



Department of
Education

FINANCIAL MANAGEMENT IN SCHOOLS

ASSETS AND RESOURCES

MANUAL

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1 STATEMENT OF INTENT

- a) School principals are responsible for the effective management, custody, control and reporting of school property.
- b) This manual is prepared in compliance with *Treasurer's Instruction 701 Financial Management Manuals*.

2 BACKGROUND

All property acquired by or donated to a school is vested with the Minister for Education and Training.

This document is designed to assist schools in complying with the legislative requirements in relation to recording, custody and disposal of school property and enhancing asset management in schools.

In addition to the need to comply with the *Financial Management Act 2006*, *Treasurer's Instructions*, *Australian Accounting Standards* and the *School Education Act 1999*, recording of assets and resources is a fundamental aspect of an asset management framework and is integral to effective asset management.

A well maintained asset register will:

- enhance accountability and asset management processes;
- assist in budget planning and resource allocation;
- provide accurate asset information for the preparation of financial statements;
- assist in the calculation of insurance values for school assets and provide substantiation of losses for insurance claims; and
- facilitate audit verification of additions to, and deletions from, the asset register.

3 PROCEDURES AND PROCESSES

3.1 RECORDING OF SCHOOL PROPERTY

In compliance with *Treasurer's Instructions* and *Australian Accounting Standards*, principals are required to maintain appropriate records or registers of property containing sufficient information to enable management and reporting of property under their control.

3.1.1 ASSETS AND RESOURCES

- c) For accounting purposes, principals are to ensure that an asset register and a resource register are maintained.
- d) Other than land and buildings (see 5.1.1.1), software (see 5.1.1.2) and library collections (see 5.1.1.3), all property with a value of \$5 000 or more and a total useful life of two years or more must be recorded in an approved asset register. This includes standard items provided to a new school.

- e) Property in the following categories (see examples in Appendix B) that has a value of between \$1 000 and \$4 999, a total useful life of two years or more, and is portable and attractive, must be recorded in an approved resource register:
- electronic items;
 - workshop and farm equipment;
 - office equipment;
 - artworks; and
 - musical instruments.

Guidelines

Items that do not qualify as resource items may, at the discretion of principals, also be included in the resource register. However, these items will be similarly subject to audit and stocktake. Alternatively, a separate list for these items may be maintained for insurance purposes. This list would not be subject to audit or stocktake.

- f) Any of the following systems can be used to record resource items:
- SIS Asset Manager;
 - an approved library system; or
 - any other system approved by the Director, Financial Services and Support.
- g) A resource register must include the following details:
- a description of the resource;
 - the purchase price;
 - the purchase date; and
 - the location of the item .
- h) The registrar must review annually the asset and resource registers to ensure that the information is kept up to date, and arrangements must be made for a recent backup of the registers to be kept off-site.

3.1.1.1 SCHOOL BUILDINGS

- a) All additions and improvements to school buildings with the following criteria must be reported to Asset Leasing Accountant, Education and Training Shared Services Centre (ETSSC):
- a value of \$25 000 or more; and
 - the supplier or builder is paid directly by the school or other external organisation such as a Parents and Citizens' (P & C) Association.
- b) The table in Appendix C details some examples of building projects and where they must be recorded. If further information or guidance is required, please contact your District Finance and Administration Officer.

Guidelines

Land and buildings are recorded in central office asset registers. Therefore, schools are not required to record any capital works relating to school buildings in the school asset or resource register..

- c) Costs incurred in renovation works must be posted to the mandatory Building Additions/Improvements Account.

Guidelines

See Appendix D for guidelines on building additions and improvements, and Appendix E for the Building Addition and Improvement Report.

3.1.1.2 SOFTWARE

- a) Software, whether internally generated or externally purchased (off-the-shelf package), with a value of \$50 000 or more must be capitalised and recorded in the school asset register.

Guidelines

In accordance with Australian Accounting Standard Board (AASB) 138, an intangible asset is defined as an identifiable non-monetary asset without physical substance. This definition includes software.

Not all software is considered an intangible asset. If software is integral to the related hardware such as operating software, which is required to run the hardware, it should be included in the cost of the hardware as property, plant and equipment rather than recorded as an intangible asset. Only application software like an accounting or library system is recognised as an intangible asset.

In the development of internally generated software programs, support and additional information can be obtained from the relevant Service Level Manager, Service Delivery and Support.

- b) For software to be recognised as an intangible asset the following conditions must be met:
- i) it can be shown how the software will generate probable future economic benefits;
 - ii) expenditure attributable to the software can be reliably measured;
 - iii) there is the capacity or legal right to control and restrict the access of others to the future benefits of the software;
 - iv) the ability to use the software;
 - v) the technical feasibility of completing the software so that it will be available for use (this applies generally to internally generated software);
 - vi) adequate technical, financial and other resources to complete the development and to use the software is available;
 - vii) there is the intention to complete and use the software (this applies generally to internally generated software); and
 - viii) externally purchased software (off-the-shelf package).

Guidelines

For capitalisation purposes, software recognised as an intangible asset can be either externally purchased or internally generated software, which includes enhancement and customisation of existing software. Depending on the nature of the software, the costs may or may not be capitalised.

- c) Externally purchased software

When schools purchase application software off-the-shelf, the recognition criteria are generally met and can be reliably measured. If the purchase price meets the capitalisation threshold of \$50 000 or more, it must be recorded in the asset register accordingly.

Guidelines

Software, e.g. SIS, acquired by Central Office and distributed for use in schools is not required to be recorded in school asset registers, as it would be recorded in the Central Office asset register.

The following costs related to externally purchased software must be capitalised and recorded in the asset register:

- initial purchase cost;
- professional fees and employee costs (salaries and benefits) of bringing software into working order; and
- testing and implementation costs.

The following costs related to externally purchased software must be expensed, that is the costs must be charged to the relevant expenditure accounts and excluded from the total value of the software recorded in the asset register:

- staff training costs;
- general administration costs; and
- other overhead costs.

d) Internally developed software

Guidelines

Internally developed software relates to software that is developed by schools. This includes application programs developed using a third party software such as Excel or Access where the capitalisation threshold is met.

For example, if a consultant is engaged to develop a budget system using Access, the costs of the project would be capitalised if it is \$50 000 or more, even though the Access software which has been purchased previously and is being used for multi purposes itself may not be capitalised if it is below the capitalisation threshold.

Not all costs are capitalised. When determining whether internally generated software will be capitalised, it is necessary to classify the work performed into the following phases in accordance with AASB 138:

○ Research phase

Costs associated with the research phase are not capitalised into the value of the internally developed software, as they are deemed not to have contributed to the enhancement of the service potential or functionality of the software. Instead the costs are expensed in the year in which they are incurred. Examples of activities classified in the research phase are:

- activities aimed at obtaining new knowledge; and
- formulation, design, evaluation and final selection of possible alternatives for new or improved processes, systems or services.

○ Development phase

Costs associated with the development phase are attributable costs and must therefore be capitalised into the value of the software. Examples of activities classified in the development phase are:

- the design, construction and testing of software; and
- the design, construction, testing and implementation of a chosen alternative for new or improved processes, systems or services.

e) Enhancement of software

AASB 138 does not provide any specific provisions or guidelines on the capitalisation of costs associated with the enhancement of existing software (internal developed and externally purchased). Based on the general recognition criteria, as described above, the following procedures are adopted:

- Attributable costs incurred on modifying/customising existing systems must only be capitalised:
 - if the expenditure increases the service potential and functionality of existing software in future periods; and
 - the expenditure is more than or equal to the capitalisation threshold and it must be able to be measured reliably.
- Where an enhancement is considered to be so extensive that it constitutes a replacement of the existing software. Any unexpired amounts for the original software must be expensed in the year that the original software is replaced.
- Where the expenditure merely maintains the software at its current service potential and functionality, then the amount must be expensed.

The following costs related to internally generated software must be capitalised. The costs must be included in the total value (bought value) of the software recorded in the asset register:

- costs of materials and services used or consumed in generating the software;
- costs of employee benefits (including salaries) arising from the generation of software; and
- amortisation of patents and licenses that are used to generate the software.

The following costs related to internally generated software must be expensed. The costs must be charged to the relevant expenditure accounts and excluded from the total value of the software recorded in the asset register:

- staff training costs;
- general administration costs; and
- other overhead costs.

- f) Principals must regularly check to ensure that adequate procedures and controls are in place for the storage, retrieval and disposal of all licences for computer software.
- g) Software licence Fees

A software licence fee may either be capitalised or expensed depending on the cost, nature and duration of the licence.

A software licence fee must be expensed if it meets any or a combination of the following criteria:

- the fee is less than \$50 000;
- the licence is for less than two years;
- the licence is related to an operating software and not system software; and
- the fee is payable periodically e.g. monthly or annually for the duration of the licence.

A software licence fee must be capitalised (i.e. recorded in the asset register) if it meets all of the following criteria:

- the fee is \$50 000 or more;
- the licence is for two years or more;
- the licence is related to system software and not an operating software; and
- the total fee is payable upfront in full.

3.1.1.3 LIBRARY COLLECTIONS

- a) In addition to the library cataloguing system, certain library items must also be recorded in the asset register as a library collection. As required by *Australian Accounting Standards*, registrars must record all library books and materials in the asset register as a single collection.
- b) For accounting purposes, books, atlases, encyclopaedia, CDs, DVDs and other recorded (e.g. video tapes) media with a useful life of two years or more must be recorded collectively in the asset register as part of the library collection and the rolling method of depreciation applied.
- c) Rare and heritage books with a value of \$5 000 or more must be separately recorded in the asset register in the Artwork category. If the value is less than \$5 000, it must be recorded in the resource list.
- d) For financial reporting purposes, the following library items must be included in the asset register in the library collection category:
 - fiction and non-fiction books;
 - classroom reading books;
 - text books;
 - atlases and encyclopaedia;
 - video/audio tapes;
 - recorded DVD;
 - recorded CD; and
 - other recorded media.

Items such as charts, posters, journals, magazines and teaching aids must not be included in the library collection.

Though the value of each book would normally be less than the asset capitalisation threshold of \$5 000, the books must be recorded in the asset register collectively as a single asset item as follows:

- On or around 15 June but no later than 30 June or the June rollover of each year, perform the following steps:
 - enter in the asset register new acquisitions to the library collection using the total balance (i.e. purchases made from 1 January to the take-up date) as shown in the mandatory library collection account as the total purchase price;
 - for the purchase date, enter the current date; and
 - include all purchases made after the take-up date in the December take-up.
- On or around 15 December but no later than 31 December or the December rollover each year, repeat the steps above, taking note that:
 - the purchase date for this entry is the current date; and
 - include all purchases made after the take-up date in the next June take-up.

Guidelines

Unlike all other asset groups in the asset register, the library collection is depreciated on a rolling method. SIS Asset Manager has been modified to automatically perform this depreciation.

3.1.1.4 INVENTORY

Inventory or trading stocks, even if they are not held for sale (e.g. livestock), must be recorded separately on their respective inventory registers.

Registrars are to refer to the *Financial Management in Schools Accounting Reference Guidelines* for detailed instructions on inventory systems.

3.1.1.5 INTELLECTUAL PROPERTY

Principals are to contact the Principal Consultant, Intellectual Property and Copyright for instructions on the valuation and recording of intellectual property.

3.2 ACQUISITION OF PROPERTY

Principals are to ensure that all property acquisitions are in compliance with the State Supply Commission's *Procurement Policy*. For more details, contact Client Procurement Services.

3.3 MONTHLY AND ANNUAL REPORTING

Principals are to provide the relevant asset and inventory data to Central Office for the preparation of the monthly and annual consolidated financial statements.

3.4 STOCKTAKE

- a) Stocktake is an integral part of the management and control of school property. A physical stocktake of all assets and resources must be undertaken at least once every two years.
- b) Two officers, where practicable, are required to physically sight and identify each item against the relevant records.
- c) The stocktake report must be signed by the officers involved in the stocktake. The principal's signature is also required on the completed stocktake report to acknowledge and authenticate the stocktake.
- d) The principal must investigate promptly the circumstances of any discrepancies in relation to the stocktake of assets. An application for write-off must be lodged for any items that are identified in the stocktake as lost, stolen or destroyed. For items that are considered surplus to requirements or obsolete, appropriate action must be taken to dispose the items.

Guidelines

For further information please refer to Appendix F - Stocktake Guidelines.

3.5 PROPERTY WRITE-OFF

- a) In accordance with section 48 of the *Financial Management Act* and *Treasurer's Instruction 807*, principals are required to formally apply to the authority (see c below) to write-off losses suffered as a result of loss, damage (partial or total) and destruction to school property.

- b) The principal is to apply (see c below) for a write-off when property is damaged, lost or stolen. All relevant documents must be provided in the application. However, in accordance with *Treasurer's Instruction 107 Authorisations*, principals are authorised to provisionally write-off property with a value of up to \$5 000. This must be subsequently submitted to the Director General for final approval.
- c) When applying for a write-off, principals must use the relevant Excel-based Write-Off Application Form (see specimens in Appendices G and H) obtainable from the Finance web site.
- d) The application form must be emailed to ETSSC by the principal (or in their absence, the acting principal). Any application form emailed by any other person will not be accepted for processing.
- e) A write-off register or file must be maintained to record all property write-offs.

Guidelines

For guideline information and process notes for property write-offs please refer to Appendix I.

3.5.1 ITEMS NOT SUBJECT TO WRITE-OFF

ETSSC is responsible for applying for write-off of losses to school buildings and items leased through Master Rental Agreement. Schools need only to advise ETSSC that such a loss has occurred.

3.5.2 THE AUTHORITY TO WRITE-OFF A LOSS OF PROPERTY

In accordance with section 7 of the *Financial Management Regulations 2007*, the following officers are authorised to write-off property losses based on the prescribed dollar limits:

- Up to \$100 000: Director General;
- Up to \$250 000: Minister for Education and Training; and
- Over \$250 000: Minister for Education and Training with approval of the Governor.

3.5.3 VALUE USE FOR WRITE-OFFS

The value of an item used is not necessarily always the same as the value used in the insurance claim, particularly if it is a capitalised item. The following values must be used for individual items in the write-off application:

- Assets: net book value (carrying amount)
- Resources: estimated replacement cost
- Trading stock: net book value or market value
- Livestock: net book value or market value
- Crops: net book value or market value
- Damages: estimated replacement cost or cost of repair
- Other items: estimated replacement cost

For more details see section I.5 of Appendix I.

3.5.4 APPLYING FOR APPROVAL TO WRITE-OFF

The application form must be emailed to ETSSC by the principal (or in his/her absence, the acting principal). Any application form emailed by any other person will not be accepted for processing. See Appendix I for application details.

3.5.5 MAINTAINING THE WRITE-OFF FILE

A write-off file must be kept for all write-off applications and approvals. The file must contain:

- a copy of the signed write-off application form;
- a copy of the police report or the police report number (if applicable);
- a copy of the approval to write-off; and
- where appropriate, a copy of the report created by Asset Manager when completing the write-off transaction following approval.

3.6 DISPOSAL OF SCHOOL PROPERTY

- a) Principals must check that school assets and resources that are surplus to requirements, unserviceable or obsolete are disposed of in accordance with the State Supply Commission's *Disposal of Goods* policy.
- b) Principals are not authorised to dispose of land and buildings. Other than land and buildings, principals are authorised to approve the disposal of any property up to a value of \$100 000. For any disposal over \$100 000, an approval must be obtained from the Deputy Director General, Finance and Administration.
- c) Subject to approval by the principal, school property can be disposed of by any of the following methods:
 - transfer to another government entity;
 - public tender;
 - public auction (special procedures apply for information communication technology [ICT] equipment);
 - trade-in;
 - sale to employees (for items with a value of less than \$1 000) through a competitive process;
 - donating to charitable organisations;
 - recycling (special procedures apply for ICT equipment); or
 - dumping or destruction/scrapped (special procedures apply for ICT equipment).

For more details on disposal processes, see Appendix J.

- d) When disposing of motor vehicles and buses schools must refer to the *Motor Vehicles, Motor Cars and Buses Leased/Purchased by Schools Policy*.
- e) Schools in Perth region dispose of ICT equipment by direct sale must use the approved contractors listed below. Forward a listing of equipment to be sold to any of the approved contractors and seek a quotation on outright purchase of the equipment by the contractor.
 - Arrow Auctioneers Pty Ltd contact number (08) 9471 8111; or
 - McLernon's Supply and Demand Auction contact number (08) 9470 9997.

Both agreements expire on 29/5/2011.

Guidelines

Common examples of ICT equipment include, but not limited to, computers, thinclients, PDA's, disk and tape drives, printers, scanners, facsimile machines, mobile phones and photocopiers.

- f) When disposing of ICT equipment schools are to refer to:
- the *Information Privacy and Security* policy; and
 - the guidelines on how to properly erase data from computers prior to disposal, available on the Department's intranet at http://intranet.det.wa.edu.au/groups/ict_schools/ict-disposal.asp .

3.7 LEASED AND LOANED PROPERTY

- a) All leases must be arranged through the common use contract Master Lease Agreement. For more details, contact the Leasing Officer, ETSSC.
- b) Where it is proposed to undertake a substantial lease, the decision must be supported by an appropriate buy versus lease analysis.
- c) All relevant information and documents relating to leased assets and resources must be filed on the school's lease register/file.
- d) Items leased through Master Rental Agreement are considered finance leases. Schools are not required to record these leases on their asset or resource registers as they are recorded in the central office Lease Register.
- e) In accordance with the *Financial Management Act 2006*, all items on loan or leased to a school are considered as public property. Therefore, except on disposal (subject to the terms and conditions of the loan or lease agreement), all items on loan or leased to schools are subject to the procedures in this document.

3.8 DONATED PROPERTY

The procedures in this document apply to all items donated to schools.

Guidelines

All items that are donated to a school become the property of the school. For example, if a Parents and Citizens' Association donates a computer to a school, the school would have control and ownership of the computer. Therefore, it would have to be recorded on the relevant register and be subjected to the same disposal and write-off procedures.

3.9 LOAN OF SCHOOL PROPERTY

All loans are subject to written authorisation by the principal or a delegated officer. A loans register must be maintained by the property custodian or a nominated officer to keep record of the details (see Appendix K - Property Loans Register Guidelines).

Guidelines

Principals or delegated officers may lend school property to members of staff and students for education purposes or official business for a short period. Principals can nominate officers to approve the loan of school property.

3.10 SECURITY ARRANGEMENT

Principals are responsible for the safe custody of assets in their schools. For more details on security measures, refer to the *School Security* policy.

4 RELEVANT LEGISLATION OR AUTHORITY

Australian Accounting Standards Board
Financial Management Act 2006
Financial Management Regulations 2007
School Education Act 1999
State Supply Commission Buy Local
State Supply Commission Disposal of Goods
State Supply Commission Procurement Policy
Treasurer's Instructions

4.1 RELATED DEPARTMENT OF EDUCATION POLICIES

Information and Communication Technologies Security
Motor Vehicles: Motor Cars and Buses Leased/Purchased by Schools
School Security

5 DEFINITIONS

ASSET

An asset is defined as any property with a value of \$5 000 or more and with a total useful life of two years or more. For accounting purposes, all the items that are recorded in the asset register are considered as capitalised items. School assets are classified into the following categories:

- Land and Buildings;
- Furniture and Fittings;
- Office Equipment;
- Plant and Equipment;
- Photocopiers;
- Communication Equipment;
- Computer Equipment;
- Motor Vehicles;
- Artworks;
- Software;
- Library Collection; and
- Buses.

See Appendix A for detailed asset categories and depreciation rates.

CONSUMABLE ITEMS

Items consumed in daily school operations, for example stationery, pharmaceuticals, cleaning and gardening materials, and utensils.

DOLLAR VALUES

All dollar values stipulated in this document are GST exclusive.

INVENTORIES

Trading stocks are usually in bulk volume, and are held for the purpose of merchandising operations. Examples of such stock are bookshop stocks, canteen stocks, school uniforms, livestock and farm produce.

PROPERTY

Items of any kind, whether real or personal, tangible or intangible, corporeal or incorporeal, and any interest in the item. It does not include money.

RESOURCE ITEMS

Property within the prescribed categories (see Appendix B), which are portable and attractive with a value of between \$1 000 and \$4 999 and with a total useful life of two years or more.

6 CONTACT INFORMATION

Client Procurement Services (Education and Training)
Department of Treasury and Finance
151 Royal Street
East Perth WA 6004
T: (08) 9264 4050

Education and Training Shared Services Centre (ETSSC)
8 Bennett Street
East Perth WA 6004
T: (08) 9264 8311

Finance Directorate website <http://www.det.wa.edu.au/education/finance/>.

Principal Consultant
Intellectual Property and Copyright
WestOne Services
Department of Education and Training
1 Prospect Place
West Perth WA 6005
T: (08) 9229 5255
F: (08) 9229 5292

Service Delivery and Support
Information and Communication Technologies (ICT)
Department of Education and Training
151 Royal Street
East Perth WA 6004

To determine the relevant Service Level Manager, please refer to the 'About Us' section of http://intranet.det.wa.edu.au/groups/ict_slm/default.asp.

APPENDIX A ASSET CATEGORIES AND DEPRECIATION RATES

A.1 CATEGORIES

Category	Example
1. FURNITURE AND FITTINGS	<ul style="list-style-type: none"> • Executive desk • Board room table • Compactus <p>The furniture provided as the standard issue when a new school is established must be included on the asset register. Schools can contact their client services officer for standard listings and cost details.</p>
2. OFFICE EQUIPMENT	<ul style="list-style-type: none"> • Electronic whiteboard
3. PLANT AND EQUIPMENT	<ul style="list-style-type: none"> • Fork lift • Freezer • Musical instruments • Outboard motor (not attached to boat) • Playground equipment • Ride on mower • Gates and fences • Retaining walls
4. PHOTOCOPIERS	<ul style="list-style-type: none"> • Photocopier • Colour laser photocopier
5. COMMUNICATION EQUIPMENT	<ul style="list-style-type: none"> • PA system • Video conferencing unit • Switchboard <p>Communication equipment is that which facilitates the passing of information, data and files, protocols to be setup establishing the means by which schools/students can communicate internally and externally.</p>
6. COMPUTER EQUIPMENT	<ul style="list-style-type: none"> • Data projector • Computer server • Laser printer • Lap top computer • Desk top computer

7. MOTOR VEHICLES	<p>This category also includes non-motorised vehicles.</p> <ul style="list-style-type: none"> • Aeroplane • Boat • Car trailer • School bus • Tractor <p>Use when the seating capacity of vehicle (bus) is 13 or less passengers (i.e. 14 people including the driver), for example:</p> <ul style="list-style-type: none"> • Toyota Hi Ace Commuter (13 seats), • Toyota Tarago (7 seats) and the • Nissan Patrol (7 seats). <p>If seating capacity of a vehicle (bus) is more than 14 people, the Buses category is used.</p>
8. ARTWORK	<ul style="list-style-type: none"> • Original painting • Print • Sculpture • Heritage or rare books <p>This does not include mural and wall or floor mosaic artwork.</p>
10. SOFTWARE	<ul style="list-style-type: none"> • Off-the-shelf application software • Software enhancement • Internally generated software • Software licences
12. LIBRARY COLLECTION	<ul style="list-style-type: none"> • World Book Encyclopaedia • Text books • Classroom reading books • Recorded audio CDs • Recorded DVDs • Other recorded media <p>This does not include:</p> <ul style="list-style-type: none"> • Teaching aids • Posters • Heritage or rare books
13. BUSES	<p>A motor vehicle with the seating capacity to carry 14 or more passengers (i.e. 15 people including the driver).</p> <ul style="list-style-type: none"> • Mitsubishi Rosa <p>If seating capacity is less than 15 people, the Motor Vehicles category is to be used.</p>

A.2 DEPRECIATION RATES

Depreciation rates are established under accounting policy by central office. The following categories and depreciation rates currently apply to all assets recorded on the Asset Register:

CATEGORIES	TYPE	DEPRECIATION RATE (% p.a.)	EXPECTED LIFE (YEARS)
Furniture and Fittings	1	10	10
Office Equipment	2	12.5	8
Plant and Equipment	3	12.5	8
Photocopiers	4	20	5
Communication Equipment	5	20	5
Computer Equipment ¹	6	25	4
Motor Vehicles ²	7	20	5
Artworks	8	Nil	N/A
Software	10	25	4
Library Collection	12	Depreciate 100% at the end of the 5 th year	
Buses ³	13	10	10

¹ (a) The recording of a computer (with a purchase price of greater than or equal to \$5 000 ex GST) onto the Asset Register must include all of the following as one combined asset:

- Central Processing Unit;
- Monitor;
- Keyboard; and
- Auxiliaries provided with the unit such as a mouse, software and CD ROM.

(b) Printers are generally recorded as separate items (i.e. resources or assets depending on purchase price).

(c) Only operating software is included in the purchase price of a computer to be recorded in the asset or resource register.

² Does not include vehicles purchased by central office as they are accounted for in the central office vehicle register. Use this category to record vehicles with a seating capacity of 14 people or less (including the driver).

³ Use this category to record vehicles with a seating capacity of 15 people or more (including the driver).

APPENDIX B PRESCRIBED RESOURCE ITEMS

Only items that fall within the following categories, which are portable and attractive with a value of between \$1 000 to \$4 999, are recorded in the resource register:

Category	Example
1. Electronic Items	<ul style="list-style-type: none"> • Computer • Laptop • Mobile phone • Projector • Camera <p>An electronic whiteboard would not be recognised as a resource item as it is too big or it may be fixed to the wall to be considered as portable.</p>
2. Workshop and Farm Equipment	<ul style="list-style-type: none"> • Power tools • Electric pump • Chain saw • Lawn mower
3. Office Equipment	<ul style="list-style-type: none"> • Portable heating unit • Stopwatch • Calculator • Dictaphone • Speaker • Microphone <p>A fridge or bar fridge would not be recognised as a resource item as it is not portable.</p>
4. Artwork	<ul style="list-style-type: none"> • painting • sculpture
5. Musical Instruments	<ul style="list-style-type: none"> • musical instrument • Keyboard (electronic) • Amplifier (portable) • Speaker • Microphone • Mixer <p>A piano would not be recognised as a resource item as it is not portable.</p>

APPENDIX C RECORDING OF BUILDING PROJECTS

Type of Project	School Resource Register Costs are greater than \$1 000 and less than \$5 000 (ex GST)	School Asset Register Costs are greater than \$5 000 (ex GST) Use Plant and Equipment category	Central Office Asset Register (Report to Asset Coordinator) Costs are greater than \$25 000 (ex GST)
Air-conditioning	x	x	✓
Play Equipment (Not part of the building)	x	✓	x
Security e.g. roller doors	x	x	✓
Grounds enhancement e.g. reticulation (Not part of the building)	x	✓	x
Refurbishments e.g. carpet, curtains	x	x	x
Cabling	x	x	x
Bus Sheds (Not part of the building)	x	✓	x
Shade Structures (Not part of the building)	x	✓	x
Building Extension e.g. new wing	x	x	✓
Multi-purpose courts (Not part of the building)	x	✓	x
Garden Shed (Not part of the building)	x	✓	x
Brick Paving (Not part of the building)	x	✓	x
Retaining Wall (Not part of the building)	x	✓	x

Note: This property is not recorded on the school resource register.

APPENDIX D BUILDING ADDITIONS AND IMPROVEMENTS GUIDELINES

D.1 CAPITAL WORKS PROJECTS

For accounting purposes, capital works projects are categorised into the following:

D.1.1 REPAIRS AND MAINTENANCE

Repairs and maintenance relate to work undertaken regularly to fix damage or maintain the existing condition of a school building. Repairs and maintenance works do not generally extend the life of the building beyond the expected useful life at acquisition or expand the capacity or future service potential of the building. For example, the replacement of a damaged door, repair of a broken window, plumbing and electrical services are typically classified as repairs and maintenance.

Regardless of the dollar amount, expenses incurred in undertaking these works are not required to be recorded in the asset register or resource register and the cost of repairs and maintenance work should be posted to the Building Repairs and Maintenance Account.

D.1.2 IMPROVEMENTS

Improvement or renovation work is work carried out to improve an existing building. Generally, such work will result in:

- significantly extending the useful life of the building being renovated; or
- increasing the future service potential of the part of building being renovated.

For example, the replacement of an existing tin roof, which may or may not be in good condition, with a tiled roof.

D.1.3 ADDITIONS

An addition represents a new asset. It increases the physical size or operating capabilities of a building through expansion or extension. A new wing to a building or the installation of an air conditioning system to a building is an example of an addition.

D.2 WHAT IS NOT CONSIDERED AS PART OF THE SCHOOL BUILDING?

Items such as playground equipment, pavement, garden sheds and shade structures, which do not form part of the building, are recorded in the Plant and Equipment category on the school asset register if the value is \$5 000 or more. If the value is less than \$5 000, these items will not be required to be recorded in the resource register.

APPENDIX E BUILDING ADDITION AND IMPROVEMENT REPORT

Only complete this form if all of the following criteria are met:

- The project is an addition or improvement to a school building;
- The total cost is \$25 000 or more (excluding GST);
- The supplier or builder (e.g. Dept of Housing and Works) is NOT paid directly by central office; and
- The project has been completed.

To: Asset Coordinator, ETSSC

FAX to: 9264 8454

Name of School: _____ School Code: _____

Project Description:

Project completed date: _____

TICK THE APPROPRIATE FUNDING SOURCE

Project undertaken by school and paid from:

School bank account

School building fund account

Project undertaken by school and paid directly by P&C or other external organisation

Project undertaken by school and jointly funded by school and P&C or other external organisation

Total project cost (excluding GST): _____

Amount paid by school (excluding GST): _____

Posting of school payments:

Year of Payment	Analysis Code	Budget Code	Amount

Principal's Signature: _____

Date: _____

ETSSC Use Only

- Recorded
 DET Advised

.....
Asset Coordinator

...../...../.....
Date

APPENDIX F STOCKTAKE GUIDELINES

F.1 WHEN SHOULD THE STOCKTAKE BE CONDUCTED?

For annual financial reporting purposes, it is preferable that the stocktake be held as close to 30 June as possible. However, due to the large number of items involved, it may be necessary to perform the stocktake earlier to ensure that it is complete before 30 June.

F.2 ITEMS EXEMPT FROM STOCKTAKE

In the stocktake, no physical count or check of individual items recorded in the library collection and software is required. This exemption is related to the stocktake for accounting purposes only. It does not exclude the librarians from performing their normal routine check of the library materials, if required under other regulations.

F.3 COORDINATING THE STOCKTAKE

Generally, but not necessarily, the registrar is appointed as the stocktake coordinator. The stocktake coordinator is responsible for:

- scheduling the commencement and completion dates of the stocktake;
- preparing and distributing the stocktake working papers (i.e. print asset and resource reports from the systems) to the custodians of the property;
- providing support and advice on stocktake procedures;
- reporting to the principal on the progress of the stocktake;
- receiving the certified stocktake working papers upon completion;
- providing completed working papers showing all discrepancies to the principal for certification;
- advising the principal of any necessary following up action required;
- updating the registers and where applicable identifying those obsolete, surplus and missing items, and items that have been omitted from the registers;
- preparing the necessary reports where applicable for missing items for write-offs and obsolete or surplus items for disposal; and
- preparing the application forms where applicable for write-off and disposal.

F.4 PERFORMING THE STOCKTAKE

It is recommended that the following steps be taken when performing a stocktake:

- a) The stocktake be performed in a de-centralised manner, particularly in a larger school, to expedite the process. This means each teaching area or cost centre is responsible for its own stocktake. However, to ensure the integrity of the process is maintained, where possible, the stocktake should be performed by two officers; a staff member, independent of the custodian, and the custodian.
- b) From the working papers, individual items are physically sighted, and details such as the item code and serial number are checked and matched. When an item is not located, check the loan register to see if it is on loan. The custodian should also notify the stocktake officer of any transfer, damaged, surplus or obsolete items.

- c) Items that are lost, damaged, obsolete or unserviceable are noted on the working papers. Details of any items that are found during the stocktake but are not recorded on the worksheets must also be noted on the working papers.
- d) On completion, the working papers are certified by the stocktake officer and the custodian and are returned to the coordinator for further action.

As stocktake is required to be performed once every two years, it is recommended that stocktake of resource items be performed in the different year to the asset items.

APPENDIX G WRITE OFF APPLICATION FORM (OVER \$5 000)

(Sample only – use original worksheet from Finance web site when applying for write-offs)

School Property Write-off Application Form (over \$5 000 per event)

Any queries on the completion of this form should be directed to your District Finance & Administration Officer.

Steps:

1. Fill in the form (a separate form is required for each event).
2. Attach relevant supporting documents to the form.
3. Forward a hard copy of the form and supporting documents to the principal for certification.
4. File the application form and documents.

e-mail:	Click the 'Send' button below to automatically email this application form to ETSSC for processing
----------------	---

Name of School: _____

Contact Name: _____

E-mail: _____

(for notification purposes)

District: _____

Phone No: _____

Write-Off Ref: _____

(System generated)

Describe Event:

List individual items or attach relevant listing.

Asset No	Item Description	Item Category	Property Type	Loss Type	Write-Off Value
Police Report No: _____ (if applicable)				Total	

Provide details of recovery and remedial action taken, if applicable:

CERTIFICATION

I certify that the above details are correct and all documentation in support of the write-off application is being held at the school. I hereby request for an approval to write off the above items.

Principal's Name

Principal's Signature

Date

ETSSC Use Only

Recorded by (Officer): _____

Submission Details Recorded Date: _____

Write-Off Submission Identifier: _____

APPENDIX H WRITE OFF APPLICATION FORM (\$5 000 OR LESS)

(Sample only – use original worksheet from Finance web site when applying for write-offs)

School Property Write-off Application Form (\$5 000 or less per event)

Any queries on the completion of this form should be directed to your District Finance & Administration Officer.

Steps:

1. Fill in the form (a separate form is required for each event).
2. Attach relevant supporting documents to the form.
3. Forward a hard copy of the form and supporting documents to the principal for a provisional write-off approval.
4. File the application form and documents, and update relevant registers.
5. Principal to e-mail a copy of this form to ETSSC (excluding supporting documents) for final approval by pressing the 'Send' button located in the signature box. An application form emailed by any other person will not be accepted.

e-mail:	Click the 'Send' button below to automatically email this application form to ETSSC for processing
---------	---

Name of School: _____ Contact Name: _____ E-mail: _____ <div style="text-align: center; font-size: small;">(for notification purposes)</div>	District: _____ Phone No: _____ Write-Off Ref: <div style="text-align: center; font-size: small;">(System generated)</div>
--	--

Describe Event

List individual items or attach relevant listing.

Asset No	Item Description	Item Category	Property Type	Loss Type	Write-off Value
				Total	\$

Provisional Approval

In accordance with the authority given to me under Treasurer's Instruction 107 Authorisation, I hereby provisionally approve the write-off of the above items.

I certify that the above details are correct and the total value is \$5 000 or less. Every recovery and remedial action has been taken and all documentation in support of the write-off application is being held at the school.

Principal's Name

Principal's Signature

Date

ETSSC Use Only

Recorded by (Officer): _____

Submission Details Recorded Date: _____

Write-Off Submission Identifier: _____

APPENDIX I WRITE-OFF GUIDELINES AND PROCESS NOTES

I.1 A LOSS FOR WRITE-OFF PURPOSES

For the purpose of a write-off, a school is considered to have suffered a loss when any of the following occurs:

- accidental or malicious damage to an item;
- an item is stolen through fraud, theft, burglary or break-in;
- an item is damaged by fire, natural disaster or vandalism;
- trading stock is deemed obsolete; or
- there is a loss of property for whatever reasons.

The following instances are not considered as a loss and therefore no write-off is required:

- transfer;
- trade-in;
- sale (e.g. auction and public tender);
- donation;
- scrapping, recycling or dumping (even if they still have a value) due to obsolescence, surplus to requirements, no further use or out of service; and
- damage due to normal wear and tear.

I.2 ITEMS SUBJECT TO WRITE-OFF

Where a property is lost, damaged or stolen and the value, but not necessarily the property itself, is recovered through insurance, write-off action for the loss is still required. Losses of any property that are owned, leased or borrowed by a school are subject to write-off.

For the following classes of property, a write-off is applicable only when a school suffers a major loss:

- trading stock (e.g. bookshop/uniform items);
- furniture (not listed in asset register or resource list)
- livestock;
- crops;
- library items; and
- consumable items (e.g. stationery).

For example, no write-off is necessary if a few books are stolen from the bookshop or the library, or a window is broken. However, if a fire destroys all or most of the books in the library an application for write-off of the entire collection is required.

I.3 ITEMS NOT SUBJECT TO WRITE-OFF

Schools are not required to apply for a write-off on the loss of the following:

- items owned by staff;
- items owned by students; and
- operating leased items (schools generally do not have such items).

I.4 THE AUTHORITY TO WRITE-OFF A LOSS OF PROPERTY

On what basis are the prescribed dollar calculated?

Unlike debt write-offs, the dollar limits in which the officers are authorised to write off are not based on the value of the individual items submitted for write-off but on the total value of all the items linked to an event or a circumstance giving rise to the write-off.

Example 1:

During a school open day, two laptops with a total value of \$4 000 went missing, presumed stolen. On the same day, a camera with a value of \$2 000 was accidentally damaged by a student.

For write-off purposes, these losses would be considered to have occurred in two separate events. In the first event the total loss is \$4 000 and the loss in the second event is \$2 000. The principal has the authority to provisionally write off the losses, as the total values of the losses are less than \$5 000 for each event.

Example 2:

Following a stocktake, two laptops with a total value of \$4 000 and a camera with a value of \$2 000 went missing. For write-off purposes, these losses are considered to have occurred in a single event (stocktake) and therefore the total value for write-off is \$6 000. The fact that the items may have been stolen in two separate occasions, is irrelevant in this instance, as the loss is only discovered during a stocktake.

When preparing an application for approval to write off losses, it is necessary to consider whether the items to be written off are to be grouped together as a single event or treated as separate events. It is also necessary to prepare two separate application forms; one for those over \$5 000 and another for \$5 000 or less.

I.5 VALUE USE FOR WRITE-OFFS

When applying for write-offs, the value to be written off for a capitalised item (i.e. any item recorded in the asset register) is generally based on the net book value (carrying amount). For all non-capitalised items, the amount to be written off is based on the estimated replacement cost.

The estimated replacement cost is the cost of replacing the item less an estimate of the accumulated depreciation on that item.

Where an estimated replacement cost is not readily available, bought value (or original purchase price) less the estimated accumulated depreciation of that item should be used. The Excel-based Write-off Application Form is designed to automatically calculate the estimated replacement cost.

I.6 SUBMITTING AN APPLICATION FOR WRITE-OFF

An application for write-off should be lodged as soon as a loss is discovered. It is not necessary to wait until a police report or an insurance claim has been lodged.

I.7 APPLYING FOR APPROVAL TO WRITE-OFF

Process Notes

The application procedures for debt write-offs are as follows:

- a) Identify property for write-off and prepare supporting documents, giving details and reasons. In addition provide:
 - i) an audit trail to the original transactions subject of the write-off (e.g. a system generated asset report);
 - ii) file and other references, as necessary;
 - iii) where appropriate, a detailed description of all recovery action taken; and
 - iv) where appropriate, a detailed description of any remedial action taken.
- b) Download the electronic (spreadsheet-based) application form from the Finance web site. Do not use the sample copy in Appendix G (losses with a value over \$5 000 per event) or Appendix H (losses with values of \$5 000 or less per event.).
- c) Complete and email the application form to the principal.
- d) Print a hard copy of the completed form and attach the supporting documents to the application form.
- e) Forward the hard copy to the principal for provisional approval.
- f) File the signed copy and supporting documents.
- g) After signing, email the completed form (excluding supporting documents) to ETSSC, as instructed on the form.

I.8 UPDATING THE PROPERTY RECORDS

I.8.1 ITEMS WITH A TOTAL VALUE OF UP TO \$5 000 PER EVENT

- a) If the items are recorded in the asset or resource register, remove the items from the relevant register as soon as the principal has provisionally approved the write-off.
- b) Schools will be advised of the final approval for write-off by ETSSC via email.
- c) When approval is received, print a copy of the email and attach it to the hard copy of the signed application form.

No update of asset or resource register is required for write-offs due to partial damages.

I.8.2 ITEMS WITH A TOTAL VALUE OF MORE THAN \$5 000 PER EVENT

Process Notes

- a) If the items are recorded in the asset register, stop the depreciation function for the relevant items in the asset register as soon as the loss is discovered or ascertained.
- b) Do not remove the items from the relevant registers until the school has been notified that the application for write-off has been approved.

- c) Schools will be advised of the approval for write-off by ETSSC via email.
- d) When approval is received, print a copy of the email and attach it to the hard copy of the signed application form.

No update of asset or resource registers is required for write-offs due to partial damages.

I.9 WHAT TO DO WITH WRITTEN OFF PROPERTY?

If schools still have possession of the written off items, the items should be disposed of by dumping, recycling or destroying. Any other method of disposal must be approved by the Director General through Client Procurement Services.

If after an insurance payout the item is subsequently recovered, Riskcover should be advised. If the item is returned to the school by Riskcover and if the school intends to continue using it, the item should be re-entered onto the asset or resource register, based on the written off value of the item. Use the written off value as the bought value and the current date as the bought date.

APPENDIX J DISPOSAL OF SCHOOL PROPERTY

J.1 DISPOSAL BY TRANSFER TO ANOTHER GOVERNMENT ENTITY

Generally, disposal by transfer does not involve any consideration (no monetary gain). However, a school may request a payment for any transferring cost incurred.

Process Notes

The procedures in the disposal of an item by transfer are as follows:

- a) If the item is recorded in the asset register, disable the depreciation function in the asset register for the relevant items to be disposed.
- b) Complete a Property Disposal Form (see Appendix L).
- c) Forward the form to the principal for approval.
- d) Make a copy of the approved form and attach it to the item.
- e) Transfer the item to the new owner.
- f) Make sure the recipient signs the form on receipt of the item.
- g) File the form for audit purposes.
- h) Update the relevant register showing the disposal date. Insert an appropriate notation as to where the item has been transferred to in the 'Comments' field of the register.

J.2 DISPOSAL BY PUBLIC TENDER

Generally, this method of disposal involves a number of items identified as being surplus to the school requirements.

Process Notes

The procedures in the disposal of an item by public tender are:

- a) If the item is recorded in the asset register, disable the depreciation function in the asset register for the relevant items to be disposed.
- b) Complete a Property Disposal Form (see Appendix L).
- c) Forward the form to the principal for approval.
- d) Advertise the public tender in a notice board, school newsletter or community paper.
- e) Print date and time for all tenders received and place in a locked box or safe.
- f) Once the tender is closed, all tenders received must be opened by two or more officers. All officers must sign each tender as it is opened.
- g) Prepare a list of tenders and the prices starting from the highest to the lowest prices tendered. It is recommended to use a spreadsheet to prepare the list to expedite the sorting process.

- h) Advise successful tenders.
- i) Receipt the money accordingly.
- j) File all relevant documents in the disposal file.
- k) Update the relevant register showing the disposal date. If the item is recorded in the asset register, enter the proceeds of sale and insert an appropriate notation of the tender in the 'Comments' field of the register.

J.3 DISPOSAL BY PUBLIC AUCTION

This method of disposal can be used by schools for surplus items that are of reasonably good condition that may attract a large number of potential buyers.

Process Notes

The procedures in the disposal of an item by public auction are:

- a) If the item is recorded in the asset register, disable the depreciation function in the asset register for the relevant items to be disposed.
- b) Complete a Property Disposal Form (see Appendix L).
- c) Forward the form to the principal for approval.
- d) Advertise the public auction in a notice board, school newsletter or community paper.
- e) If appropriate, principals may engage a professional auctioneer to conduct the auction. Before the commencement of the auction, it is necessary to indicate whether the bids include GST or not. If the sale price of an item is less than 75% of the original price the item is GST-free, as it is deemed to be a non-commercial supply. No tax invoices are required unless specifically requested by the buyers.
- f) Prepare a list of the items sold and the sale price.
- g) Receipt the money accordingly.
- h) File all relevant documents in the disposal file.
- i) Update the relevant register showing the disposal date. If the item is recorded in the asset register, enter the proceeds of sale and insert an appropriate notation of the auction in the 'Comments' field of the register.

J.3.1 ICT EQUIPMENT

For disposal of ICT equipment through auction, schools within the Perth Region (the boundary as defined for zone one in the State Supply Commission's *Buy Local* Policy) must use the following panel contractors under the Common Use Agreement Category A:

- Arrow Auctioneers Pty Ltd (contact no. 9471 8111); or
- McLernon's Supply and Demand Auction (contact no. 9470 9997).

Guidelines

- *Both agreements expire on 29/5/2011.*
- *Schools outside of the Perth Region may elect to use the above contractors.*

J.4 DISPOSAL BY TRADE-IN

This method of disposal is normally used when a new replacement item is purchased.

Process Notes

The procedures in the disposal of an item by trade-in are:

- a) If the item is recorded in the asset register, disable the depreciation function in the asset register for the relevant items to be disposed.
- b) Complete a Property Disposal Form (see Appendix L).
- c) Forward the form to the principal for approval.
- d) Transfer the item to the new owner.
- e) If applicable, issue a tax invoice for the trade-in. In most instances, this is not necessary as the trade-in price is likely to be less than 75% of the original purchase price and therefore it is GST-free, as it is deemed to be a non-commercial supply. Seek further advice if necessary.
- f) File the form for audit purposes.
- g) Update the relevant register showing the disposal date. If the item is recorded in the asset register, enter the proceeds of sale (trade-in price) and insert an appropriate notation that the item has been traded-in in the 'Comments' field of the register.

J.5 DISPOSAL BY SALE TO EMPLOYEES

Principals are authorised to approve the sale of obsolete or surplus goods to employees under the following conditions:

- the value of the item must be less than \$1 000;
- the sale must be open to all employees within the school; and
- if all other disposal methods other than recycling or dumping are not suitable.

The procedures for sale to employees are similar to the procedures for disposal by public tender. The officers organising the sale are not permitted to bid for the goods.

J.6 DISPOSAL BY DONATING TO CHARITABLE INSTITUTIONS

A school may dispose of an item by donating it to a charitable institution if it has little or no economic value or the cost of disposal through other methods is not efficient or economical.

J.6.1 ICT EQUIPMENT

Schools within Perth region wishing to donate their ICT equipment to charitable organisations must contact the following panel contractors:

- Technology Assisting Disability WA (contact number (08) 9379 3733); or
- Mandurah Muscateers Charity Computers (contact number (08) 9534 7834).

Both agreements expire on 29/5/2011.

Guidelines

Schools outside of the Perth Region may donate their ICT equipment to the above contractors.

J.7 DISPOSAL BY RECYCLING

Items that are unserviceable and are unlikely to have any resale value can be disposed off by recycling or dumping.

Process Notes

Following are the procedures in the disposal of property by recycling or dumping:

- a) If the item is recorded in the asset register, disable the depreciation function in the asset register for the relevant items to be disposed.
- b) Complete a Property Disposal Form (see Appendix L).
- c) Forward the form to the principal for approval.
- d) On disposal, the disposal report should be signed by the registrar and countersigned by a witness.
- e) File all relevant documents in the disposal file.
- f) Update the relevant register showing the disposal date. If the item is recorded in the asset register, insert an appropriate notation of the disposal in the 'Comments' field of the register.

J.7.1 ICT EQUIPMENT

For disposal of ICT equipment through recycling, schools within Perth Region (the boundary as defined for zone one in the Government's Buy Local Policy) must use the following contractors under the Common Use Agreement Category C:

- Sims E-Recycling Pty (contact no. (03) 8586 7777).

The agreement expires on 29/5/2009. School using this service also need to complete the relevant Sims E-Recycling form available from the Buyers/Disposal Guide <http://www.gem.wa.au>.

Guidelines

Schools outside of the Perth Region may elect to use the above contractor for recycling of ICT equipment.

J.8 DISPOSAL BY DUMPING

The destruction or dumping of surplus goods is generally considered the least favourable method of disposal. It should only be considered when it is established that items:

- have no resale value;
- cannot be recycled;
- cannot be refurbished or reuse; and
- cannot be disposed of in any other way.

APPENDIX K PROPERTY LOANS REGISTER GUIDELINES

A loan register may be in a loose leaf form or a record book with the following details:

- name of borrower;
- description of item;
- item No. (if applicable);
- reason/purpose for borrowing;
- date borrowed;
- signature of borrower;
- signature of authorising officer;
- date of return;
- signature of receiving officer; and
- comments.

The borrower is to fill in the form/book and obtain the appropriate authorisation. On returning, the receiving officer is to fill in the date and sign the form. Provide comments if necessary, for example if the item is damaged.

Consideration should be given to nominate the custodians of property as a delegated authority to approve the loan of property under their care. It is also expedient for the custodians to maintain their own register.

APPENDIX L PROPERTY DISPOSAL FORM

SCHOOL PROPERTY DISPOSAL FORM

Method of Disposal (tick the appropriate box):

<input type="checkbox"/>	Transfer to a government entity	<input type="checkbox"/>	Public Auction*
<input type="checkbox"/>	Trade-in	<input type="checkbox"/>	Recycling*
<input type="checkbox"/>	Public Tender	<input type="checkbox"/>	Dumping
<input type="checkbox"/>	Sale to Employees	<input type="checkbox"/>	Donating to a Charitable Institution

*Special rules apply for disposal of ICT equipment through any of these methods

Show item details:

Asset Code	Item Description	Book Value or Bought Value	Proceeds from Disposal (if applicable)

State reason for disposal:

(e.g. surplus to requirements, obsolete or unserviceable)

Disposal by Transfer or Donating:

The above items have been transferred/donated to:

Received by: _____

Name of Recipient

Name of entity

Signature Date

Disposal by Recycling or Dumping:

This is to confirm that the above items have been recycled / dumped on:

Disposed by: _____ Witnessed by: _____

Name Date

Signature Name

Signature Signature

Certification:

I hereby approve the disposal of the above items.

Principal's Name and Signature

Date