

Appendix V

ASSET REGISTER – FORMAT & CONTENT

1. Depending on the size of the School and the number of assets to be registered, the Asset Register may be a single document, or a linked series of documents.
 2. Sets of assets – for example textbooks – whose loss may seriously affect the effective operation of the School, should be kept on the Register.
 3. Schools may record additional bits of information, but it is recommended that, as a minimum, the following data is recorded on the Asset Register:
 - **Unique Reference number** – allowing identification and used on any security marking on the asset.
 - **Description** – including manufacturer's serial number if relevant.
 - **Number of items** – where the asset is a set of identical items.
 - **Value** – the original purchase price
 - **Location**
 - **Condition of asset**
 - **Date added to register**
 - **Date of last inventory check**
 - **Date removed from register**
 4. To manage the regular check of the Register, a Stock Check Record should be produced with the following information
 - Date of check
 - Unique Reference number
 - Registered Number and number counted
 - Location and Condition
 - Result of check – e.g. ticked as accounted for or incomplete or missing
 - Signature of person conducting the check
- The completed Stock Check Record must be reviewed and appropriate Investigations undertaken. On conclusion of these, the Register must be Updated and the stock check record retained.
5. A separate record of assets temporarily transferred from the School Premises must be maintained, noting the Reference Number, the date of transfer, the person taking charge of the asset, the date of return and the name and signature of the person authorising the transfer. Any

damage suffered while on loan should also be noted. This record should be retained for Audit purposes.