

 Sikh Association NT	Loan of Assets Policy	Issue version: 1.0
		Issues Date: March 2021 Next Review Date:

Purpose

The loan of items/equipment to members of the Sikh Association Northern Territory (SANTI) should only be for religious ceremony or prayer purpose and must be approved by the SANTI Executive Committee or an authorised person.

All loans must be appropriately recorded in an Asset Loan Register, which is to be maintained by the SANTI Executive Committee.

Scope

This policy applies to and should be read by all members of the Sikh Association Northern Territory. It is the responsibility of members to ensure this procedure is adhered at all times.

Procedure

Assets may be loaned to individuals outside the Gurdwara, where the responsible person:

- a) Obtains approval from SANTI Executive Committee for the loan through emailing to administrator@santi.org.au
- b) Purpose of the loan, name and contact details of person borrowing, date and length of period asset is on loan needs to be clearly documented.
- c) You will be deemed fully responsible for items loaned and the return of all assets in a satisfactory and working condition.
- d) In the event of loss or damage to any of the items, you may be liable to either replace the item or pay current cost to purchase the item.

Asset Safeguard

- SANTI Executive Committee must secure assets under their control, including ensuring safeguard assets against theft and damage, and allow assets to be removed from SANTI premises only **with their approval**.
- No assets should be removed from the SANTI premises **without permission**.
- To update the Assets Loan Register when the asset is leaving the premises and on return.
- One of the committee members is to be contacted in advance prior to removing the asset or returning the asset.

Asset Loan Register

- The Executive Committee has full responsibility and duty of care on all items purchased on behalf of the Gurdwara.
- The asset register is part of our financial year obligation and details are recorded for any disposed or written-off items.