

School Asset Register Management

- Asset Registers
- Asset Register Maintenance
- Inventory Counts/Labelling
- Asset Barcoding

CES is a schools-owned Society which understands the needs of professional educators, administrators and Board Trustees.

CES offers schools a quality, client-focused service at very competitive rates.



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FIXED ASSET REGISTERS

Background

1. CES is a school-owned company specialising in the provision of goods and services to the education sector. As a team, we provide an integrated approach spanning a comprehensive range of services backed by our personal commitment to professionalism and integrity. The relationship we have established with hundreds of New Zealand schools is testimony to that commitment.
2. Currently, many schools make use of our management systems to support the development, implementation and monitoring of assets and planned maintenance programmes.
3. CES has prepared over 400 asset registers for secondary, intermediate, and primary schools, and other educational institutions throughout New Zealand.

A Fixed Asset Register will help your school to:

- ensure you have a detailed list of assets for insurance purposes;
- determine that financial reports accurately reflect depreciated asset values;
- fulfil the Ministry of Education's requirement for an up-to-date asset register;
- give security to the Board of Trustees that assets are correctly valued and recorded;
- assist decision-making with clearly detailed information;
- analyse relative performance of assets in terms of cost and usage

CES has particular expertise in the location and categorisation of fixed assets held by New Zealand schools. As a major supplier of new and used goods we have access to, and knowledge of, detailed price schedules in a wide range of conditions. CES is therefore uniquely placed to accurately assess the value of your school's assets.



“The development of an accurate asset register is central to good management planning because it will enable the key factor in decision making – both needs and available resources – to be brought together in an integrated way. Clearly detailed information on the facts about assets, owned and maintained by schools, can be analysed with ease.”

– Wayne Jamieson, CES Education Asset Manager

A selection of asset register valuations are peer-reviewed by one of New Zealand's largest teams of independent valuers to ensure CES valuation methodology meets audit standards. Our valuations are accepted by all leading audit and insurance companies.

All information recorded is listed as follows, and is in accordance with standard accounting practice.

The completed register is supplied in a ring-bound format, and on disc.

Data is available in these formats:

- MS-Excel Spreadsheet – assets listed by location, description and category
- MUSAC Resource Manager, by request (An additional fee will apply)
- MUSAC Asset Manager, by request (An additional fee will apply)

Shown below is a representative snapshot of a presented asset register:

School – Asset Register

Item	Cat	Brand/Model	Location	Serial	Qty	Effective Age	Year New (Estm.)	Depr.	Replmnt Value	Residual Value	Residual Total	Useful Life (Years)
Chair	C	Yuta	RM2		30	2	2010	10%	28	25.20	756.00	15
Desks Pupil	C	Customwood	RM1		2	2	2010	10%	88	70.40	140.80	10
Computer imac	E		PRIN	SY52417801	1	1	2011	20%	2400	1,440.00	1,440.00	5
OHP 3M 1708	E		RECP	584721	1	1	2011	20%	380	228.00	228.00	5
Mobile Teaching Stn	F	1800x1800mm	ADMN		1	2	2010	10%	480	384.00	384.00	15

Asset Register Maintenance

CES is able to maintain your fixed asset register for a low annual fee.

Simply supply details of all purchases and disposal of assets to keep your register updated.

Personal assistance and advice is available by phone or email during office hours.

Call free 0800 205 267, or email wayne@cessl.org.nz

INVENTORY COUNT / LABELLING

An inventory account differs from an Asset Register in that all items above a specified value only are counted. A comprehensive report is prepared, but depreciation calculation and residual values are not included. It can be customised to your school's requirements, and is invaluable for insurance purposes. As an additional service, customised labels can be attached to selected assets during this exercise.

The report is supplied in a ring-bound format, and on disc in Excel spreadsheet format.

Shown below is a representative snapshot of a presented Inventory Count.

School – Inventory Count

Item	Cat	Brand/Model	Location	Serial	Qty	Label Code	Replmnt Value	Useful Life (Years)
Chair	C	Yuta	RM2		30	0001	\$28	15
Desks Pupil	C	Customwood	RM1		2	0002	\$88	10
Computer imac	E		PRIN	SY52417801	1	0003	\$2400	5
OHP 3M 1708	E		RECP	584721	1	0004	\$380	5
Mobile Teaching Stn	F	1800x1800mm	ADMN		1	0005	\$480	15

BARCODING

CES can also barcode your school's assets to ensure a comprehensive, individualised asset count. Each item is identified by a unique code which can be customised to include easily tracked and traced with simple software, or a barcode reader (available from CES). Labels are printed by Saito, the leading barcode company, and are almost impossible to remove.

In addition, a report is supplied in a ring-bound format, and on disc in Excel spreadsheet format. Shown below is a representative snapshot of a presented barcode report.

School – Barcode Report

Description	Serial Number	Qty	Value per Unit	Value	Bar Code
Student Desks		27	\$10.00	\$270.00	400001
Magnum Chairs		7	\$5.00	\$35.00	400002
Computer imac	SY52417801	2	\$1,440.00	\$2,880.00	400003
Sebel Integra Chairs		2	\$5.00	\$10.00	400004
Piano (old)		1	\$100.00	\$100.00	410001

REFERENCES

Hear what others have to say about: references from schools are available on request. Please call 0800 205 267 for contact details.

YES! Our school is interested in ...

Asset Registers Inventory Counts/Labeling Asset Barcoding Microdots Maintenance

School

Contact

Position

Postal Address

Phone Fax

Email.....

School Roll Number of Classrooms



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