



# LOSS OF ASSET REPORTING (FAM 215)

To provide a reporting mechanism for losses of public assets that raises awareness of the frequency and extent of losses to reduce re-occurrences, to assess internal controls, and to reduce the net loss by investigation to identify the responsible party for subrogation purposes.

<https://www.fin.gov.nt.ca/en/financial-administration-manual/200-risk-management/215-loss-assets>

Loss Details			
Date of Report:		Reporting Department, Board/Agency:	Division:
Nature of Loss: <input type="checkbox"/> Actual <input type="checkbox"/> Potential		Date of Loss:	Reportable for which fiscal year:
Has this loss been previously reported to the Comptroller General? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, provide date report was submitted :	If no, complete the remainder of form
Description of Loss			
<i>(Provide detailed information on sequence of events, including dates of detection and occurrence; names of staff involved in loss; amount/value of loss; how the loss was detected; cause of loss; and, description of asset(s) if applicable)</i>			
Remediation/Corrective Steps Taken			
<i>(Describe if the asset has been recovered, the internal control improvements implemented and what steps will be taken to prevent future occurrence of a similar loss)</i>			
Does the Department feel contacting the RCMP is warranted and rationale?			
<i>(The Comptroller General makes the ultimate decision to determine if contacting the RCMP is warranted unless an emergent situation)</i>			
Preparer			
Name:	Signature:	Date:	
Department Deputy Minister/Agency Deputy Head			
Name:	Signature:	Date:	

\*When completed and signed, please send to the Comptroller General and Assistant Comptroller General