The Allen Park Housing Commission is aware of recent federal regulations that mandate housing commissions convert accounting systems to Generally Accepted Accounting Procedures (GAAP) with the new fiscal year, and

WHEREAS, the Allen Park Housing Commission hereby sets $300.00 as the amount per item that shall be counted and recorded at the end of each fiscal year as materials on hand for maintenance and office materials. The inventory will include quantity, price and total cost, and

WHEREAS, nothing will be included in the count if it consists of a partial box, case, can or container. The inventory will be distinct for maintenance or office and include, but not be limited to, janitorial supplies, plumbing, electrical, hardware, paint chemicals, automotive supplies, paper products, printer cartridges, toner, etc., and

WHEREAS, the results of this inventory shall be provided to the Housing Commission’s fee accountant at least annually.

NOW, THEREFORE, BE IT RESOLVED, this Maintenance and Office Materials Inventory Policy is in all respects adopted by the Allen Park Housing Commission.