

# Accountable Forms Policy – Members and CEO

FA16-CP v1



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## 1. Purpose

Council is committed to the safe custody, provision and proper use of accountable forms by members and the CEO whilst conducting council business. Members and the CEO are required to apply good judgement for all expenditure incurred whilst conducting council business.

## 2. Scope

This policy applies to all members of Council, Local Authorities and Committees of Council (herein referred to as members) and the CEO.

## 3. Objectives

This policy is designed to ensure the proper use and management of accountable forms issued to members and the CEO for the purposes of conducting council business.

## 4. Statement

### 4.1 Definitions

<b>Authorised Delegate</b>	any staff member within Council who has been delegated appropriate authority by the CEO to undertake the specified function on the CEO's behalf.
<b>Member</b>	a member of council, audit committee, council committee or local authority.

### 4.2 Accountable forms

Accountable forms are readily negotiable financial instruments, other than cash, that can be used as a method of payment for expenditure (e.g. cheques, taxi vouchers, travel vouchers, sport vouchers or meal vouchers).

All accountable forms need to be carefully monitored and safeguarded due to their inherent risk of theft, fraud, loss or misuse.

### 4.3 Responsibilities of members and the CEO

All members and the CEO are responsible for ensuring that accountable forms are only used in the course of conducting official council business. Accountable forms must not be used for private purposes.

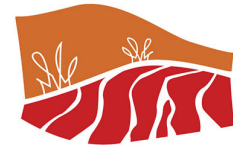
In the event an accountable form is inadvertently used for private purposes, the full value of the transaction must be reimbursed to Council within 10 business days.

Accountable forms may only be used by the individual member or CEO who has been issued with the accountable form. A member or the CEO must not pass the accountable form to any other individual for use.

Once an accountable form has been used, the member must keep a copy of the receipt and invoice and submit this to the CEO (or the authorised delegate). Details of the nature of council business, date and time of use of the accountable form should also be provided.

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**MacDonnell**  
Regional Council

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When an accountable form is used by the CEO, the CEO must also retain a copy of the receipt and invoice and submit this to the delegated officer along with details of the nature of council business, date and time of use of the accountable form.

## 4.4 Safeguarding of accountable forms

It is the responsibility of individual members and the CEO to ensure all accountable forms issued by Council for conducting council business are kept in a safe and secure place to minimise the risk of theft or unauthorised transactions.

Unused or expired accountable forms must not be destroyed by a member or the CEO. Unused or expired accountable forms must be returned to the authorised delegate responsible for issuing the accountable form.

## 5 Policy Details

<b>Replaces Policy</b>	Not applicable
<b>Responsible Directorate/Department</b>	Chief Financial and Information Officer - Finance
<b>Approval Date</b>	13 December 2024
<b>Minutes Reference AND Resolution number</b>	OCM Item # 16.10 - OCM2024-189
<b>Review Cycle</b>	December 2028 – Review every four (4) years or after changes to relevant legislation.

## 6 Legislation and References

<b>Related Legislation</b>	<i>Local Government Act 2019 (NT)</i> Local Government (General) Regulations 2021
<b>Related Policies</b>	FA17-OP Accountable Forms – Council Employee Policy
<b>Related Procedures</b>	Nil
<b>Associated Documents</b>	Nil

## 7 Version control

<b>Version No.</b>	<b>Approval Date</b>	<b>Policy No.</b>	<b>Minutes reference and Resolution number</b>
1.	13 December 2024	FA16-CP	OCM Item # 16.10 - OCM2024-189