

TITLE:	Asset Protection		
Manual/Policy#:	Board of Directors # IV-08	Division:	CPDMH
Original Issue:	March 1994	Issued by:	Board Chair and Board Secretary
Date Revised:	May 2018	Approved by:	Board of Directors
Last Date Reviewed:	November 2021	Cross Reference(s)	Signing Authority Policy Board of Directors # IV-1

1. POLICY STATEMENT

The Carleton Place & District Memorial Hospital (CPDMH) is committed to meeting all leading practices and guidelines for the protection of assets in the broader public sector. The Chief Executive Officer (CEO) is accountable to the Board to ensure that assets are reasonably protected, adequately maintained and not placed at unnecessary risk. The CEO will ensure that appropriate administrative policies and procedures are in place and that these policies and procedures are monitored for compliance.

2. SCOPE

The policy applies to both capital and operating assets of CPDMH. Capital assets are normally acquired through a capital budget approved by the Board of Directors with a useful life of longer than one year. Operating assets include Organizational Reputation and Working Capital.

3. GUIDING PRINCIPLES

N/A

4. DEFINITIONS

Capital Asset – includes property, plant, software and equipment owned or leased by the Organization.

Operating Asset – includes cash, investments, accounts receivable, inventory and Organizational Reputation.

5. PROCEDURE

The President & CEO will ensure that:

Capital Assets

- Capital assets are acquired in accordance with Board approved Capital Budgets;
- Capital assets are assigned a useful life when acquired;
- A Registry of capital assets is maintained.
- Amortization recorded against the value of capital assets is reasonable based on the assigned useful life of the asset;
- The acquisition of capital assets is recorded consistent with Canadian Generally Accepted Accounting Principles;

- Capital assets are not offered as collateral for any debts of CPDMH without the approval of the Board of Directors;
- Land and buildings will not be disposed of without the approval of the Board of Directors;
- Unbonded/uninsured personnel do not have access to material amounts of funds;
- Proper controls over the acquisition and disposal of assets are in place to protect from theft and misappropriation;
- Land and buildings are disposed of or acquired with the consent of the Board.

Operating Assets

- Operating assets maintained by CPDMH are consistent with Board approved Working Capital projections;
- A listing of all operating assets is maintained.
- Any allowance for impairment of operating assets is reasonable;
- Operating assets are recorded consistent with Canadian Generally Accepted Accounting Principles;
- Operating assets are not offered as collateral for any debts of CPDMH without the approval of the Board of Directors.

Insurance

- CPDMH maintains liability insurance sufficient to prevent loss of Organizational assets and sufficient to fully indemnify and save harmless Board members, employees, volunteers and medical staff engaged in activities on behalf of CPDMH.

Maintenance and Replacement

- There is a program to ensure that plant, property, equipment and systems are well maintained, in compliance with legal requirements and not subject to improper wear and tear;
- There is a strategy in place to replace plant, property, equipment and systems as they age, subject to the Board approved Capital Budget;
- Both the maintenance and the replacement of assets will be structured to ensure the safety of patients, residents, medical staff, employees, volunteers and visitors to CPDMH

Other

- All statutory remittances are made on-time and without penalty and all government mandated reports are submitted such that no negative consequences accrue to CPDMH due to the time of submission;
- CPDMH is not knowingly endangered with regard to its public image or credibility;
- There are appropriate and adequate internal controls regarding the receipt, disbursement and processing of funds, and that these controls are reviewed annually by the external auditors;
- Only persons approved within the Signing Authority Policy will have access to initiate expenditure of funds;
- Procurement processes align with relevant legislation and regulations.

6. REFERENCES

Trillium Health Partners, Category Financial and Organizational Viability, IV-3 Asset Protection

Evaluation

This policy will be reviewed every two years.