

Community Inventory	Policy	G8
	Effective Date	April 2002
	Revision Date	January 2019
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What is the policy?

All assets located in Northern Affairs communities legally belong to the Manitoba government, unless they are the property of a legally incorporated body. They are entrusted to the community for its use and benefit.

The community must maintain an accurate record of the physical assets in the community for inventory control and insurance purposes.

It is imperative that all assets be recorded and a community inventory report be submitted for insurance purposes. Failure to complete the community inventory verification will result in no insurance coverage should the item be lost (ex. fire).

Community responsibilities

- A verification of community inventory must be submitted by the community to the regional office by November 1 each year.
 - If submission of the inventory departs from this requirement, the department may hire a contractor to complete the inventory in non-compliant communities. Costs associated with completing the inventory, will be deducted from the following year O&M funding.
- All equipment over \$500 is to be included in the inventory. Equipment less than \$500 may be documented independently by the community, if desired, for the purposes of inventory control.
- New permanent items must be added at the time of purchase using an inventory input form (see Appendix G8-A Inventory Input Forms).
- If an item has been deleted from the inventory, the community would note it on the inventory report. Department approval is required prior to selling or removing any building(s) (see Appendix G8-B Disposal Forms).
- It is important that all information is noted on the applicable reports. Type of construction is to be documented in the remarks section of the form.
- The community administrative officer provides a list of items to be deleted from inventory for council approval prior to removing any items (see Appendix G8-B Disposal Forms). If items are continually going missing, council should implement appropriate controls, ex. buildings are locked, etc.

Department responsibilities

- Annually, on September 1, the department will provide inventory lists to council for verification. The revised inventory is due November 1 each year.
- The department may hire a contractor to complete the community inventory verification and deduct these costs from the following year O&M funding.
- Once verified and returned by the community, the department community inventory database will be updated for control and insurance purposes.
- Inventory input forms must be used for database updating as received.
- To ensure insurance coverage is available **during** construction (see also Policy G12 Property and Vehicle Insurance), construction phases will be reported to:

Insurance and Risk Management Branch
Manitoba Finance
908-401 York Avenue
Winnipeg, MB R3C 0P8

Other information

- Appendix G8-A Inventory Input Forms
 - Vehicle Input Form
 - Asset Input Form
 - Equipment Input Form
 - Multiple Equipment Input Form
 - Field Definition of Equipment Type
- Appendix G8-B Disposal Forms
 - Inventory Disposal Form
 - Asset Disposal Form