



Rajdhani Mandir

(A Tax-Exempt Religious Organization of Metropolitan Washington, D.C. Area)
4525 Pleasant Valley Road, Chantilly, VA 20151-1432

Assets Inventory Maintenance & Security Policy – RM OPER 001

Policy Title	Assets Inventory Maintenance & Security
Policy Number	RM_OPER_001
Purpose	Inventory maintenance and security of Rajdhani Mandir 's assets for the purposes of: <ul style="list-style-type: none">• New Board of Trustees transition• Security and liability issues• Record of belongings should a loss occur• Ensure enough insurance to cover the Inventory• Appraisal of the items on inventory list
Effective Date	September 1, 2005
Instituted By	Rajdhani Mandir Board of Trustees

Background/Summary:

As Rajdhani Mandir expands and the number of devotees increases, it is critical that the issues related to space, security and liability associated with stacked up inventory and valuable assets are addressed in a uniform and proactive manner. Inventory of items either donated or left in the Mandir by various devotees and groups pose a severe hindrance during periods of emergency (restricted space for exit), reduces useful space and thus cleanliness cannot be assured (Cleanliness is next to Godliness). In addition, Mandir has to incur unnecessary cost of hoarding unwanted inventory.

Unauthorized items left in the Mandir premises pose a serious security threat to the Mandir and its devotees. For Rajdhani Mandir, security of its assets and devotees is of utmost importance and the Mandir definitely will not compromise on this vital issue.

To address these critical issues, Mandir has developed and instituted the following guidelines and procedures.

General Guidelines/Procedures:

To address the increased inventory, security and cleanliness issues, the following guidelines have been developed and instituted by the Rajdhani Mandir:

1. Any item kept in the Mandir premises is the property of the Mandir and should, therefore, be accounted for in the Mandir inventory.



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2. Amongst the congregation there are individuals, representing groups of devotees, who carry out special rituals/ poojas to various deities in addition to the daily Aartees. Such item(s) used for these rituals/poojas should be properly stored in the designated areas and not left in the prayer hall or any other place in the Mandir premises. The priest on duty and the office manager are always there to help.
3. Any item that requires storage must be labeled and have the explicit permission of the Mandir.
4. Any unauthorized item left on the Mandir premises including prayer hall **will be removed and disposed off without any notice in a manner considered suitable by the Mandir authorities.**
5. For security reasons, if an item is kept within the premises and is under lock and key, a duplicate key should be handed over to the Office Manager after inventorying the contents. **Mandir authorities reserve the right to inspect secured items without any notice. Items not accounted for in the Mandir inventory will be removed and disposed off without any notice in a manner considered suitable by the Mandir authorities.**
6. **Mandir reserves the right to notify law enforcement authorities and seek their assistance to identify and remove any suspicious item from the Mandir premises.**

Inventory:

1. To account for all items, Mandir will maintain an inventory of items
2. The inventory will be maintained by Mr. Ram Purohit, Office Manager and updated on a regular basis
3. Receipt and maintenance of valuable non-cash items donated to the Mandir will be handled under the “Non-Cash Items Donation Policy” of the Mandir.

Implementation Tasks:

1. In order to account for and protect all valuable assets of the Rajdhani Mandir from a security and insurance protection point of view, The Rajdhani Mandir Board of Trustees has instituted a 100% check of all assets of the Mandir.
2. To comply with this policy, the Board has constituted a team of 3 (three) trustees consisting of Mr. Raj Krishnapillay, Treasurer, Anil Gupta and Ramesh Khanna (Trustees) to carry out this task. The team will review the current procedures and the inventory records and update the inventory lists and submit a report to the Board of Trustees by October 31, 2005.
3. President of the Rajdhani Mandir will publish and communicate a summary of this policy to all devotees and pooja groups either thru the Web/Newsletter or any other appropriate mechanism.
4. Rajdhani Mandir Operations Team is responsible for the implementation and execution of this policy.