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 every two years 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
  - Recommendations 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 when necessary.

POLICY REVIEW AND APPROVAL:

Policy last reviewed	17/2/2026
Consultation	Consultation with school council and approved by School Council
Approved by	James Bell, principal
Next scheduled review date	February 2027