

INVENTORY CONTROL

POLICY

An inventory of all property owned by the Hamlet of Enterprise, including but not limited to real estate, buildings, vehicles and mobile equipment, other equipment, furniture, material and supplies, will be maintained.

All property will be covered by the appropriate insurance.

DEFINITIONS

The Finance Manager is the employee responsible for maintaining and updating the overall Hamlet Inventory List.

“Hamlet” means Hamlet of Enterprise

“MACA” means Municipal and Community Affairs

“SAO” means Senior Administrative Officer

GUIDELINES

1. All real estate, buildings, vehicles and mobile equipment, other equipment, furniture, materials and supplies and other property belonging to the Hamlet are to be used solely for the completion of Hamlet business.
2. The SAO will ensure that each Department Manager maintains a current and accurate inventory of property, equipment and other items within their departments.
3. Department Managers are responsible for adding acquired items to the inventory list for their area.
4. Department Managers are responsible for deleting items from the inventory list for their area that are sold, discarded or transferred to other areas.
5. The Finance Manager will update the overall Hamlet inventory list at least once each fiscal year
6. Any Damage to, malfunction of, or other problem with property or equipment owned by the Hamlet will be noted on the Inventory List and reported to the SAO.
7. The Finance Manager will update and renew a general insurance policy with coverage for all Hamlet property and equipment.
 - 7.1. The general insurance policy must include damage, theft and personal liability insurance.
8. The Finance Manager will update and renew vehicle insurance covering all Hamlet of Enterprise owned vehicles and mobile equipment
9. All inventory lists will be stored in binders in the Finance office.

ATTACHMENTS

N/A

REFERENCES

N/A