

THE RURAL MUNICIPALITY OF PINEY

“Inventory Policy”

Subject: Inventory

Effective Date: December 19, 2014

Replaces Policy: New

Resolution No.: 335 Resolution Date: December 18, 2014

PURPOSE

The purpose of the Inventory Policy is to outline the policy to follow when preparing the Office Inventory calculation to ensure inventory is expensed or accrued to the correct year.

POLICY

What items to Inventory

- Inventory is a consumable (an item that is used up and replaced), Capital is not inventory, it is Tangible Capital Assets (TCA)
- Inventory shall be completed by the end of the 3rd week in December
- The following materials and supplies will be inventoried:
 - Stamps
 - Recycle Bags
 - Sand Bags
 - Gravel
 - Culverts
 - Geotextile material
 - Signs and posts
 - Patch material
 - Winter Sand/Salt
- The following items held for resale will also be inventoried:
 - Maps
 - Stamps
 - Any other item(s) that the R.M. may acquire for resale

Council may by resolution add item(s) to the inventory list whenever they deem necessary.