

## **ASSET REGISTER (INVENTORY)**

**Date of approval:** 2 May 1996

**Last reviewed:** June 2004

**To be reviewed as required**

### **POLICY STATEMENTS:**

- a) The Equipment and Library Representative of the Management Committee will maintain the Asset Register. Items of value over \$200 and equipment purchased by the Kindergarten using Department of Human Services funding shall be listed in the register.
- b) The Equipment and Library Representative of the Management Committee will maintain a regularly updated annual tally of value of acquisitions in a given year. Details of acquisitions below \$200 need not be kept once annual tally established. This tally to be taken into account for insurance purposes as required.
- c) The Equipment and Library Representative will review Asset Registers held by kindergarten teachers annually to ensure new assets acquired by the kindergarten teachers are adequately covered by contents insurance.
- d) The Equipment and Library Representative of the Management Committee will make an annual check of the Kindergarten, to ensure minimum standards for centre based services, for children under six away from their parents are being met.

### **PROCEDURES:**

Any additions or deletions to the Inventory or Asset Register will be recorded by the Equipment and Library Representative as they arise.

On the advice of the Kindergarten Director equipment purchases may be made by the Equipment and Library Representative.

### **RELATED POLICIES**

Health and Community Services requirements and recommendations.

### **RESPONSIBILITY**

Equipment and Library Representative of the Management Committee.