

Policy Type	Policy Title
Executive Limitation	Asset Protection
Policy EL # 2A	Date of Board Approval:
	September 2002
	Date of Revisions:
	October 16, 2003
	May 20, 2004

**2A. Asset Protection
DEFINITIONS**

Commitment is action that causes the organization to become obligated to purchase and / or pay an amount to an individual or organization. A commitment may occur as a result of a purchase order, written contract or agreement, verbal contract or agreement. For example:

- Issuing a purchase order
- Signing a contract with a major contractor to build a health center
- Phoning up a supplier and ordering
- Signing a lease
- Signing a contract

Recurring commitment is a commitment that has more than one event or component. For example:

- Renting space for 24 months, with monthly or yearly payments
- Issuing a purchase order for lab supplies that will be delivered every two months
- Signing a lease
- Signing a maintenance agreement that is multi year with multi payments

Exclusions are the following types of transactions:

- Taxes
- Utilities
- Payroll Taxes
- Payroll Deductions
- Payments to Manitoba Health for
 - Home Care Payroll
 - Home Care Supplies & Equipment
 - Home Care Self Managed Care

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The Chief Executive Officer shall not allow assets to be unprotected, inadequately maintained or unnecessarily risked.

The Chief Executive Officer shall not:

1. Subject buildings and capital assets to insufficient maintenance.
2. Acquire, encumber or dispose of real property without prior approval of the Board, and the Minister, as required.
3. Receive, process or disburse funds without assessing that controls, sufficient to meet the Board appointed auditor's standards are in place.
4. Hold investments that are not rated as R1 High to R1 Low (Dominion Bond Rating for Commercial Paper) or AAA to A (Dominion Bond Rating for Bond).
5. Restrict necessary cash flow with investment strategies.
6. Fail to protect intellectual property.
7. Authorize single donation fund expenditures in excess of \$5,000, without approval by the Board (Selkirk Palliative Care Program is exempt from this policy – See Board Motion 2003 – 109).
8. Fail to bring to the Board for its prior approval and signature any commitment by the Interlake Regional Health Authority which has an initial, one-time cost in excess of \$100,000, or a recurring annual cost in excess of \$50,000.