

**5.05**

**POLICY AREA:** FINANCE

**POLICY TITLE:** Loan Register

**Aims & Objectives**

To provide Administration direction in management of Councils loans.

To ensure appropriate records on Councils loan liability are maintained and available for assessment.

**Policy Detail**

1. The Chief Executive Officer shall cause to be prepared a Register of all loans taken by the Council.

2. The Register shall record:-

- The number of the loan;
- The lending institution;
- The repayment schedule of the loan;
- The purpose for which the loan was taken;
- The date of the loan;
- The interest rate of the loan;
- The term of the loan; and
- The date on which the loan will be redeemed.

**Delegation:**

Nil

**Form(s):**

Nil

ADOPTED: 19/04/95

AMENDED: 17/8/05, 16/8/06.

Certified Copy by Chief Executive Officer or approved Delegate

SIGNATURE: ..... DATE: ...../...../.....