PURPOSE
- To provide effective asset risk management through internal control processes and procedures.

POLICY GUIDELINES
- Noncurrent physical assets are tangible assets that have a physical nature and a useful life beyond the current accounting period of one year;
- Schools are required to record assets of $5 000 or greater on the Asset Register module in CASES 21 within 30 days of acquisition;
- It is also recommended that assets of a more desirable nature but less than $5 000 such as camera, DVDs be recorded on the Asset register as well;
- Library assets have a threshold of $10 000 and are deemed as an aggregated asset;
- A loan register should be used to record the loan of school equipment to community members. The borrower should sign the item out and in when returned. All library books must be also recorded when borrowed;
- If there is a discrepancy in stocktaking, the principal may appoint an officer to conduct an investigation. Following an investigation, the principal will make a recommendation to school council in relation to what action should be taken in light of the investigations findings. The principal is required to report suspected theft or actual theft, arson, wilful damage or fraud or disposal of money or other property to the regional director and relevant DEECD personnel;
- A stock take of all assets must be conducted at least once year in accordance with the Financial management Act 1994 (verification of existence, serial/model numbers, location and condition of assets);
- Decisions on asset disposal including sale of assets or identification of obsolete assets should be conducted by a ‘Board of Survey’ consisting of at least 3 people, including the principal, and a school council member;
- Inventory of trade stock (second hand uniforms) should be conducted each term and reconciled with revenue raised;
- DEECD’s School Equipment Insurance Scheme (SEIS) applies to school assets included on the asset register such as all school-owned equipment including library books and teaching aids. However, the school is still required to take out PAC Insurance to cover school purchase facilities, private teacher assets and leased items;
- If schools choose to lease they must enter into operating lease (similar to a rental agreement where goods are eventually returned) as opposed to a financial lease. Operating leases may be taken for equipment such as photocopiers, phones and computers;
- Leased equipment needs to be recorded on CASES 21; and
- All leased equipment and locally owned facilities bought with locally raised funds are to be insured by the school (PAC Insurance).

Documents to support this policy include:
- Internal Control for Victorian Govt. Schools, DEECD 2009
- Victorian Govt. Schools Reference Guide, DEECD 2099
- Asset management Policy & Guidelines, DEECD 2010
IMPLEMENTATION

- All assets over $5000 and attractive assets under $5000 are to be recorded onto the DEECD provided Asset Register through CASES 21 by the Business Manager within 30 days of acquisition;
- Each asset must have the following information to be successfully transferred to Oracle Fixed Assets: Asset description, Asset category, Asset quantity, Location, Date of acquisition and purchase cost;
- Goods should be purchased in accordance with the policy guidelines;
- The quotations including a record of any verbal quotations received, and tender documents are to be attached and filed with the purchase documentation;
- The recording of books that are stored as either class sets or as library books have a threshold of $10,000 and are an aggregated asset;
- An independent Asset Audit, conducted by an external person, is to be conducted every two years, with desirable items for example cameras to be audited annually by the Library resource centre staff;
- Identification and outline of intended asset purchase is to be included into Program Budgeting process including documentation;
- All leased items, rented or lent to the school are to be insured by the school under School Pac Insurance. These include Phone Systems, Computers, Photocopiers, School Council owned buildings;
- SAMS Plans held by DEECD are to be updated alterations to buildings are made or when new buildings are added. This is to be completed by both the Principal and Business Manager;
- All desirable assets including Cameras, DVD Players, Portable Televisions owned by the school are to be engraved. This is to be completed by the Librarian after inclusion on the Asset Register by the Business Manager;
- A loans register is to be used to record the movement of assets taken from the school for educational purposes and their date of return. Details to be included include the serial number should be recorded as part of the borrowing process;
- All portable desirable assets including cameras are to be locked into the strong room over vacation periods; and
- Stock Take is to be completed each Term for Second Hand Uniforms.

Evaluation
This policy will be evaluated on a cyclical basis in accordance with the School Council Policy Review Schedule or as required.

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<thead>
<tr>
<th>Policy Area:</th>
<th>Ratified School Council:</th>
<th>Next Review:</th>
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<tbody>
<tr>
<td>Finance</td>
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