

# Mount Ridley P12 College

## ASSETS MANAGEMENT



### Help for non-English speakers

If you require assistance with understanding this policy, please do not hesitate to contact the College and someone will organise a multicultural aide or the relevant person to assist you.

## PURPOSE

It is recognised that assets are valuable items in any school and that their management is a prime responsibility of a number of staff. There is an obligation to exercise a duty of care of them and also to have in place accountability measures for their safe keeping.

During the course of delivering educational programs, schools amass a range of assets. It is imperative that all assets belonging to the College are clearly identified and recorded on an Assets Register. A process for the borrowing of equipment during normal school hours has been established to assist in the management of assets.

## SCOPE

Mount Ridley P-12 College is committed to ensuring that all assets are accounted for and that clear guidelines exist in relation to their use.

## POLICY

Mount Ridley P-12 College has set the following guidelines in relation to this policy:

- The Assets Register is the responsibility of the Business Manager supported by the Accounts Payable Officer who will coordinate the addition of assets to the register and their removal when appropriate.
- Information contained in the Assets Register will include the quantity and description of items, purchase cost, date purchased and serial numbers where applicable.
- Assets to be recorded on the Register will include:
  - a) All assets costing \$5000 or more;
  - b) All communications equipment including audio/visual devices;
  - c) All photographic equipment;
  - d) All leased equipment;
  - e) All computer equipment;
  - f) Classes of assets with a value greater than \$5000 recorded as an aggregated asset –ie- furniture, sporting equipment; and
  - g) Any other asset will be added at the time of purchase if so indicated on the Purchase Order.
- A stock take of assets at the College is to be undertaken every second year under the coordination of the Facilities Manager.

- Staff wishing to book the use of College equipment for class use must do so through Compass
- Where assets are being borrowed, staff must ensure that they are being treated and operated in a manner for which they were intended. Staff must be conscious of security and safety issues related to assets and are required to ensure that asset security is maintained at all times.
- Unserviceable, surplus or obsolete assets must be reported to the Business Manager immediately. The Business Manager will meet with the College Principal to:
  - a) Recommend to College Council a course of action for disposal;
  - b) Advertise locally that assets are available for purchase and request bids from interested parties; and
  - c) Arrange for proceeds of any sale to be paid to the College.
- A depreciation schedule will be maintained so as to ensure that funds are available to replace assets on a needs basis.

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- ~~Available publicly on our school's website~~
- ~~Included in staff induction processes and staff training~~
- ~~Discussed at staff briefings/meetings, as required~~
- Hard copy available from school administration upon request

## POLICY REVIEW AND APPROVAL

<b>Created date</b>	<b>August 2024</b>
<b>Endorsed by</b>	Principal – Carmelo Pagano
<b>Endorsed on</b>	
<b>Next review date</b>	2026 (every two years)