

# ORGANIZATIONAL POLICY

June 30, 2009 (v3)

## RECORD OF ASSETS



The Office Manager of the HSCG is responsible for maintaining a record of all assets and possessions of the HSCG. 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 HSCG.

When an HSCG 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 Bookkeeper.

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

The Conference Director is responsible for ensuring that the Office Manager is kept apprised of all assets that are used for the conference and/or stored off-site with conference materials.

Approved June 30, 2009  
by the Board of Directors

#### History:

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| June 30, 2009 | (v1) Original publication date  |
| Oct 7, 2013   | (v2) Amended to include name change and reassign duties from Treasurer to Bookkeeper.   |
| May 4, 2018   | (v3) Duties transferred from Bookkeeper to Office Manager; Conference Director assigned responsibility for assets used for the conference. Reformatted. |