

Memo

Lifestyle SA

LifestyleSA

To: All Residents Associations
From: Simon Kaye – Operations Manager
CC:
Date: 1/12/2008
Re: Residents Associations Equipment

As discussed at the inter village meeting, in order to ensure equipment purchased by Residents Associations is covered by LifestyleSA insurance policy, items need to be gifted to LifestyleSA. The item then goes onto the individual village asset register and becomes the property of that village.

We will need to handle this in two stages, firstly to ensure that all past purchases are covered and putting a procedure in place for future purchases.

The minimum purchase price for a single item to be added to asset register is \$250 (Items under \$250 are considered consumables). As I mentioned at the meeting everything that gets added to the asset register puts a burden on CIRP / Maintenance fund and to be sure that any purchases do not overly drain funds, purchases over \$2500 should be made in consultation with the Operations Manager.

Handling of existing purchases – Could you please provide list of equipment and invoices of purchases from your own asset register, using the supplied form providing copies of invoices where possible and return this information to me.

For future purchases – Please use the form provide to allow you notify head office of your purchases and have them transferred onto your village asset register.

If you have any further questions please contact me.