

Section/Number: General Administration - 003	Approval Date: (DD/MM/YY)
Subject: Inventory Control/Insurances	Amendment Dates:
<p>Policy</p> <p>An inventory of all property owned by the Community Government, including but not limited to real estate, buildings, vehicles and mobile equipment, other equipment, furniture, material and supplies, will be maintained by the Designated Employee.</p> <p>All property will be covered by the appropriate insurance.</p>	
<p>Definitions</p> <p>The Delegated Employee is the employee responsible for maintaining and updating the inventory and ensuring appropriate insurances are maintained, updated and renewed.</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. All real estate, buildings, vehicles and mobile equipment, other equipment, furniture, materials and supplies and other property belonging to the Community Government are to be used solely for the completion of Community Government business. 2. The Designated Employee will ensure that each Manager maintains a current and accurate inventory of property, equipment and other items within their area. 3. The Designated Employee will maintain a list of all property, equipment and other items and other items within the Community Government. 4. Managers are responsible for adding acquired items to the inventory list for their area. 5. Managers are responsible for deleting items from the inventory list for their area that are sold, discarded or transferred to other areas 6. The Designated Employee will update the inventory list at least once each fiscal year 7. Any Damage to, malfunction of, or other problem with property or equipment owned by the Community Government will be noted on the Inventory Control List and reported to the Senior Administrative Officer (SAO). 	

- 8. The Designated Employee will update and renew a general insurance policy with coverage for all Community Government property and equipment.
 - 8.1. The general insurance policy must include damage, theft and personal liability insurance.
- 9. The Designated Employee will update and renew vehicle insurance covering all Community Government owned vehicles and mobile equipment.

Attachments

N/A

References

N/A