

Asset Management



Policy #	FIN-11	Date Created	February 1993
Authority	MANAGEMENT	Date of Last Review	September 2018

POLICY

An inventory of all Centre property and equipment is maintained and updated with new acquisitions.

PROCEDURE

Registry of Assets

The Corporation shall maintain a Registry of Assets for physical assets with an original cost in excess of \$5,000 with a useful life longer than one year that have been purchased with funds provided by provincial and community funding. The Registry shall list assets by category: Building and Land, Building Service Equipment, Leasehold Improvement, Vehicles, Computer & Software, Furniture, Other Equipment and Other (Specified). Details shall include a year of purchase, cost, and amortization rate and source of funds used for the purchase of the asset (i.e., ministry, fundraising or donation).

The Registry shall include a separate list of items disposed of including date, method of disposition and proceeds from disposition. As per M-SAA Section 4.9, written consent from the SE LHIN is required to sell, lease or dispose of any asset purchased with funding of a cost exceeding \$25,000 at the time of purchase.

The Corporation shall maintain a capital asset ledger record for assets with an original cost below \$5,000 for inventory purposes. The ledger will record the following:

- a. Item description
- b. Location with documentation

In the case of leased assets, information about the following will also be kept:

- a. terms
- b. lease number
- c. lessor

All donations of equipment must be approved by the Executive Director.

When the Corporation donates used equipment, the Corporation shall have the recipient sign for the equipment acknowledging that the Corporation assumes no liability, obligation or further costs for the equipment.

All equipment which is donated or discarded must be documented on the ledger – aligning with the equipment recorded in the ledger.

ASSET MANAGEMENT

The Executive Director shall ensure that physical assets be adequately insured and maintained, and not unnecessarily risked.

The Executive Director shall ensure a prudent level of liability insurance for CRCHC and its Board of Directors.

The Executive Director shall ensure that procedures are in place so that:

- CRCHC is insured against theft and casualty losses to at least 80 percent replacement value and against liability losses to Board members, staff and the organization itself to beyond the minimally acceptable prudent level;
- Facility and equipment are sufficiently maintained;
- The organization, its Board and staff are not unnecessarily exposed to claims of liability;
- There are appropriate financial controls and procedures
- Suppliers of goods and services may not be treated in an unfair, arbitrary or abusive manner;
- The principle competitive quotation should guide purchase decisions and all appropriate factors including price must be considered for each purchasing decision;
- Funds not required for immediate use will be invested prudently; and,
- The Centre's intellectual property, information and files are protected from loss or significant damage.

Accountability

Any deviations from this policy must be reported to the Board by the Executive Director if and when they occur.

The Treasurer will confirm annually that insurance certificates are current and coverage is appropriate (comply with industry standards) and report to the Board.

An audit of financial statements is conducted annually by an auditor approved by members at the AGM.

The Board receives and reviews any management letters from the auditor.