



Asset Management Policy

Ratified: May 2018

Rationale:

To ensure records are kept, to help minimise losses of equipment and furniture.

Recording assets:

Le Page Primary School will comply with the Department policy outlining the asset recording and control policies including:

- using the CASES21 Asset Management System to record assets with a value of \$5,000 and over.
- adding new assets to the Asset Register within 30 days
- keeping a detailed register of attractive items with a value less than \$5,000 and may use CASES21 Finance Asset Management System to do this
- ensuring stocktake and sighting of all assets once every two years
- reporting all discrepancies discovered during stocktake to the principal
- ensuring careful record keeping of all loaned assets
- constituting a board of survey to:
 - identify obsolete or unserviceable assets
 - recommend a course of action for the disposal of assets.

Some assets can be recorded as an aggregated asset such as the furniture and fittings of an initial fit out may be aggregated into a room lot.

Donated assets

The Principal or Business Manager will:

- report the receipt of donated equipment or material at the next school council meeting
- ensure the donation is minuted.