

Montmorency Secondary College

ASSET MANAGEMENT

POLICY

School Council will approve the purchase of all assets.

All school equipment valued over \$1000 shall be recorded on the CASES Asset Register and reviewed annually. Some items with a value less than \$1000 may also be deemed an asset at the discretion of the Business Manager.

RECORDING OF ASSETS

- All assets valued over \$1000 will be recorded at the time of purchase on the CASES Asset Register. The entry will be sent to the Department of Education Schools Asset Management System (SAMS) unit so as to update the school's central assets register.

ADEQUATE INSURANCE

- School Council will ensure that additional insurance be obtained to cover items acquired by the school not covered by DEECD insurance.

ANNUAL STOCKTAKE

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

REASONABLE CARE

- All new assets will be marked as school property and recorded on the asset register.
- Staff wishing to borrow assets will do so only in a manner consistent with the School Council's 'Loan of Equipment policy.
- 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 school council president. The group will: -
 - a) Identify any unserviceable, surplus or obsolete items
 - b) Recommend to school council a course of action for disposal
 - c) Advertise locally that assets are available for purchase and request bids from interested parties.
 - d) 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

- A depreciation schedule will be developed by school council so as to ensure that funds are available to ensure that assets are replaced on a needs basis.

EVALUATION

- This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in...

June 2008