



AMHERST TOWN COUNCIL

RFD# 2023028

Date: March 27, 2023

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Sarah Wilson, Director of Finance

DATE: March 27, 2023

SUBJECT: New Policy – Inventory Control of Non-Capital Equipment

ORIGIN: New policy requested by Audit Committee.

LEGISLATIVE AUTHORITY: Municipal Government Act, Policies 48 (3) “In addition to matters specified in this Act or another Act of the Legislature, the Council may adopt policies on any matter that the council considers conducive to the effective management of the municipality.”

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

BACKGROUND: At a meeting of the Audit Committee in the fall, a request was made for staff to develop a new policy for Inventory Control of Non-Capital Equipment.

DISCUSSION: 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 a Committee of the Whole meeting.

FINANCIAL IMPLICATIONS: There are no financial implications to this policy.

COMMUNITY ENGAGEMENT: No community engagement required.

ENVIRONMENTAL IMPLICATIONS: No environmental implications.

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications to this decision.

ALTERNATIVES: Refer the policy back to the Audit Committee for further review.

ATTACHMENTS: Inventory Control of Non-Capital Equipment Policy.

Report prepared by: Sarah Wilson, Director of Finance Report and Financial approved by:

