

School Asset Register Management

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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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Asset Stocktakes: Do you know what is in your school?

As a Crown entity, your school must comply with accounting Standard IAS-16. This requires your school to record assets of a specified value on an asset register and depreciate those assets to reflect a fair value within your school accounts.

CES can assist your school by undertaking a rigorous asset stocktake to determine the accuracy of your asset register. We will visit your school, do a physical check of assets, prepare an inventory of what we have found on site and reconcile this to your asset register.

As a major supplier of new and used goods to New Zealand schools, we have access to, and knowledge of, detailed price schedules within a wide range of conditions. CES are therefore uniquely placed to accurately assess and categorise the value of your school's assets.

Your school will receive a detailed 3-part report:

PART ONE compares assets seen during the stocktake against your previous asset register, described by category, description and location;

PART TWO records assets with nil book value, described by category, description and location;

PART THREE reports assets which have been recorded on your school's current asset register but can not be found on site, or alternatively, assets found that should be included.

The complete asset register report will account for **all assets** in your school – even redundant stock without any book value. After receiving CES's stocktake report you will know exactly what is in each room and every part of your school.

CES reports are provided on CD in EXCEL format and as a bound hard copy.

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

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 planning and decision-making with clearly detailed information;
- analyse relative performance of assets in terms of cost and usage



“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**

School Assets Video Records

CES is able to video or photograph each room within your school to provide a visual record of assets in each room. **Contact us for details – call free 0800 205 267.**

Asset Register Maintenance

CES is able to maintain your fixed asset register for a low annual fee. Simply supply CES with details of your school's purchases and disposal of assets and we will keep your register updated. Personal assistance is available by phone or email during office hours.

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Inventory Count / Labelling

An inventory account differs from an Asset Register in that only items above a specified value are counted. A comprehensive report is supplied, but depreciation and residual values are not included. The report 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.

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

Sample – 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
Desks Pupil	C	Customwood	RM2		1		\$88	10

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.

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Shown below is a representative snapshot of a presented barcode report.

Sample – 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)		21	\$100.00	\$100.00	410001
Magnum Chair	SY52417802	7	\$5.00	\$35.00	400002
				\$880.00	

References available ...

CES is a schools-owned Co-operative Society which understands the needs of professional educators, administrators and board trustees. We offer a quality, client-focused service at very competitive rates. Learn what other schools have to say about us: references are available on request.

☒ **YES! Our school is interested in**
☐ Asset Stocktakes ☐ Asset Registers ☐ Maintenance ☐ Inventory ☐ Barcoding ☐ Asset Video
School
Contact
Position
Postal Address
Phone Fax
Email
School Roll Number of Classrooms