

Background/Purpose

Preservation, maintenance and security of divisional Assets is the responsibility of all RVS Staff. This procedure outlines the requirements and processes that must be followed to protect both Capital Assets and Non-Capital Assets throughout their lifecycle.

Definitions

AssetPlanner

Database/software system used to track all Capital Assets, and Non-Capital Assets as specified in Appendix A.

ITSM (Information Technology System Management)

Database used by Technology for Learning that inventories and tracks Non-Capital Assets, such as Mobile devices.

Asset Coordinator

The Supply Management Branch has been delegated as the Asset Coordinator for school Assets. All other departments are to assign one individual as the Asset Coordinator responsible for entering all new department Assets.

The Asset Coordinator is responsible for entering Assets, within the scope above, as outlined in this procedure and corresponding processes.

Capital Asset

Any Asset purchased where the cost of the asset is over \$5,000. All Capital Assets are depreciated by the Finance Branch according to Public Sector Accounting Standards (PSAS).

Non-Capital Asset

Specific items, under the purchase amount of \$5,000, that are tracked to meet preventative maintenance and servicing requirements or those items that may be at risk of, or prone to, theft.

Procedure

1. All Assets, whether purchased or accepted as an authorized donation, are the property of RVS.
2. AP5201, Purchasing Limits of Authority and Procurement Requirements, must be followed for the purchase of all Assets. Those acquired through donation must be reported to Supply Management or the Department Asset Coordinator.
3. The Finance Branch is responsible for maintaining the integrity of the capital asset listing and depreciation calculations.
 - 3.1. Only the Finance Branch will modify the purchase date, purchase cost and depreciation amount's or schedule within AssetPlanner for capital assets.

- 3.2. On a monthly basis the Finance branch will reconcile all capital assets through the Asset Tracking Internal Process.
- 3.3. The Finance Branch is to be notified when the personnel assigned as the Department's Asset Coordinator changes. Training will be provided by the Finance Branch to the Department's Asset Coordinator as required.
4. It is the responsibility of the Department's Asset Coordinator to update RVS' inventory of Capital Asset(s) as outlined below. Non-Capital Asset(s) may be tracked at the discretion of each department (See Appendix A).
5. **Movement** of all Assets must be reported.
 - 5.1. Schools may move Assets from one facility to another providing form AF5212-B Moving/Transfer Request for Furniture or Equipment is completed and submitted to Supply Management.
 - 5.2. The Asset Coordinator for each Department is responsible to update the location of the Asset in AssetPlanner if moved.
 - 5.3. The Technology for Learning branch utilizes the ITSM system to monitor the location of mobile devices.
6. **Lending** of Assets to outside organizations and/or personal use of Assets by employees is not permitted.
7. **Disposition** of Assets is the responsibility of the Supply Management branch. The steps below are to be followed for the disposition of any Asset:
 - 7.1. The school principal is to complete disposal authorization through AF5212-A, Disposal of Assets, including a photo of the surplus furniture and equipment, a description with details including make, model, serial number, age, quantity, or other details that will facilitate the efficient handling of the surplus items.
 - 7.2. The Supply Management branch will report the disposition of any capital assets to the Finance branch.
 - 7.3. The Finance branch will inactivate all capital assets in AssetPlanner.
 - 7.4. The Asset Coordinator for each department will be responsible for changing the status of non-capital assets in AssetPlanner or the ITSM (applies only to the Technology for Learning branch) upon disposition.
 - 7.5. Assets no longer required by the School Division may be made publicly available for sale, unless cost prohibitive to do so, at the discretion of the Supply Management branch.

Resources:

- Section 33, 52, 53, 68, 85, 188, 192, 194, 197, 222, 225, 229 of the Education Act
- RVS AF5212-A Disposal of Assets



- RVS AF5212-B Moving or Transfer Request of Furnishings/Equipment
- RVS AF5212-D Instrument Rental Agreement
- RVS AF5212-E Warehouse Inventory Request
- RVS AF5212-G Name Tag Order
- RVS AF5212-H Binding Checklist
- AP5201 Purchasing Limits of Authority and Procurement Requirements
- AP5404 Free Standing Storage Units, Outbuildings and Other Structures
- AP5405 Alterations to School Buildings, School Grounds or Other Division Facilities
- Asset Tracking - Technology for Learning – Internal Process
- Asset Tracking and Utilization – Internal Process
- AssetPlanner
- ITSM

Appendix A

Centrally Tracked Assets (d in brackets if depreciated as a Capital Asset - otherwise for internal department use only)

Supply Management Assets

- PA Systems (d)
- Security Camera Systems (d)
- Telephone Systems (d)
- Software (over \$5,000 or contracts in excess of 1 year)
- Musical Instruments (owned by RVS) (d if over \$5,000)
- Photo Copiers (d if over \$5,000)
- Motorized Blinds (d)
- Appliances (d if over \$5,000)
- Shop (CTS/Auto) Equipment (d if over \$5,000)
- Laptop Carts
- 3D Printers
- Motorized or Specialty Shelving (d if over \$5,000)
- Commercial Kitchen Tools (mixers, coolers, coffee machines) (d if over \$5,000)
- Kilns
- Smart TV's
- Fitness equipment
- Audio Visual Systems
- Sports Equipment not attached to the facility (d if over \$5,000)
- Specialty Work tables and/or carts
- Mercantile equipment (cash registers)
- Climbing Walls (d)
- Signage (Exterior)
- Other (maintenance related equipment)
- Other (d if over \$5,000)

Technology Assets

- Servers
- Chromebooks
- Macbooks, IOS Devices, Laptops, Desktops, Tablets
- Wireless Systems
- Software Programs (over \$5,000 or contracts in excess of 1 year)
- Projectors
- Scanners

Maintenance and Grounds Assets

- Exterior Structures (regardless of who purchases)
- Bleachers (interior and exterior)

- Playgrounds/Parking Lots/Grounds/Playing Fields
- IMR Projects (30% capitalization is depreciated)
- Road Vehicles (d)
- Trailers (d)
- Lifts (fork lift and man lifts) (d)
- Basketball backstops (interior and exterior - d if over \$5,000)
- Mowers (d)
- Equipment (over \$5,000) – (d)
- Modular Units (d by project cost?)
- HVAC Equipment and Large Building Systems (only depreciated if capitalized under IMR)
- Generators (only depreciated if capitalized under IMR)
- Irrigation Systems (not depreciated)
- Elevators (only depreciated if capitalized under IMR)
- Dust Collectors (only depreciated if capitalized under IMR)
- Lift Stations, Lagoons, Fire Hydrants, potable water tanks (only depreciated if capitalized under IMR)
- Fire Alarm Systems, Kitchen Suppression Systems, Sprinkler Systems (only depreciated if capitalized under IMR)
- Security Systems (only depreciated if capitalized under IMR)
- Learning Commons (for tracking projects and updates – not depreciated)
- Fuel Storage Tanks (only depreciated if capitalized under IMR)
- Exterior Garbage/Recycling Enclosures and bins (only depreciated if capitalized under IMR)
- Roof Coverings (only depreciated if capitalized under IMR)
- Storage Tanks (glycol) (only depreciated if capitalized under IMR)
- Water, Electric, Gas, Sewer Meters (not depreciated tracking purposes only)
- Other (assets where maintenance, service or tracking is required - for internal department use only)

Caretaking Equipment

- Burnishers
- Floor Scrubbers / Auto Scrubbers
- Walk Behind Floor Machines
- Quads
- Road Vehicles