

Accountable Forms Policy (Members and CEO)

Council Policy



Policy Name	Accountable Forms Policy (Members and CEO)		
Type	Council Policy		
Owner	Elected Members		
Responsible Officer	Director Corporate Services		
Decision Number	22763	Approval Date	26/09/2023
Records Number	D2023/015056	Next Review Date	26/09/2027

1 Purpose

To ensure the proper use and management of accountable forms issued to members and the Chief Executive Officer (CEO) for the purposes of conducting Council business.

2 Definitions

For the purposes of this policy, the following definitions apply:

Term	Definition
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).
Authorised delegate	Any staff member within Alice Springs Town Council who has been delegated appropriate authority by the CEO to undertake the specified function on the CEO's behalf.
Member	Includes Elected Members of Council, committee members, and local authority members.

3 Policy Statement

3.1 Principles

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. All accountable forms need to be carefully monitored and safeguarded against the risk of theft, fraud, loss or misuse.

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3.2 Requirements for 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 that an accountable form is inadvertently used for private purposes, the full value of the transaction must be reimbursed to Council within seven (7) business days of the bearer becoming aware.

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.

When an accountable form is used by the CEO, the CEO must 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.

3.3 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.

4 Responsibilities

All members and the CEO are responsible for meeting the requirements of this policy, and for ensuring that accountable forms are only used in the course of conducting official council business.

Implementation and actions rest with the Chief Executive Officer, and are subject to the Council's delegations and sub-delegations registers pursuant to the *Local government Act 2019 (NT)*.

Manager Finance is responsible for overseeing the processes related to controlling, reporting, monitoring and delegating Accountable Forms.

5 Related Documents

- *Local Government Act 2019 (NT)*
- *Local Government (General) Regulations 2021 (NT)*
- *Credit Card Policy*

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6 Version History

Version	Date	Action/Description of changes made	By
V1.0	24/01/2023	New policy	Director Corporate Services
V2.0	26/09/2023	Revised policy	Acting Director Corporate Services

7 Communication and Training

Will this policy be communicated through internal communications?	Yes
Where will this policy be available?	Intranet and ASTC website
Will training needs arise from this policy? If yes, who will be responsible.	Manager Finance