

FIXED ASSETS

Reviewed Feb/Mar/April 2014 (Tracy/Donal)

ACTION

To maintain accountability for and control of the fixed assets.
(Need to check this accords with Leading Edge current practice)

GUIDELINES

1. It is the responsibility of the Executive Officer to maintain the Fixed Asset Register.
2. The Executive Officer shall capitalise upon purchase, all items of property, plant and equipment with an individual value in *excess of \$500*.
3. Items with an individual value of *less than \$500* that are purchased in quantity are to be capitalised where the total value of the purchase exceeds *\$500*.
4. Other items with an individual value below *\$500* and purchased individually, are expensed.
5. Fixed assets are to be depreciated on a systematic basis. Fixed assets, except for the library, are depreciated so as to charge their cost or value over their estimated useful life on a straight-line basis. Estimated useful lives are:

Furniture and Fittings	10 years or 10%
Classroom Equipment	7 – 10 years
Electronic Equipment	3 years or 25%
Computer Equipment	3 years or 25%
Plant and Machinery	10 years or 10%
Buildings	5 – 40 years
Grounds	5 – 15 years
Music and Sports Equipment	4 – 7 years
Office Equipment	4 – 10 years
Swimming Pool	10 – 40 years

6. Library books are depreciated on a diminishing value basis at 12.5% per annum.
7. Donated assets are initially to be recorded at their fair value at the date of receipt. Initial cost includes the purchase consideration, or fair value as the case may be, and those costs directly attributable to bringing the asset to the location and condition necessary for its intended use.