

POLICY

TITLE:	Accounting Business Systems Policy		
ADOPTED BY:	Chief Executive Officer (CEO)		
DATE OF ADOPTION:	29 Nov 2024	DATE OF REVIEW:	29 Nov 2026
POLICY NUMBER:	213		
LEGISLATIVE REF:	<i>Local Government (General) Regulations 2021; Division 3</i>		

1. INTRODUCTION

1.1 Purpose

Council must ensure adequate systems are in place to enable it to carry out its functions and to ensure appropriate records are kept. The purpose of this Policy is to outline the financial systems utilised.

2. POLICY STATEMENT

The Business Systems currently utilised by BRC are:

Xero – Primary financial management system Approval Max – Approval workflows in the procurement system Microsoft 365 – Software package Doc Assembler – Governance package	Council Wise – Rates and property Asset Guru – Asset Management ELMO – HR and Payroll System SharePoint – Records Management
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3. RELEVANT POLICIES

Policies and procedures to be read in conjunction with this policy are:

- 1) Records Management Policy
- 2) Codes of Conduct

4. IMPLEMENTATION AND REVIEW

4.1. Implementation

Relevant personnel will be made aware of this Policy. It is not a requirement of the Act for this Policy to be published on the Barkly Regional Council website.

4.2. Review

This policy will be reviewed on or before 29 Nov 2026.

5. VARIATIONS, REVOCATIONS AND/OR CHANGES

Barkly Regional Council reserves the right to revoke and/or amend this Policy from time to time as is considered necessary to better manage its business and/or to comply with any legislative requirements.

6. APPROVAL

This policy is approved.

Chris Kelly
Chief Executive Officer


Signature

29 Nov 2024
Dated

END