



TITLE:	Asset Protection		
Manual/Policy#:	MRHA Boards of Directors # IV-8	Division:	AGH / CPDMH
Original Issue:	AGH: January 2017 CPDMH: March 1994	Issued by:	Board Chair and Board Secretary
Previous Date Reviewed:	AGH: November 2020 CPDMH: November 2021	Approved by:	Board of Directors
Last Date Reviewed:	November 2022	Cross Reference(s):	MRHA Boards Policy # IV-1 Signing Authority

1. POLICY STATEMENT:

The Allied Boards are committed to meeting all leading practices and guidelines for the protection of assets of the Almonte General Hospital Corporation (including Fairview Manor and Lanark County Paramedic Service) and the Carleton Place & District Memorial Hospital Corporation ("the Corporations") in the broader public sector. The President & CEO (CEO) is accountable to the Allied Boards 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 the Corporations Capital assets are normally acquired through a capital budget approved by the Allied Boards with a useful life of longer than one year. Operating assets include the Corporations Reputation and Working Capital.

3. GUIDING PRINCIPLES: N/A

4. DEFINITIONS:

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

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

5. PROCEDURES:

The CEO will ensure that:

Capital Assets

- Capital assets are acquired in accordance with the Allied Boards approved Capital Budgets;
- Capital assets are assigned a useful life when acquired;

- A Registry of capital assets is maintained by the Corporations;
- 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 the Corporations without the approval of the Allied Boards;
- Land and buildings will not be disposed of without the approval of the Allied Boards;
- 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 Allied Boards.

Operating Assets

- Operating assets maintained by the Corporations are consistent with Allied Boards approved Working Capital projections;
- A listing of all operating assets is maintained by the Corporations;
- 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 the Corporations without the approval of the Allied Boards.

Insurance

- AGH/FVM/LCPS maintains property insurance equal to the replacement value of assets owned or operated by the Corporation with the exception of certain assets of the Lanark County Paramedic Service for which insurance is maintained by the County of Lanark. Property insurance will be subject to a reasonable deductible;
- AGH/FVM/LCPS maintains adequate automobile insurance for vehicles owned or operated by the Corporation with the exception of certain assets of the Lanark County Paramedic Service for which insurance is maintained by the County of Lanark. Automobile insurance will be subject to a reasonable deductible;
- The Corporations maintain liability insurance sufficient to prevent loss of Corporate assets and sufficient to fully indemnify and save harmless members of the Allied Boards, employees, volunteers and medical staff engaged in activities on behalf of the Corporations;

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 Allied Boards approved Capital Budgets;
- 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 the Corporations.

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 the Corporations due to the time of submission;
- The Corporations are 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 MRHA Boards Signing Authority Policy will have access to initiate expenditure of funds;
- Procurement processes align with relevant legislation and regulations.

6. REFERENCES:

N/A

7. APPENDICES:

N/A

Evaluation

This policy will be reviewed every two years.