



**House of Assembly**

**Inventory Management Policy**

**March 2009**

## **Table of Contents**

---

**1.0 Approval**

**2.0 Purpose**

**3.0 General**

**4.0 Process**

**4.1 Definitions**

**4.2 Restrictions**

**4.3 Acquisition**

**4.4 Recognition and Measurement**

**4.5 Safeguarding**

**4.6 Write-downs**

**4.7 Disposals**

## **1. Approval**

Under the authority of subparagraph 20(6)(b)(ii) of the *House of Assembly Accountability, Integrity and Administration Act*, the House of Assembly Management Commission establishes this inventory management policy.

## **2. Purpose**

To provide for the accounting and control of the inventory of moveable assets including proper acquisition, measurement, safeguarding, write-downs and disposal.

## **3. General**

Subsection 25(2) of the Members' Resources and Allowances Rules states "All purchases within the standard office allocation remain the property of the government of the province and shall be identified by appropriate markings as House assets".

Subsection 25(4) states "the clerk shall maintain and update an inventory report of all House assets entrusted to each member."

Subsection 25(5) states "a member is personally responsible for all items in an inventory and shall account on an annual basis or on demand to the speaker for the items listed in his or her inventory report".

The objective of this policy is to ensure that internal controls are in place to safeguard and manage the inventory of moveable assets of the Legislature (including all asset items entrusted to Members) in an efficient and effective manner.

## **4.0 Process**

This policy applies to all inventory items which meet the definition of inventory under Section 4.1 and are purchased for Members of the House of Assembly, their Constituency Assistants and for the House of Assembly Service, Caucus Offices and Statutory Offices.

### **4.1 Definition**

For the purposes of this policy, inventory is defined as:

- a. All office furniture and equipment included in the standard office allocation (as defined in subsection 25(1) of the Members' Resources and Allowances Rules) and located in constituency offices outside the Confederation Building;
- b. Other office furniture and equipment items purchased for constituency offices outside the Confederation Building with a cost in excess of \$200 per item;
- c. All other office furniture and equipment with a cost in excess of \$200 per item;
- d. Blackberries and cell phones for Members and staff regardless of the cost per item; and
- e. Historic and cultural assets

#### **4.2 Restrictions**

- Office furniture and equipment includes but is not restricted to, computers, laptops, printers, fax machines, photocopiers, televisions, cameras, any specialized equipment, blackberries, cell phones, desks, filing cabinets, chairs, tables.
- Items excluded are office supplies, library materials, election readiness materials (forms, maps, booklets, ballot paper, etc.).

#### **4.3 Acquisition**

All inventory items will be acquired in accordance with the *Public Tender Act* and the Government Purchasing Agency Customer Manual except where amended by a Rule, Directive or Decision of the House of Assembly Management Commission.

#### **4.4 Recognition and Measurement**

Inventory will be recorded at historic cost. If the historic cost is not available, the item will be recorded at estimated historic cost.

#### **4.5 Safeguarding**

- All inventory items will be recorded in the Inventory System maintained by the Corporate and Members' Services Division of the House of Assembly Service.

- The Inventory System will record: description of the item; acquisition date and historic cost; purchase order number (if applicable); supplier; warranty; location; asset tag number; etc. for each item.
- All items except blackberries, cell phones, and historic and cultural assets will have an asset tag affixed to indicate the ownership of the government of the Province. Asset tags are assigned a number that matches a specific inventory item in the Inventory System.
- It is the responsibility of each Member of the House of Assembly, Director or Statutory Officer to ensure that inventory items assigned to his or her custody are maintained and safeguarded.
- At least once a year, a report which includes a listing of the assigned inventory items will be forwarded to each custodian. These reports must be verified for completeness and accuracy and any changes reported to Corporate and Members' Service Division.
- Physical counts of all inventory items will be conducted by Corporate and Members Services (or designates) on a periodic basis and at a minimum, once every four years.
- As a general rule, all items should remain at the physical location assigned to them. Should it be necessary to move an item, it is the responsibility of the custodian to inform Corporate and Members' Service Division to ensure that the Inventory System is updated to reflect the new location.
- It is the responsibility of the custodian to report any stolen, lost or damaged inventory items to Corporate and Members' Services Division.
- All inventory items purchased with government funds remain the property of the government of the Province.

#### **4.6 Write-downs**

Inventory items will be written down when a reduction in the value of their service potential can be measured and the reduction is expected to be permanent.

#### **4.7 Disposals**

Items which are no longer serviceable or are considered obsolete will be disposed of in accordance with the Government Purchasing Agency Customer Manual pertaining to surplus assets and will be removed from the inventory system.