



Name	FIN17 Accountable Forms – Members and Chief Executive Officer
Policy Type	Council
Responsible Officer	Manager Corporate Services
Approval Date	21/07/2021
Review Date	20/07/2025

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. Scope

This policy applies to all accountable forms, in printed or electronic form.

3. Definitions

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

Accountable Forms	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).
Members	Elected Council Members, Committee Members and Local Authority Members
Authorised Delegate	Manager Corporate Services

4. Policy Statement

4.1. Principles

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

4.2. Application of Policy

- 4.2.1. 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

- 4.3.1. 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.
- 4.3.2. In the event an accountable form is inadvertently used for private purposes, the authorised delegate must be informed and the full value of the transaction must be reimbursed to Council within twenty four (24) hours.
- 4.3.3. Penalties for misuse will apply as per FIN10 Fraud Protection Plan
- 4.3.4. 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.
- 4.3.5. Once an accountable form has been used, the member or CEO must submit the receipt/invoice to the authorised delegate or email to council@litchfield.nt.gov.au along with details of the nature of council business, date and time of use of the accountable form within three (3) business day.

4.4. Safeguarding of Accountable Forms

- 4.4.1. 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.
- 4.4.2. Unused or expired accountable forms must not be destroyed by a member or the CEO.
- 4.4.3. Unused or expired accountable forms must be returned to the authorised delegate.

4 Associated Documents

FIN10 Fraud Protection Plan

5 References and Legislation

Local Government (General) Regulations 2021 Section 6(1)(d)(iii)

6 Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
21/07/2021	Policy Adopted