

CLUB POLICY # 111

Property Records and Disposal:

Latest changes are in bold italics.

- 1.0 Property records are kept in **four** ledgers as:
 - 1.1 Office/Store equipment,
 - 1.2 Maintenance Equipment/tools,
 - 1.3 Junior Club equipment, air guns, firearms,ammunition**
 - 1.4 Firearms/Ammunition owned by the club.
- 2.0 The ledgers will be a bound type ledger with numbered pages.**

These ledgers are kept in the club **four drawer fire proof** safe. Club property will be permanently marked "Gateway Rifle and Pistol Club", where possible. The information pertinent to each item of property of greater than **\$100** value consists of:

 - 2.1 Description, serial number if possible, model, make, cost or approx value, and acquisition date **if possible.**
 - 2.2 Location of item.
 - 2.3 One item listed per page
 - 2.4 Disposition as applicable.
 - 2.5 Periodic inventories will be done not less than annually by the custodian (or audit person) and a record of that physical inventory will be entered into the bound ledger.**

- 3.0 Record-keepers/Ledger controllers/**Property Book Custodians:**
 - 3.1 Office and store equipment: Business Manager
 - 3.2 Maintenance items/tools: Maintenance Supervisor
 - 3.3 GRPC owned firearms **and ammunition:** appointed BOD member
 - 3.4 Junior Club equipment, air guns, firearms and ammunition: appointed BOD member**
- 4.0 Property with a value of more than **\$100** which is deemed no longer needed (approved by BOD) will be disposed of in the following manner:
 - 4.1 Listed in Muzzleblast **and email as applicable** with sealed bids. bid process opening and closing dates stated.
 - 4.2 Minimum bid accepted may be part of the offering.
 - 4.3 Date and time of opening bids will be stipulated.
 - 4.4 Bidders welcome to attend the opening.
 - 4.5 Disposition will be reported in Muzzleblast and to BOD.

Policy changed by BOD on 9/11/2012
Policy Date 2007 BOD
Original Policy 14