

## **26. Control over School Assets**

The school Board of Management should establish and maintain an appropriate system of control over all assets and tangible moveable property owned by the school. For the purpose of these guidelines an asset is any property acquired by the school which is intended for use on a continuing basis for more than one year. The system should provide procedures for:

- The maintenance of an Asset Register
- Authorisation and purchasing
- Receiving, checking and recording of assets
- It is recommended that each item be stamped with the school name and an unique identifying number when it is first received
- Responsibility should be assigned for maintaining the school's Asset Register, for making regular physical checks and for investigating any differences detected
- Security and safeguarding of assets
- Movement of items
- The maintenance and safety of assets
- Dealing with obsolete or damaged items
- A complete check and inventory of all assets to be carried out annually. Appropriate entries and adjustments are made to the Asset Register and approved by the Board once completed

The school assets referred to here include:

- Items of furniture such as tables, desks and chairs
- Audio / visual equipment such as televisions, DVD players, CD players and recorders and overhead projectors
- Computer equipment for both administrative and educational purposes
- Sports equipment
- Equipment for specialist subjects such as Home Economics, Woodwork, Engineering, Technical Drawing, Art and the Sciences
- Office / class equipment including photocopiers and telecommunications equipment
- Books including school books and library books
- Maintenance and ground equipment such as lawnmowers and garden tools
- Vehicles

**(This is not intended to be an exhaustive list.)**

The maintenance of an Asset Register is an important control to safeguard assets once they arrive in the school. Entries in respect of new items purchased should be made and initialled by an authorised person (e.g. Secretary, Principal, Deputy Principal, designated post-holder) as soon as the asset passes into school ownership. Ideally, each asset should be stamped with an unique identifying number. Typically, the Asset Register will show the date of acquisition, a brief description, cost and identifying number. Entries are also made for assets being written off or disposed of by the school.

**(Sample School Assets Register – See Appendix 3)**