to 4B)
9. **Overtime Hours** – enter the hours required in these fields (overtime at normal time, time and a half, double time and double time and a half) – the system will calculate the dollar value for you
10. **Hours Weekend at 50% and 100%** (penalty hours)- use these columns to enter number of hours paid at penalty rates
11. **Early Shift/Standby Hours** – enter the hours to apply for the year
12. **Allowances** – Enter as the required unit for the year (i.e. weeks, days, kilometres) for allowances such as Travel, Meal, Mobile, On-call and Service Recognition.
13. **Total Salary, Total Allowances and Total Overtime** – confirm these figures are correct. Refer to the 2025-26 Forecast total column as guide to the budgeted amount (this is Year One of the Long-Term Financial Plan as endorsed by ET in December 2024).

Banding Movements in the Labour Pop-up

The following flow chart illustrates the relationship between the banding columns used in the labour budget pop-up.

1. **Current Band** – the band level at the time of budget entry (eg Feb 2025)
2. **Band at 1 July** – the band level the employee will be on at 1 July 2025
3. **Increment Band** – the band level the employee will increment to - typically used if there are **two** increments in the period – see example below:



- The Employee is currently band level 1A as at 01/02/2025 (Budget Entry Date).
- Their first anniversary (increment) date is the 01/04/2025 (before the start of the 2024-25 financial year) – they will become a 1B
- Their second anniversary (increment) date is the 01/04/2025 (during the 2025-26 financial year) – they will become a 1C

Entering a New/Vacant Employee

You may need to enter a new employee (or a vacant position) in the labour pop-up for the following classes of employees:

i. Permanent Banded Employee
ii. Casual Employee
iii. Contract Employee

There are various columns in the labour pop-up that must be completed in order to enter a new employee. Please see the next page for the columns to complete.

Important points to remember:

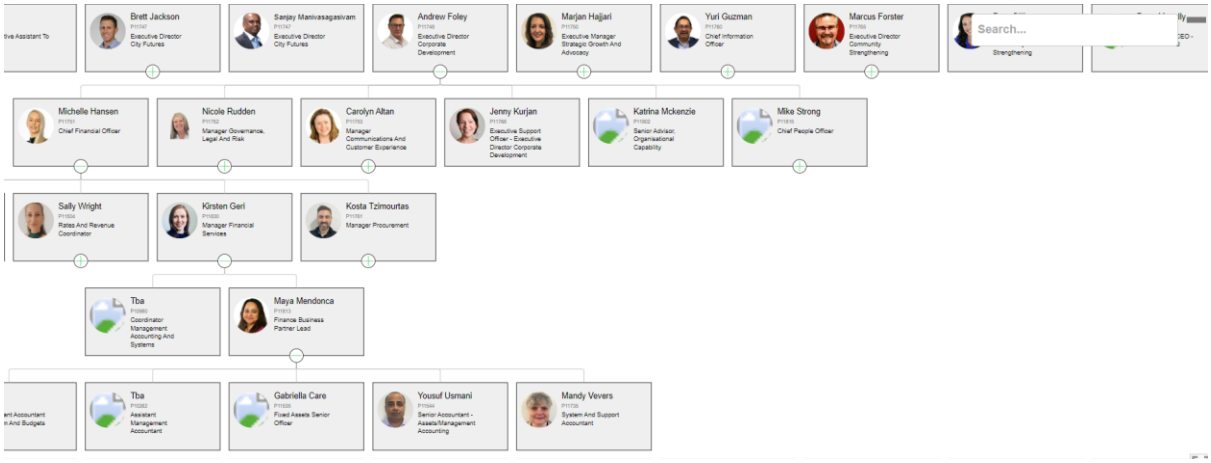
- ✓ New positions ***must*** be pre-approved by your Director
- ✓ Enter vacant positions that are on your organization chart
- ✓ Actual Hours per week ***must*** be completed for all employees
- ✓ Casuals – enter 125% in casual loading column
- ✓ Casuals – enter CA in 'Employment Status' column
- ✓ New contract employees – enter hourly rate in 'Contract Hourly Rate Override' column

Columns to complete:

1. **Employee and Position Details**:
   a. Employee Number – if unknown, use your sub activity number and add 1, 2, 3, etc. depending on the number of new employees – for example Finance 1301
      i. New employee number 1 13011
      ii. New employee number 2 13012

   PLEASE DO NOT USE AN EXISTING EMPLOYEE NUMBER

   b. Employee Name – enter Vacant if unknown
   c. Position Number – for an existing but vacant position, this can be obtained from payroll or your organisation chart in The Source (see below for example)



2. **Employee Tenure** - All new positions default to a full year's budget if nothing is selected. If you wish to only budget for part of the year, then alter the Position Start Date or Position End date (Confirm working days budgeted in the financial year is correct in the next column. 1 year = 261 days).

As you can see in the example below, Brad Pitt has only been budgeted from 01/08/2023 until 31/12/2023 (109 working days). Please read the note regarding date/year references.

Enter Details For: 01 1302 1000 0000. Salaries

Employee Number	Sub Activity	Employee Name	Position Number	Position Title	Position Start Date	Position End Date	Days Worked In Year	Standard Hrs Per Week	Actual Hrs Per Week	FTE	Employment Status	Cas Loadi
										Σ 3.50		
12345	1302	Brda Pitt	13021	Financial Accountant	01/08/2023	31/12/2023	109	38.00	38.00	1.00	PF	100.0
23456	1302	Angelina Jolie	13022	Management Accountant	01/07/2023	30/06/2024	261	38.00	38.00	1.00	PF	100.0
34567	1302	Hugh Jackman	13033	Assistant Management Accountant	01/07/2023	31/12/2023	131	38.00	19.00	0.50	TP	100.0
13021	1302	TBD	13021	Assistant Management Accountant	01/08/2023	30/11/2023	87	38.00	38.00	1.00	TF	100.0
	1302						261	38.00	0.00	0.00		100.0

3. **Staff Hours** (Full Time Equivalent) :
   a. Standard Hours per week – this will default to 38
   b. Actual Hours per week – *this is a required field*. Enter the hours the person will be working per week (fulltime = 38 hours). You can then confirm the employee's Full Time Equivalent (FTE) fraction in the FTE column.

In the example above, Brad has only been budgeted for 19 hours per week (equivalent to a 0.50 FTE employee)

4. **Employment Status**:
   a. Casual Employee – select 'CA' from the drop-down list in Employment Status
   b. Casual Loading – Enter casual loading as 125% in Casual Loading
   c. Permanent Employees – remain at 100% in the Casual Loading column

(For a Casual Employee, see Russell Crowe example above)

5. **Employee Bands:**
   a. Current Band – select from the drop-down list. Next Band – select the next band level the employee will progress to
   b. Band at 1 July – select from drop down list the band of the position at 1 July
   c. Increment Band – select the band level the employee will progress to during the 2025-26 financial year

Labour pop up example:

Employee name	Position number	Position title	Current band	Band at 1 July	Band increment due	Band increment date applicable	Increment band	Days on July 1 band
Brad Pitt	P00180	Financial Accountant	B5B	B5C	01/04/2025	01/04/2025	B5D	110
Angelina Jolie	P00181	Management Accountant	B4A	B4B	01/08/2025	01/08/2025	B4C	23

In the above example, Brad Pitt has a current band of 5B as at January 2025. His band increment to the next level is due 01/04/2025 – which means he will be budgeted at Band 5C from 1 July 2025 and Band 5D from 01/04/2025 (when his next increment is due).

This contrasts to Angelina Jolie, who only has <u>one</u> increment on 01/08/2025 (after the beginning of the 2025-26 financial year).

The subsequent columns in the labour pop up automatically calculate the number of working days on the Band at 1 July and any increment applicable.

CITY OF GOLDER DANDE 5-26 BUDGET GUIDE

6. Pay Rates

The next series of columns contain the employee's

- Current pay rates
- Rates as at 1 July 2025
- Band increment rates

The current pay rates have been sourced from the Chris payroll system. The pay increase budgeted in 2025-26 is in line with the rate cap of 3.00%.

If you need to enter a new (or vacant) manager or other contract employee position and band rates do not apply, please use the **Contract Hourly Rate Override** column (green) as illustrated on the following page for the New Contract Employee position. You will note that by entering the employee hours applicable for the year (as in step 3) and the Hourly Rate in this column that the pop-up will calculate the employment package for you (including super and on-costs). If you are unsure how to budget for these employees, please see Financial Planning for assistance.

Enter Details For: 01 1302 1000 0000. Salaries

Employee Number	Sub Activity	Employee Name	Position Number	Position Title	Contract Hourly Rate Override	Current Hourly Rate	Current Full Time Annual Salary	Employee Current Annual Salary	Hourly Rate at 1 July	Weekly Rate at 1 July	Full time Rate at 1 July	Employee Annual Salary at 1 July	Increment Hourly Rate Override	Increment Hourly Rate
12345	1302	Brad Pitt	P00180	Financial Accountant	0.00	32.88	65,220.77	32,610.38	35.56	1,351.47	29,732.34	14,866.17	0.00	37.29
23456	1302	Angelina Jolie	P00181	Management Accountant	0.00	28.44	56,413.58	56,413.58	29.94	1,137.76	59,391.07	59,391.07	0.00	30.72
34567	1302	Hugh Jackman	P00182	Assistant Financial Acct	0.00	31.23	61,947.83	61,947.83	33.80	1,284.44	67,047.77	67,047.77	0.00	35.56
45678	1302	Russell Crowe	P00183	Assistant Management Acct	0.00	31.23	61,947.83	32,604.12	33.80	1,284.44	67,047.77	35,288.30	0.00	35.56
13021	1302	New Contract Employee	P00184	New Contractor	50.00	31.23	61,947.83	61,947.83	50.00	1,900.00	99,180.00	99,180.00	0.00	50.00
13022	1302	New Casual Employee	P00185	Casual Data Entry	0.00	28.44	56,413.58	28,206.79	29.36	1,115.72	58,240.58	29,120.29	0.00	29.36
13023	1302	New Permanent Employee	P00186	Budget Officer	0.00	28.44	56,413.58	56,413.58	29.94	1,137.76	59,391.07	59,391.07	0.00	30.72

7. Overtime/Penalty Rates

The next series of green columns are included for you to enter an employee's budgeted overtime and penalty rate hours for the 2025-26 financial year. Simply enter the hours and the labour pop-up will calculate the dollar budget for you. If you are unsure if you require a budget for overtime or penalty rates, please see payroll.

Enter Details For: 01 1302 1000 0000. Salaries

Employee Number	Sub Activity	Employee Name	Position Number	Position Title	Hours Overtime (at normal time)	Hours Overtime (at 1.5 time	Hours Overtime (at double time)	Hours Overtime (at 2.5 time)	Hours Weekend at 50% rate	Hours Weekend at 100% rate
12345	1302	Brad Pitt	P00180	Financial Accountant	5	5	5	5	5	5
23456	1302	Angelina Jolie	P00181	Management Accountant	0	0	0	0	0	0

8. Allowances

The next series of columns allow you to budget for allowances that your staff are required to be paid for the next year. The headers on each allowance column indicates the unit you need to enter for each allowance.

Allowances in Labour Pop Up
Availability Allowance (units as weeks)
Mobile HACC Allowance (units as fortnights)
Mobile Library Allowance (units as days) **
Oncall Allowance (units as weeks)
Plant Allowance (units as days) **
Uniform Allowance (units as days) **
Meals Allowance (units as days) **
Travel Allowance (units as kilometers)
Service Recognition (units as dollars)

** Remember only *working days* per year (1 year = 261 days in 2025-26)

Service Recognition Allowance
This allowance is paid to employees who have completed 5 ($150), 10 ($400), 20 ($750), 30 ($1000), 40 ($1500) years' service at the City of Greater Dandenong. It is entered in as a dollar figure.

Enter Details For: 01 1302 1000 0000. Salaries

Employee Number	Sub Activity	Employee Name	Position Number	Position Title	Hours Standby Shift	Availalbility Allowance (units as weeks)	Mobile HACC Allowance (units as fortnights)	Mobile Library Allowance (units as days)	Oncall Allowance (units as weeks)	Plant Allowance (units as days)	Uniform Allowance (units as days)	Meals Allowance (units as days)	Travel Allowance (units as kilometers)	Service Recognition (units as dollars)
12345	1302	Brad Pitt	P00180	Financial Accountant	5	26.00	10.00	52.00	4.00	50.00	261.00	52.00	500.00	$400.00

Please note that not all allowances have been included in the Labour Pop Up module – this is to minimise the number of columns and size of the module. If you have an allowance that is not specifically provided for in the above list, please use one of the available allowances above to calculate a budget provision or estimate for the allowance applicable to your staff.

For example, use On Call Allowance to provide a budget estimate for First Aid Allowances if that is applicable in your area/department.

However, please do not use the Meal or Travel Allowances for anything other than Meal or Travel Allowances. This is because these two allowances do not have various on-costs calculated on them (whereas all the other allowances do) so if you use these columns for broom, drivers or other allowances, the on-cost calculation will leave your labour budget on-cost calculation short.

CITY OF GEELONG 2025-26 BUDGET GUIDE

9. Salary Total Columns

The following series of columns contain the totals for each employee's salary, allowances and on-costs. You need to check through if to see if they are reasonable. The total columns that feed into each account reference that number in their heading for your information (e.g. Total Overtime feeds into Account 1001)

Enter Details For: 01 1302 1000 0000. Salaries

Employee Number	Sub Activity	Employee Name	Position Number	Position Title	Total Allowances	Total Salary And Allowances	Total Perm Base Salary 1000 (excl leave)	Total Casual Salary (excl allowances)	Total Overtime 1001	Total Leave & Loading 1015	Total Super 1030	Total LSL 1040
					Σ $0.00	Σ $186,960.85	Σ 1,561.93	Σ $44,251.24	Σ $0.00	Σ ;13,098.52	Σ ',761.29	Σ ,674.02
12345	1302	Brad Pitt	P00180	Financial Accountant	$0.00	$14,864.08	$13,512.80		$0.00	$1,587.75	$1,412.09	$371.60
23456	1302	Angelina Jolie	P00181	Management Accountant		$60,799.85	$56,141.05			$5,474.09	$5,775.99	$1,520.00
34567	1302	Hugh Jackman	P00182	Assistant Financial Acct		$67,045.68	$61,908.08			$6,036.68	$6,369.34	$1,676.14
45678	1302	Russell Crowe	P00183	Assistant Management Acct		$44,251.24		$44,251.24			$4,203.87	$1,106.28

10. Save and close.

To save your budget, you need to right click and select save. When you save your budget, phasing is automatically applied by Magiq using the 2025-26 Labour phasing code.

*****You need to go into each Sub-Activities labour pop-up and save to populate your budget for 2025-26.***

Enter Details For: 01 1302 1000 0000. Salaries

Employee Number	Sub Activity	Employee Name	Position Number	Position Title	Total Salary	Total Allowances	Total Salary And Allowances	Total Perm Base Salary 1000 (excl leave)	Total Casual Salary (excl allowances)	Total Overtime 1001	Total Leave & Loading 1015	Total Super 1030	Total LSL 1040
					Σ 39,831.20	Σ $0.00	Σ $339,831.20	Σ 5,727.30	Σ $73,482.06	Σ $0.00	Σ ;24,230.66	Σ !,283.97	Σ ,495.78
12345	1302	Brad Pitt	P00180	Financial Accountant	$14,864.08	$0.00	$14,864.08	$13,512.80		$0.00	$1,587.75	$1,412.09	$371.60
23456	1302	Angelina Jolie	P00181	Management Accountant	[illegible]		$60,799.85	$56,141.05			$5,474.09	$5,775.99	$1,520.00
34567	1302	Hugh Jackman	P00182	Assistant Financial Acct			$67,045.68	$61,908.08			$6,036.68	$6,369.34	$1,676.14
45678	1302	Russell Crowe	P00183	Assistant Management Acct			$44,251.24		$44,251.24			$4,203.87	$1,106.28
13021	1302	New Contract Employee	P00184	New Contractor			$64,017.08	$59,112.04			$5,763.42	$6,081.62	$1,600.43
13022	1302	New Casual Employee	P00185	Casual Data Entry			$29,230.82		$29,230.82			$2,776.93	$730.77
13023	1302	New Permanent Employee	P00186	Budget Officer			$59,622.45	$55,053.33			$5,368.72	$5,664.13	$1,490.56
	1302												
	1302												

- Save
- Clear Cell
- Columns
- Rows
- Debug Mode
- Send To
- Import From Excel...
- Power Rules
- Close

Budgeting for Maternity Leave

If you are aware of a staff member who will be going on maternity leave during the 2025-26 financial year and you will be backfilling this position, then you need to budget for both staff members. Please contact Kirsten in finance to assist.

Charging an Employee to different Sub-Activities

If you have an employee in your area that needs to be charged over more than one sub-activity, then you need to:

1. Change their Actual Hours per Week to the % they work in that area (For example, for a 50% charge for a full-time staff member, change the Actual Hours per Week to 19)
2. Add that staff member to the next sub activity for their remaining hours per week. Make note of the correct band that has been used in the original entry.

We recommend that you would ask a member of Financial Planning to check that the staff member has been correctly costed.

Deleted Records

If you accidently delete an employee (or wish to move an employee from one Sub-activity to another), the person can easily be re-entered onto the Labour pop-up by completing the details as if they were a new staff member.

Please make sure you select the correct information (i.e. band level, increment due date) when doing so. Please ask a member of Payroll or Financial Planning to verify the details.

1. Verify Current Employees Checklist

- ☐ Actual Hours per week
- ☐ Employment status (Casual or otherwise)
- ☐ Leave weeks is correct
- ☐ Current Band is correct as of January 2025
- ☐ Next Band is correct for any upcoming band increment
- ☐ Band at 1 July
- ☐ Band Increment Due (date is correct)
- ☐ Increment Band (if due for a band increment during 2025-26 financial year)
- ☐ Overtime Hours entered
- ☐ Penalty Hours entered
- ☐ Shift Allowances entered (Early/Standby)
- ☐ Allowances entered
- ☐ Total Salary verified
- ☐ Total Allowances verified
- ☐ Total Overtime verified

2. Add New Employees/ Vacant Positions Checklist

- ☐ Position number if existing position (from Organisation Chart)
- ☐ Position Start/End date if different from full financial year
- ☐ Actual Hours per week
- ☐ Employment status (Casual or otherwise)
- ☐ Leave weeks is correct
- ☐ Current Band is correct as of January 2025
- ☐ Next Band is correct for any upcoming band increment
- ☐ Contract Hourly Rate Override entered for contract employees
- ☐ Band at 1 July selected
- ☐ Overtime Hours entered
- ☐ Penalty Hours entered
- ☐ Shift Allowances entered (Early/Standby)
- ☐ Allowances entered
- ☐ Total Salary verified
- ☐ Total Allowances verified
- ☐ Total Overtime verified

.

3. Employment Status

CA – Casual @ 125%

CF – Contract Full Time

CP – Contract Part Time

CR – Councillor

PC – Permanent Casual (receive 20% loading) – School Crossing Supervisors

PF – Permanent Full Time

PP – Permanent Part Time

SF – Secondment Full Time

SP – Secondment Part Time

TF – Temporary Full Time

TP – Temporary Part Time

WC – Staff who are no longer employees but must process Workcover payment for

GREATER DANDENONG 2025-26 BUDGET GUIDE

Appendix C

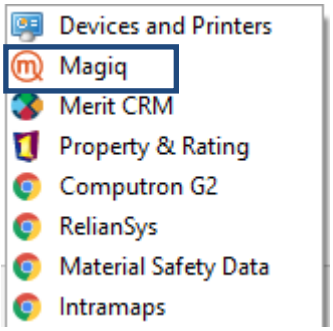
Procedures for Printing Magiq Performance Reports 2025-26

CITY OF GREATER DANDENONG 2025-26 BUDGET GUIDE

PROCEDURES FOR PRINTING MAGIQ BUDGET REPORTS

Step 1 – Select the Magiq Icon from Desktop

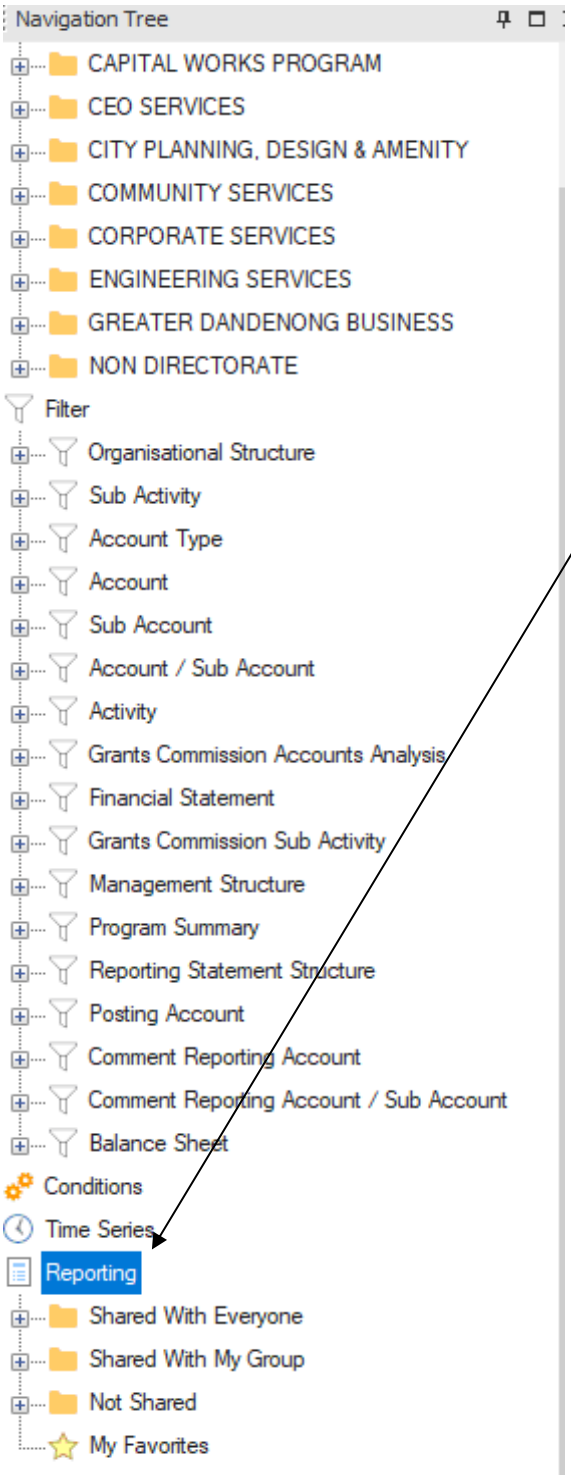
or from CGD Applications



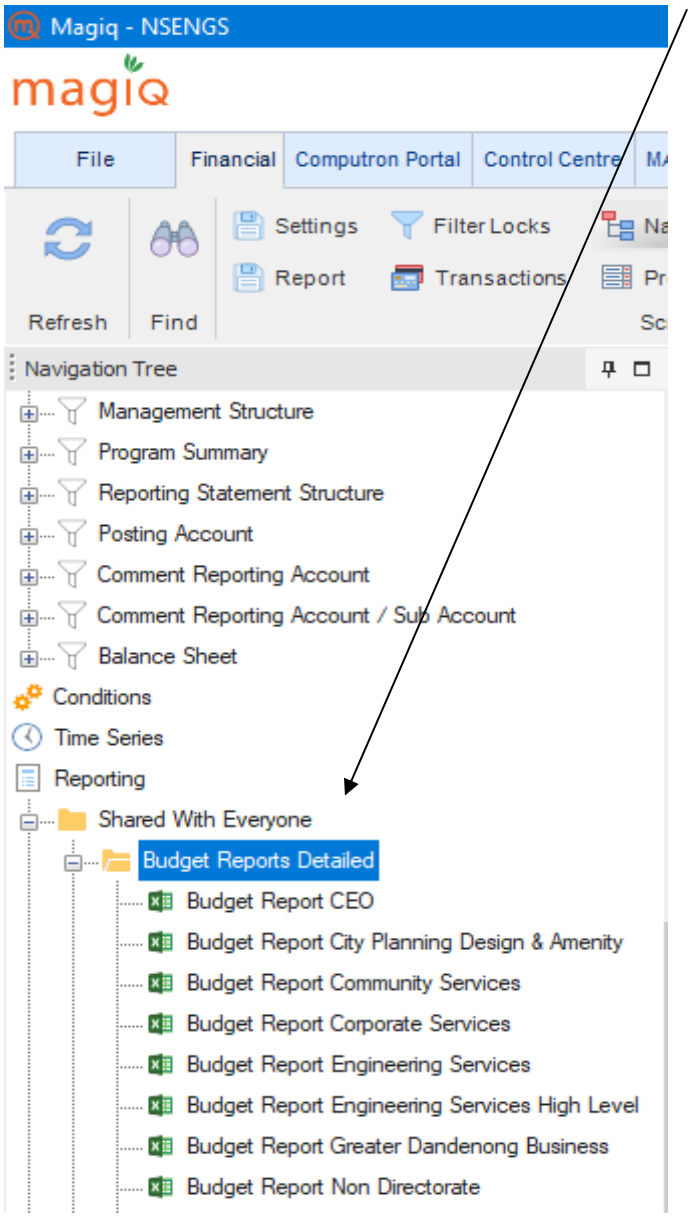
Step 2 - Printing the 2025-26 Budget Report

To print the budget report that is used for EMT and Councillor review, you need to run a report contained in the **Reporting** directory in the **Shared with Everyone** file. This report also contains the Budget analysis as compared to
2025-26, Year One of the LTFS and your Budget Comments.

In the Navigation Tree on the left-hand side of the screen, double click on Reporting

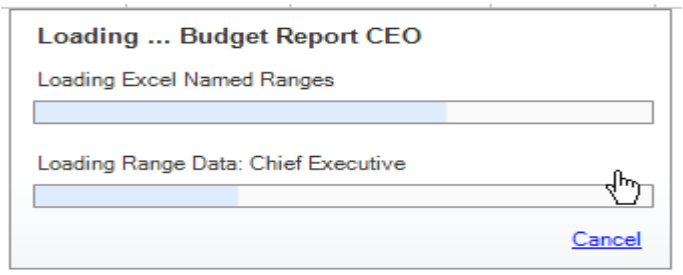


Then Click on “Shared With Everyone” and “Budget Reports Detailed”

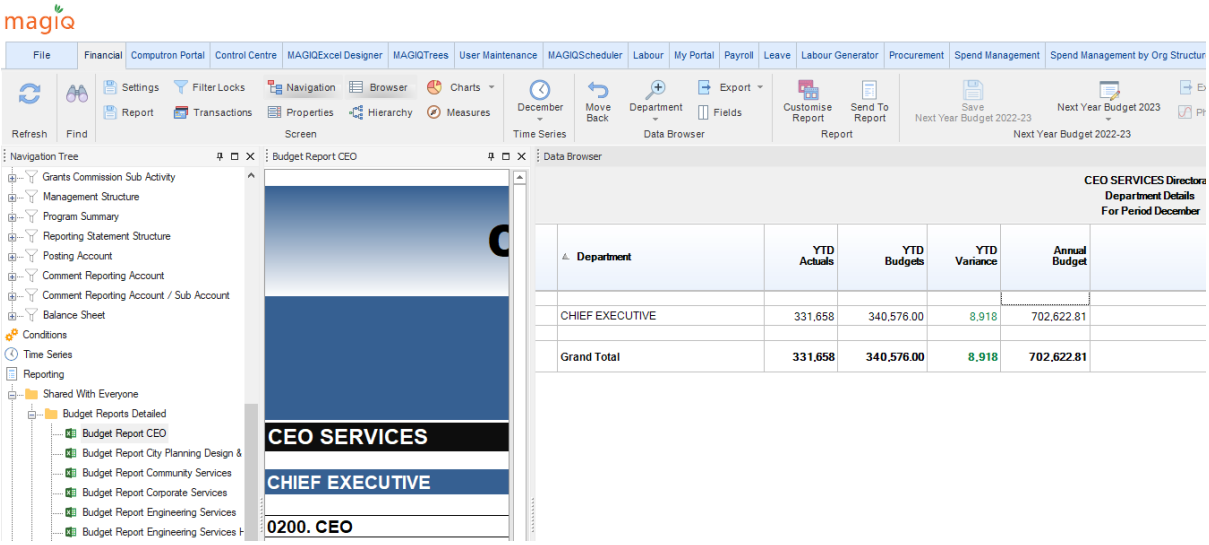


To run your area’s report, double click on the Budget Report for your Directorate. Access is limited to your Budget area, so only your Department/Sub Activity will be displayed.

The message below will appear on screen while the report is loading.

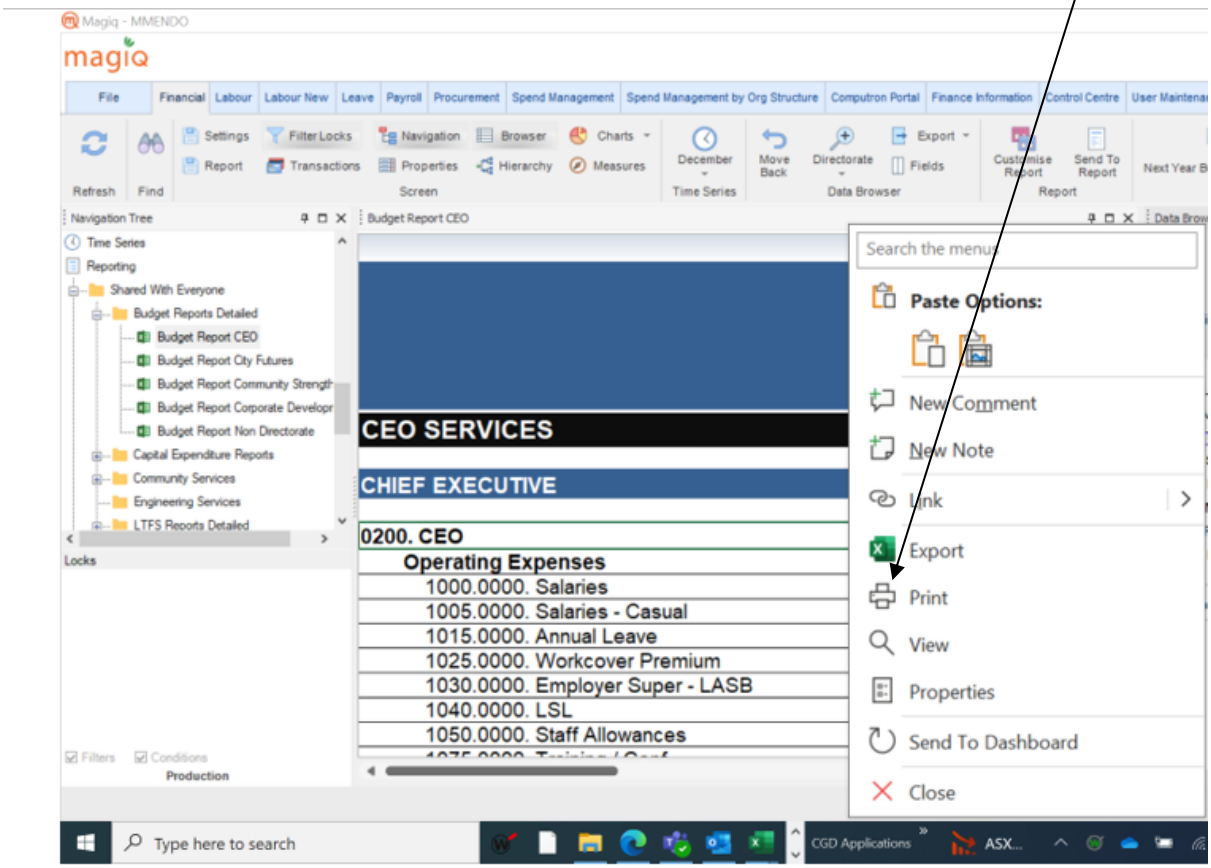


Once the load has finished, your screen will show both the report and your data browser.



To print your report, simply Right Click on the centre of the screen and select Export.

This will send the report to Excel and you can print from there.

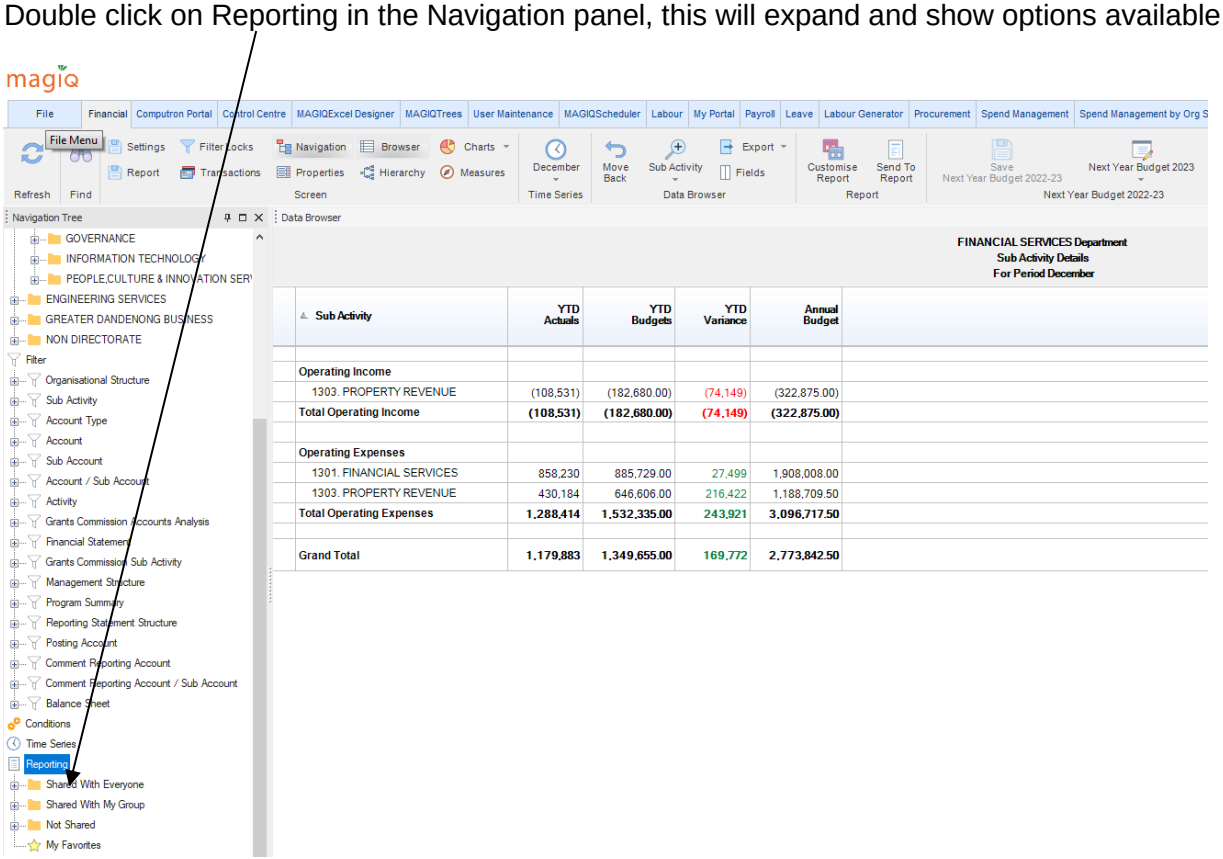


Step 3 - Printing your Monthly Budget Report (using Report function)

Please be aware that your reporting will be different from the example shown below as it will show access that is unique to you.

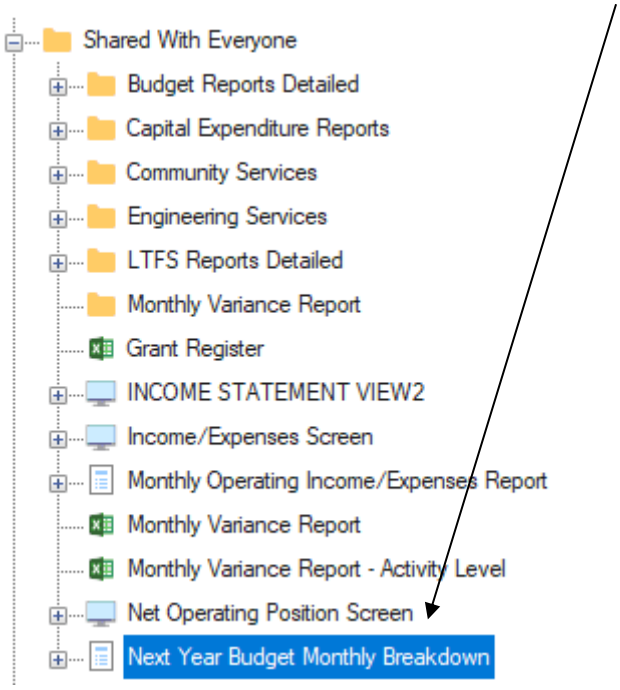
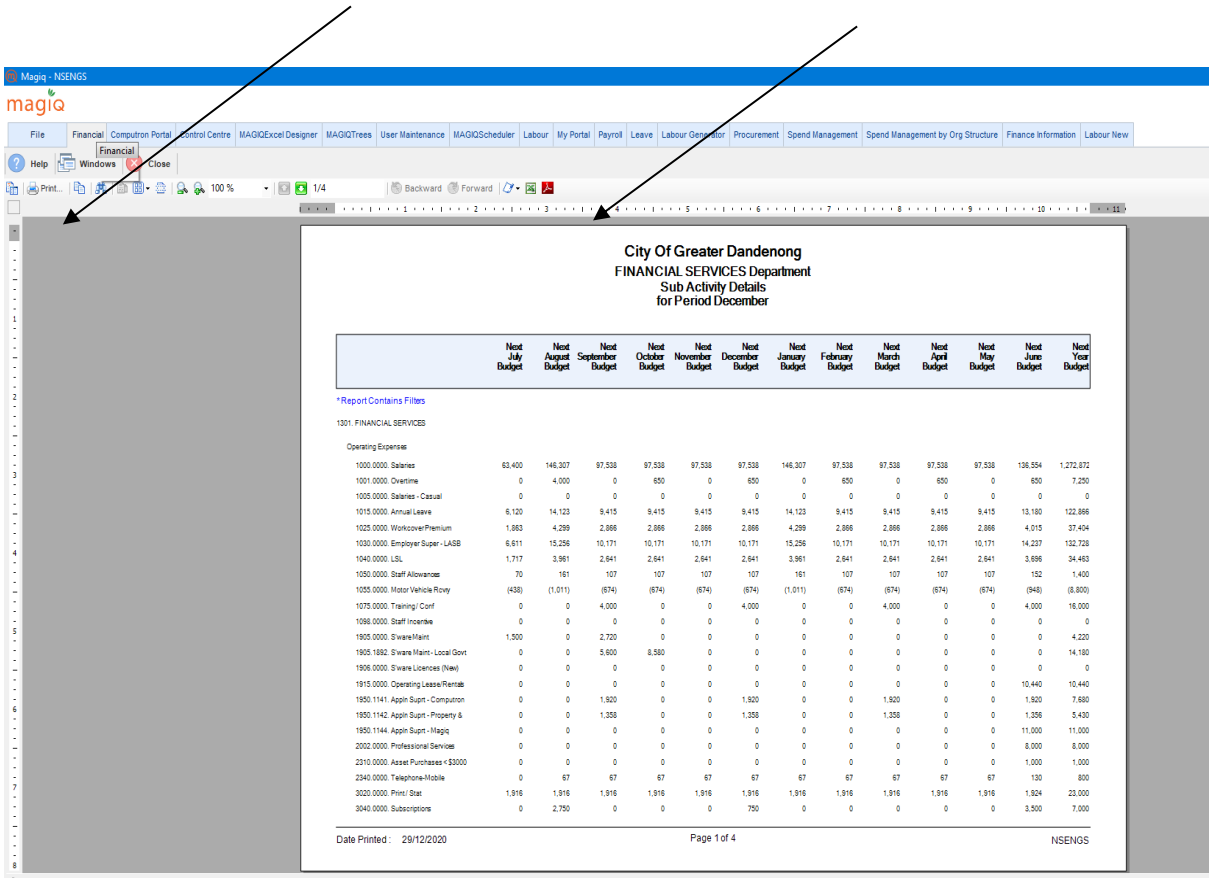
A standard report has been set up for 2025-26 budget which details your budgets month by month for that budget year. This report has been saved in the **Reporting** directory in the **Shared with Everyone** file.

Double click on Reporting in the Navigation panel, this will expand and show options available.



Double click *Shared With Everyone*

Double click *Next Year Budget Monthly Breakdown Report*



The report is ready to print or it can be downloaded to Excel or PDF to be saved if you wish.