


Policy Name:	ASSET PROTECTION AND CONTROL		
Policy Number:	GOV-301	Formerly	BG-304
 West Elgin Community Health Centre	Creation Date: February 2000	Reviewed Date: May 2019	Approved by: Board of Directors

SUMMARY

The West Elgin Community Health Centre (the “Centre”) will ensure that all property, equipment and materials owned by the Centre are properly maintained and catalogued.

POLICY

The Centre will maintain an accurate account of all the property, equipment and materials catalogued.

PROCEDURE

The Executive Director shall be responsible for ensuring that all property, equipment, materials, owned or utilized by the Centre are properly maintained and accounted for, and shall report any problems to the Board of Directors (the “Board”) on a timely basis. All Information Technology (laptops, desktops, monitors, tablets, printers, software) assets owned by the Centre in excess of \$1,000 shall be properly catalogued. All building service and clinical equipment in excess of \$5,000 shall be properly catalogued consistent with the Finance Policy Manual. All other general inventory (chairs desks, filing cabinets) of the Centre will be also be listed for insurance purposes. An annual inventory count shall be completed each fiscal year as part of the Centre’s audit plan. Management will attest to this procedure within the Management Fiduciary Statement.

The Board shall ensure that the Centre maintains adequate insurance on its building, premises and other assets. These insurance requirements shall be reviewed annually.

The Centre shall employ reasonable security measures to minimize loss of or damage to its assets. Procedures for facility and equipment maintenance shall be adhered to, which will include a written maintenance schedule.

The Board will be informed of any disposition of any asset having a book value of more than \$ 7,000.