

POLICY

TITLE:	ACCOUNTING BUSINESS SYSTEMS POLICY		
DIVISION:	OPERATIONS		
ADOPTED BY:	CEO		
DATE OF ADOPTION:	26 April 2023	DATE OF REVIEW:	26 April 2028
POLICY NUMBER:	FIN06		
LEGISLATIVE REF:	<i>Local Government Act 2019, Local Government (General) Regulations 2021.</i>		

THIS POLICY APPLIES TO: All Council employees

SUMMARY

Barkly Regional Council, needs to ensure adequate systems to comply with the *NT Local Government Act 2019* and *Local Government (General) Regulations 2021* requirements.

COMPUTER BASED ACCOUNTING SYSTEM

Barkly Regional Council utilises a number of systems to ensure efficient and effective operations of Council.

Business System includes;

- Xero - primary financial management system;
- Approval Max – Approval workflows in the procurement system;
- Council Wise – Rates and property;
- Microsoft 365 – Software package
- Doc Assembler – Governance package
- Asset Guru- Asset Management
- Roubler - HR and Payroll system
- SharePoint – Records Management

Our business systems are internally maintained by BRC staff.

Manuals and user guides can be accessed by request to ITC.

Approved/Not Approved

Russell Anderson
A/Chief Executive Officer

26 / 4 /23

