

Policy Name:	ASSET PROTECTION AND CONTROL		
Policy Number:	GOV-301	Formerly	BG-304
	Creation Date: February 2000	Reviewed Date: June 2021	Approved by: Board of Directors

SUMMARY

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

POLICY

The Centre will keep an accurate account of the property, equipment and materials owned or used by the Centre and will ensure that the equipment is properly maintained.

PROCEDURE

The Executive Director will be responsible for ensuring that property, equipment and materials, owned or used by the Centre are properly maintained and catalogued, and will report any problems to the Board of Directors (the “Board”) on a timely basis.

All Information Technology (laptops, desktops, monitors, tablets, printers, software, etc.) assets owned by the Centre individually valued in excess of \$1,000 will be properly catalogued. All building service and clinical equipment individually valued in excess of \$5,000 will be properly catalogued consistent with the Financial Procedures Manual. All other general inventory (desks, filing cabinets, etc.) of the Centre will also be listed for insurance purposes. An annual inventory count will be completed each fiscal year as part of the Centre’s audit plan. Management will attest to this procedure within the Management Compliance Statement.

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

The Centre will employ reasonable security measures to minimize loss of, or damage to, its assets. Procedures for facility and equipment maintenance will 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.