

# ROLLING RIVER SCHOOL DIVISION POLICY

## Fixed Asset Inventory

DID/P

The purchase, receipt, storage and distribution of fixed assets represent a significant responsibility and expenditure for the Division. The Principal, Department or Building Supervisor will ensure that a proper system of controls is in place to ensure that fixed assets are secure, distributed and maintained in an accountable manner.

Where a significant amount of fixed asset inventory is stored in one area that require a greater amount of control, (e.g. computer storage, industrial shops and band instruments), the Principal, Department or Building Supervisor will ensure proper security will be implemented by additional control measures such as security alarms, surveillance cameras and ensuring the area is locked. These additional measures will be implemented in discussion with the Division Senior Administration.

The Division will maintain a system and record of fixed assets inventory for all technology and other equipment within the Division over the value of \$350.00. The fixed asset inventory listing will exclude furniture items. The inventory will be maintained by the Information Technology Department. The Principal or Department Supervisor will verify the accuracy of his/her fixed asset inventory listing on a regular basis and explain any corrections as required by the Secretary-Treasurer.

The Secretary-Treasurer may conduct spot audits for locations based on the information contained on the fixed asset listing report.

### **Index Regulation**

**Reference:** Policy EFAA – Surplus Goods Equipment

**Date Adopted:** January 10, 1991

**Date Revised:** October 15, 2014

**Date Reaffirmed:** January 16, 2019

# ROLLING RIVER SCHOOL DIVISION REGULATION

## Fixed Asset Inventory

DID/R

### **DISPOSAL AND SALE**

Approval must be received from the Secretary-Treasurer before fixed asset inventory can be sold or disposed of. School based sale of Divisional equipment / goods will be governed by the applicable Policy EFAA – Surplus Goods Equipment.

### **EQUIPMENT LOAN(S)**

Equipment assigned to schools may be loaned, rented or used for non-school purposes to local community groups if the organization completes, and the Principal, Department or Building Supervisor approves, a School Facilities Use Permit.

The Principal, Department or Building Supervisor may authorize the loan of office equipment to authorized permit holders and educational organizations subject to the following policy:

- Use of school equipment must be requested in writing on a School Facilities Use permit and the borrowing organization(s) will indicate acceptance of responsibility for reimbursing the Division for any damages that occur to the equipment.
- School property loaned will have a value of less than two thousand dollars (\$2,000.00).
- No property will be loaned if a disruption is caused in regular educational programs.
- Property will be loaned for a period of 72 (seventy-two) hours or less.

### **USE OF TECHNOLOGY EQUIPMENT**

The Principal, Department or Building Supervisor may authorize the loan of technology equipment for use by staff members. The staff member will be held responsible and liable for damages, theft or misuse of the borrowed equipment.

### **BURGLARY/THEFT**

In the case of burglary/theft, a report of the damage/loss must be completed, for the items stolen, and forwarded to the Secretary-Treasurer.

### **SUPPLIES INVENTORY**

The Principal, Department or Building Supervisor will ensure that a proper system of controls is in place at the school /office to ensure that consumable supplies are secure and distributed in an accountable manner.

### **Index Policy**

**Reference:** Policy EFAA – Surplus Goods Equipment  
Policy KG – Community Use of School Facilities

**Date Adopted:** January 10, 1991  
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