

**TITLE:** Inventory Control of Non-Capital Equipment Policy  
**SECTION:** Financial Management  
**POLICY NO:** 03000-10

**APPROVAL DATE:** March 27, 2023

**CAO Signature:** 

**POLICY STATEMENT**

The Town will ensure proper accounting of Town workplace equipment.

**PURPOSE**

To ensure that non-capital equipment for the Town of Amherst is accounted for on an annual basis.

**APPLICATION**

Departmental Directors will prepare a list of non-capital equipment in their department with a value between \$1,000 and \$5,000. This list will be updated on an annual basis and submitted to the Director of Finance no later than March 31. Any unaccounted-for change in equipment will be noted.

**DEFINITION**

For the purposes of this policy, 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.

**ROLES AND RESPONSIBILITIES**

Title/Role	Responsibilities
<b>Director of Finance</b>	To ensure that non-capital equipment for the Town of Amherst is accounted for on an annual basis.
<b>Departmental Directors</b>	To maintain a list of non-capital inventory and ensure that it is updated annually and submitted to the Director of Finance no later than March 31. Any unaccounted-for change in equipment will be noted.

For Administrative Use Only:

**VERSION LOG**

Amendment Description	Policy Owner	Approved By	Approval Date
New Policy	Director of Finance, Wilson	Council	March 27, 2023