



**Irish Canoe Union**

Sport H.Q.  
Park West,  
Dublin 12, Ireland.

Tel: (01) 625 1105

Fax: (01) 625 1106

Int. code: 00+353+1

To the Secretary of every canoe club affiliated to the Irish Canoe Union

Dear Secretary,

As part of our responsibilities towards the Irish Sports Council and the requirements of our annual audit process it has become necessary to establish the extent of the assets owned by the Irish Canoe Union with a view to establishing an up to date asset register. The idea behind such a register is to ensure that all assets purchased and owned by the ICU are properly accounted for and recorded in the ICU balance sheet shown in the end of year accounts.

With this in mind I should be obliged if you would now let me have details of any equipment held by, used or stored at your club which was purchased and is owned by the Irish Canoe Union. Details of any such equipment held by your club should be set out in the attached schedule and returned via **hard copy** signed by the Club Treasurer and Club Secretary to head office made no later than Thursday 30<sup>th</sup> June 2011.

If no such equipment is currently held by your club a **hard copy** "Nil" return signed by the Club Treasurer and Club Secretary should be sent to head office by the same date.

Any asset owned by the Irish Canoe Union and held by your club should be clearly marked "PROPERTY OF THE IRISH CANOE UNION" in such a way as to be visible to any user of the equipment. This is to ensure not only that the members of your club are made aware as to the origin of the equipment but also and more importantly to ensure that it is readily visible for the purposes of existence verification and other checks by the ICU auditor and Head Office staff.

Care should of course also be taken to ensure that any such equipment is maintained in a reasonable fashion. The value of such equipment should not included in your club's annual accounts but rather be separately recorded as being the property of the ICU. In the event that your club currently holds such equipment but no longer wishes to do so this matter should be brought to the attention of head office and the necessary arrangements will be made to retrieve it.

Should you have any queries in relation to this request please refer them to [kris@canoe.ie](mailto:kris@canoe.ie) and I will do my best to address them.

**Noel Tallon,  
Honorary Treasurer,  
Irish Canoe Union.**

Schedule attached.

**NAME OF CLUB :**

**SCHEDULE OF EQUIPMENT OWNED BY IRISH CANOE UNION**

	<u>Item</u> <u>description</u>	<u>Date</u> <u>acquired</u> <u>from ICU</u>	<u>Estimated</u> <u>Replacement</u> <u>value</u>	<u>Estimated</u> <u>Current</u> <u>Value</u>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

We confirm that the above named equipment purchased by and owned by the Irish Canoe Union is currently held by the above named club.

Signed :

\_\_\_\_\_  
Club Treasurer

\_\_\_\_\_  
Club Secretary

Date :

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**IRISH CANOE UNION ASSET REGISTER NIL RETURN**

Name of Canoe Club :

We confirm that the above named club does not currently hold any equipment purchased and owned by the Irish Canoe Union.

Signed :

\_\_\_\_\_  
Club Treasurer

\_\_\_\_\_  
Club Secretary

Date :