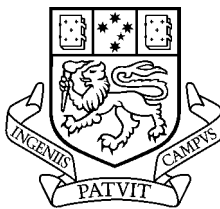


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UNIVERSITY OF TASMANIA
ASSET MANAGEMENT SERVICES

ASSET ACQUISITION, RECORDING AND CONTROL POLICY

PRINCIPLE STATEMENT

Overall responsibility for the University's assets rests with the Vice Chancellor and University Council; however the Director, Asset Management has delegated responsibility for their control and management. Budget Centre Heads have responsibility for assets which are directly under their control.

DEFINITION OF AN ASSET

Assets are defined as items that have service potential or future economic benefits controlled by the entity as a result of past transactions or other past events. In determining whether items are identified as assets, three essential characteristics must be present, namely:

- control/asset ownership;
- service potential or future economic benefits;
- occurrence of past transactions or other past events.

Major asset classes within the University are:

- Land;
- Buildings;
- Plant and Equipment;
- Works of Art, Museums and other cultural collections; and
- Library collections.

For the purposes of recording on the asset register, an asset is deemed to be the whole functioning unit. This means that for items such as computers, this will include the screen, keyboard and CPU.

PURPOSE

The purpose of the University's asset procedures are to:

- maintain control over assets purchased and owned by the University;
- provide accurate asset information for the annual financial statements of the University which is required for accrual reporting purposes;
- assist in the calculation of insurance values for University assets and provide substantiation of losses for insurance claims;
- allow audit verification of additions to and deletions from the asset register;
- ensure compliance with Workplace Standards Tasmania requirements and any other legal obligations.

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PROCEDURES FOR RECORDING ASSETS

Budget Centre Heads are responsible for ensuring that all assets under their control are correctly recorded on the Asset Register.

Assets valued at greater than \$5,000

Assets with a value greater than \$5,000 which have been purchased through the FMIS are automatically recorded in the Asset Register following identification through the FMIS Mass Additions Posting Report.

Following purchase of the asset, the Asset Clerk will provide the School or Section with a copy of the Mass Additions Posting Report to check that this information is correct and to provide any other details in respect of the asset. The other details may include information such as serial number, room number or further description detail. If changes are required, or if additional information is available, this must be noted on the form and returned to the Asset Clerk.

If the assets have not been acquired through the purchasing system (eg. where an asset has been donated to the University), then the Budget Centre is required to notify the Asset Clerk of the purchase. This is done by completing the Asset Register Multi Purpose Input Form (available from the Asset Management Services website <http://www.utas.edu.au/dept/ams/forms.htm>), and returning it to the Asset Clerk. The asset register will then be updated and a bar code label forwarded for attachment to the asset. Schools and Sections must then ensure that the asset is appropriately secured.

Assets with a value of between \$2,000 and \$5,000

Assets with a value of between \$2,000 and \$5,000 must be recorded in the Asset Register, but are not automatically recorded. It is the responsibility of Budget Centre Heads to ensure that the Asset Clerk is advised of the new assets so that they are recorded on the Asset Register.

Assets with a value less than \$2,000

Assets with a value of less than \$2,000 are not normally recorded in the Asset Register. The exception to this rule is if the Budget Centre Head considers the item to be an "Attractive Item". For further information on this issue, please consult the Attractive Items Policy available on the Asset Management Services website at <http://www.utas.edu.au/dept/ams/policies.htm>.

Hazardous Plant

A range of assets including but not limited to autoclaves, sterilisers, pressure vessels and all types of lifting equipment are classed as hazardous plant. Processes for the acquisition, maintenance and disposal of items of hazardous plant are controlled through Asset Management Services, to ensure compliance with Workplace Standards Tasmania requirements.

It is the responsibility of the Head of Budget Centre to notify the Asset Clerk when an item of hazardous plant is purchased, to satisfy the requirements of registration and record keeping contained in the Workplace Health and Safety Regulations 1998. This requirement applies regardless of the value of the hazardous item. Please also refer to the clause relating to Hazardous Plant in the "Asset Disposal Policy", available on the Asset Management Services website at <http://www.utas.edu.au/dept/ams/policies.htm>.

PROCEDURES TO NOTIFY CHANGES TO ASSETS

It is the responsibility of the Budget Centre to advise of any changes made to assets. These include changes such as upgrades to computers or changes to the location of assets, especially changes of location between campuses. This is done by completing the Asset Register Multi Purpose Input Form and returning this to the Asset Clerk who will update the information on the register.

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A purchase of a component part or addition to an existing item should be added to the value of the existing asset if:

- it increases the existing capacity or functionality of the asset; or
- the amount is considered material.

STOCKTAKE PROCEDURES

Schools and Sections are required to undertake annual stocktakes of equipment. Stocktakes will occur at different dates through the year, and each School and Section will be advised by the Asset Clerk. Proper stocktake procedures will ensure the accuracy of the asset register information and allow the data on the asset register to be verified and any discrepancies to be adjusted. All deletions and changes must be verified by the Head of Budget Centre.

Asset Management Services have a bar code reader to assist Schools and Sections with their stocktake procedures. The bar code reader may be borrowed from Asset Management Services by contacting the Asset Clerk on 6226 1785.

ASSET CONTROL MEASURES

Random audits of assets are undertaken by Asset Management Services and auditors appointed by the University.

ASSET SECURITY PROCEDURES

The University requires that all computers and other portable items of an attractive nature be appropriately secured. It is the responsibility of School and Sections to ensure that appropriate security measures are implemented.

Following identification of an asset, Budget Centres will be sent a bar code label with the Mass Additions Posting Report. It is the responsibility of the Budget Centre to attach this label to the asset to ensure that it can be easily identified. Schools and Sections have also been provided with a security kit which contains Austguard stickers and a paint pen. The stickers must be attached to the item and the paint pen should be used to note the asset number on the item.

If appropriate security measures are not implemented and the item is stolen, the School or Section must bear the full cost of the loss. The University self insures items with a value of \$5,000 or less and insurance cover cannot be relied upon in these circumstances.

FURTHER INFORMATION

Further information regarding this policy is available from the Asset Clerk on 6226 1785. Related asset policies are available from the Asset Management Services website at <http://www.utas.edu.au/dept/ams/policies.htm>.