

COMMUNITY LIVING DURHAM NORTH
MANAGING ASSOCIATION ASSETS

Policy No. A-13 (Finance)

Effective Date: May 1, 2007

Last Revision/Review: May 28, 2012

Rationale:

To ensure that Community Living Durham North is financially responsible and accountable.

Policy Statement:

CLDN maintains an inventory, parallel to our financial books, of all significant assets owned by the agency.

Only in the financial books are assets depreciated and this is done by our auditor during the annual auditing process.

A protocol is in place to ensure that assets are disposed of in a way that protects the interests of the association and guards against potential conflicts of interest.

Land and buildings are tracked separately in a way that distinguishes between the financial interest of the Ministry and the separate financial interest of the Association, where such exists.

The Board recognizes that it has a fiduciary responsibility to realize capital gains, when such are available, by investing funds that have been donated by or raised from the general public. At the same time, it has an overarching duty to behave responsibly and preserve these assets. Therefore, liquid assets are only invested in guaranteed vehicles (i.e. G.I.C.'s).

The performance of investments shall be monitored on a month to month basis by the Finance Committee which shall in turn make regular reports to the Board of Directors.

Approved by: _____ Date: _____
for the Board of Directors

COMMUNITY LIVING DURHAM NORTH
MANAGING ASSOCIATION ASSETS

Procedure No. A-13-1
Inventory List

Effective Date: July 2, 2009
Last Revision/Review: September 3, 2013

- Consistent with the definition of a capital asset, items are inventoried when they are acquired, constructed or developed with the intent of being used on a continuing basis. And, for practical reasons, only when their purchase value exceeds \$500.
- The agency's inventory list is maintained in the AIMS Database under Program Inventory. The following information should be included: a description of the item (which will include model and serial numbers for large appliances); Purchase Date, Purchase Price, Vendor, Disposal Date and comments.
- A photo of the item will be attached if it is valued at more than \$1,000. Declarations pertaining to the disposal of an asset are scanned and saved under *Agency Wide/People Who Live at/Name of Program/Program/Compliance File/Program Inventory*.
- These inventory files can be viewed by all staff but Basic and Intermediate Users will find that they are write-protected. Power Users and Administrators have full access, but it is the Manager of Program Maintenance and IT that is responsible for data entry and for the maintenance of this segment of the database. The Finance department is also involved insofar as it must notify the IT Manager each time we acquire a new item valued at \$500 or more.
- Individual programs, and their managers, are responsible for notifying the Manager of Program Maintenance and IT when an asset is transferred from one location to another.
- Although CLDN maintains an inventory of items valued at more than \$500, the practice of our auditors is to capitalize only those items beyond \$2,000.
- Prior to the disposal of any asset, a *Declaration Form concerning Sale or Disposal of Assets* (Form G-21) is prepared. It is then signed by the Director of Administrative Services and filed as detailed above.
- Under Personal Inventory, the AIMS database also tracks inventory belonging to individual people receiving residential support. For details concerning these personal inventories, see *B-6 Money Management Supports*.

Approved by: _____ Date: _____
Executive Director