

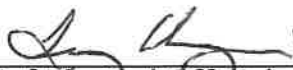
**FIXED ASSETS & ATTRACTIVE ITEMS POLICY**

Subject: Fixed Assets & Attractive Items      Ref: Equipment & Supplies      Code: 16

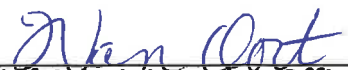
Date Approved: April 12, 2022      Motion No: 155/12/04/22      Replaces: 1406/24/05/16

The County of Northern Lights believes in implementing control and accountability of fixed assets owned or leased to the County to minimize loss.

The County of Northern Lights proposes to do this by maintaining a record identifying the purchase, sale, disposal and write-off of all assets.



Chief Elected Official



Chief Administrative Officer

## DEFINITION

A fixed asset is an item of a tangible nature with a monetary value exceeding \$5000.00, in accordance to the Tangible Capital Asset Policy; and has a useful life in excess of two years, and is not consumed or used up in the normal yearly operations of a municipality.

Attractive items are items with a value under \$5000.00 that have a useful life in excess of one year, and are not consumed or used up in a normal year of operations.

## PROCEDURE

1. All fixed assets shall be recorded by the Director of Finance at the time of payment.
2. A record of each fixed asset shall include purchase date, item, description, original cost and any other information that is pertinent.
3. The Director of Finance shall, upon approved invoice, update the General Ledger to record fixed assets.
4. The Director of Finance, or delegate, shall issue a fixed asset number to the respective department for identification.
5. Department Heads shall ensure that the fixed asset number is placed on the item for inventory purposes.
6. Upon request from the Director of Finance, Department Heads shall conduct inventory control checks and verifications. Such verifications shall be done prior to December 31<sup>st</sup> in order to coincide with the County's fiscal year end.
7. The Director of Finance shall ensure physical inspection, verification of item; acknowledgment and date of inspection have been recorded.
8. Department Heads shall notify the Director of Finance of any lost, stolen or damaged items.
9. The Director of Finance shall keep a separate list of all attractive items. List shall include description, serial number, and original cost of the items. Examples of common attractive items are as follows;
  - a. Chainsaws
  - b. Portable generators
  - c. Cordless Drills/Impacts etc. with a unit cost of more than \$500.00
  - d. Other items as determined by the Director of Finance

10. Attractive items shall be inspected prior to December 31<sup>st</sup> of each year at the same time as fixed assets are done, and verified with a continuous list.
11. The CAO shall be authorized to write off attractive items and present an annual list to Council as per the Disposal of Surplus Items Policy.