

**POLICY: ASSET MANAGEMENT POLICY**

**RECORDING OF ASSETS:**

All assets valued over \$500 will be recorded at the time of purchase on the CASES 21 Asset Register. The entry will be sent to the DoE Schools Asset Management System (SAMS).

**ADEQUATE INSURANCE:**

Additional insurance be obtained to cover items acquired by the school for leased equipment.

**ANNUAL STOCKTAKE:**

A stock take of all assets will be carried out annually and any additions or releases followed up and noted on CASES 21(Asset Register Update form to be used).

**REASONABLE CARE:**

- All new equipment will be allocated a Barcode number.
- Staff wishing to borrow assets will adhere to the school’s borrowing procedure.
- All assets are to be treated and operated in a manner for which they were intended.
- All staff members must be conscious of security issues related to assets, and are required to ensure that asset security is maintained at all times.

**RELEASE OF ASSETS:**

- Sale of unserviceable, surplus or obsolete assets will be overseen by a Board of Survey comprising the principal, Business Manager and IT staff member who will:
  - Identify any unserviceable, surplus or obsolete items
  - Recommend to finance sub-committee who will then make recommendations to the school council a course of action for disposal
  - Advertise locally that assets are available for purchase and request bids from interested parties
  - Arrange for proceeds of any sale to be paid to the school consistent with Section 16 of the Education Act (Asset Register Release form to be used).

**REPLACEMENT:**

The Business Manager will ensure that funds are available so that assets are replaced on a needs basis.

**POLICY REVIEW AND APPROVAL:**

Policy last reviewed	13/2/2024
Consultation	Consultation with school council and approved by School Council
Approved by	James Bell, principal
Next scheduled review date	February 2025

