

SYNOPSIS

Inventory Control of Non-Capital Equipment Policy

At a meeting of the Audit Committee in the fall, staff were directed to develop a new policy for Inventory Control of Non-Capital Equipment.

The purpose of the Inventory Control of Non-Capital Equipment Policy is to ensure that non-capital equipment for the Town of Amherst is accounted for on an annual basis. Non-capital equipment is defined as tools, computers, communications devices and equipment used by employees to carry out their work with an approximate value between \$1,000 and \$5,000.

This policy was presented to the Audit Committee at the March 7th meeting for review and discussion. The Audit Committee accepted the Policy for Inventory Control of Non-Capital Equipment, and a motion was approved to forward the policy to Council for consideration.

MOTION:

That Council approve the new Inventory Control of Non-Capital Equipment Policy.