



Handcrafted Soap Makers Guild, Inc.

ORGANIZATIONAL POLICY

Record of Assets

June 30, 2009

The Treasurer of the HSMG is responsible for maintaining a record of all assets and possessions of the HSMG. The record must include:

- Date purchased
- Original cost
- Current depreciated value (updated annually)
- Fair market value (updated annually)
- Physical location of the item
- Who has actual possession of the item

Every item should be assigned a unique number for tracking purposes and be physically identified in some way as being the property of the HSMG.

When an HSMG member takes possession of an asset owned by the organization, the member must sign the item "out" and agree to be responsible for it, and a written document so stating should be submitted to the Treasurer.

When the item is returned to the Administrative Office for storage, sold or transferred to into the possession of another member, the Treasurer must sign the item back "in" from that person and then appropriately record the new disposition of the item.

Written by Marie Gale

Approved June 30, 2009 by the
Board of Directors

History:

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