

## MOVEABLE EQUIPMENT INVENTORY

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The provincial department of education mandates school divisions to establish and maintain control systems to safeguard and protect fixed assets, equipment and inventories within defined parameters. The roles and responsibilities of the schools/departments and the secretary-treasurer's department are detailed below.

### **ROLES AND RESPONSIBILITIES**

#### (1) **Secretary-Treasurer's Department**

- (a) Establish, within FRAME specifications, criteria for inclusion in the central database.
- (b) Maintain the central database.
- (c) Establish controls to ensure new item purchases are captured and entered into the central database.
- (d) Develop procedures that ensure consistency for capturing inclusion items.
- (e) Periodically review high risk of loss items to ensure inclusion in the database.
- (f) Record permanent item movement between locations and coordinate final disposition of items.
- (g) Provide printouts to schools/departments for annual inventory verification and as requested on an ad hoc basis.
- (h) Conduct random, annual, on-site audits.

#### (2) **School/Department**

- (a) Follow established procedures to ensure items are captured in the central database.
- (b) Establish procedures to ensure the secretary-treasurer's department is notified on acquisitions of new items that meet the inclusion criteria, which are obtained outside the normal purchasing procedure (i.e., school funds, Parent Advisory Committee or donations).
- (c) Establish controls to track temporary item movement.

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- (d) Follow up on all equipment that leaves school premises and ensure all are returned to the school before the end of June.
- (e) Initiate transfer of surplus items (obsolete, excess, or uneconomical to repair) to the divisional storage facility and advise the secretary-treasurer's department.
- (f) Conduct annual inventory counts and notify the secretary-treasurer's department of any discrepancies.

Effective Date: March 16, 2004  
Amended Date: February 20, 2018  
Board Motion(s): 185/04;29/18  
Legal/Cross Reference:

Review Date: