

WFFC OPERATING PROCEDURE

Number 603

New

Date: Nov. 30, 2005

Subject: WFFC Fixed Assets

Don Schroder
ORIGINATOR

RESPONSIBLE OFFICE: Ghillie

APPROVAL (Res. Officer)

AFFECTED OFFICES: All Officers

APPROVAL (President)

REFERENCE: WFFC Operating Procedure 601. III. B. 3

I. PURPOSE:

This procedure establishes the responsibilities for handling the fixed assets owned by WFFC. This does not cover the procedures for handling the club inventory.

II. SCOPE:

This procedure applies to all members that operates or uses any equipment owned by club.

III. REQUIREMENTS:

The WFFC Gillie is responsible for accounting and maintaining all of the fixed assets owned by the club. It is his duty to inventory these assets once a year and to maintain a record of those members that use these items. All equipment is to be permanently kept in storage at the College Club or the storage facility on Rainier Ave So. Any item that is used by any member is to be checked out with the Gillie and returned the same to said facility immediately after they are finished using each item.

IV. PROCEDURE

- A.** The electronic equipment is to be kept at the College Club in the second floor storage. This room is locked and the key is kept with the College Club bartender. A check out sheet is to be completed when using the equipment and forwarded to the Gillie.
- B.** All other equipment is to be kept at Seattle Self Storage, 1100 Poplar Place So., Seattle, WA, 206-323-2996. This location is just off Rainier Ave So. The equipment is kept in room 1808. The storage facility has a security lock and a code number is necessary to enter the building. The Gillie has the combination to the facility. The storage room in which the clubs equipment is located, has a double lock attached. The Gillie is the keeper of the keys. In order to gain entrance, the keys need to be obtained from the Gillie. A check out sheet is to be completed and forwarded to the Gillie.
- C.** Some member of the club act as custodians for certain items of equipment. Those members who have items of equipment in their possession have been approved by the board-of- directors of the WFFC. They are to maintain the items in "like new condition" and are to report to the board any deterioration of any item in their possession.

Washington Fly Fishing Club

EQUIPMENT CHECK OUT SHEET

DATE _____

NAME _____

EQUIPMENT _____

PURPOSE _____

EXPECTED RETURN DATE _____

KEYS RETURNED TO _____