

J. PROPERTY / ASSET INVENTORY

Policy:

The COMGA President will appoint a committee of no more than three (3) people to manage the inventory process for the physical and intellectual property/assets (e.g., computer software, documents, presentations, etc.) owned by COMGA.

Procedure:

1. One member of the committee shall act as the chairperson, to manage and coordinate the process.
2. Inventories of all COMGA owned property are to be completed by a minimum of two people: the project coordinator and one other MG or trainee. In the case of intellectual property, two people must validate the ownership: a member of the committee and the individual with primary access to the intellectual property.
3. Consumable supplies, paper correspondence, cleaning supplies, party supplies and first aid kits are exempt from being counted. Containers/bins are noted on the excel spreadsheet.
4. Inventories of physical and intellectual property/assets shall be conducted within a reasonable time after closing day but no later than December 1, absent extraordinary circumstances which would prevent the inventory.
5. Where more than one project shares the use of the property/equipment, including intellectual property, the project with the primary use of the items shall be responsible for the inventory.
6. Inventories shall be documented, using a method deemed appropriate by the committee.
7. The committee may adopt informal operating procedures to accomplish each inventory. The procedures shall be communicated to the project coordinators before the inventories are conducted.
8. To protect the integrity and accuracy of the inventory records, the committee chairperson may designate one member of the committee to be responsible for changes to the master inventory records.
9. A final year-end inventory report shall be uploaded to the COMGA online storage account, in time for the January board meeting.
10. As needed, the committee shall meet and review the results of the inventory. If necessary and in coordination with the project coordinators, recommendations may be made to the Board for disposal, donation, or purchase of equipment.