MANAGED ITEMS REGISTER INTERNAL ACCOUNTING POLICY

Adoption Date: July 2023   **Revision Date:** July 2024

Division: Corporate   **Responsible:** Director Corporate Services

Note: P – Primary Author   S – Secondary Author

1. POLICY OBJECTIVE:

To provide a management framework for the proper administration and control of assets below the Council's asset capitalisation threshold ("Portable and Attractive" assets).

2. POLICY SCOPE:

This policy enables a consistent and practical approach to the administration and control of managed items (portable and attractive assets) with reference to internal control and audit requirements.

All items of a capital nature will be capitalised based on the threshold as determined in the Council's 'Non-Current Asset Capitalisation' policy. Items that are not capitalised (below $5,000 capitalisation threshold) and are considered by management to be of a portable and attractive nature, will be recorded in the Managed Items (Portable and Attractive Asset) Register.

Managed (Portable and Attractive) Items must meet the following three criteria:

- **Highly portable** – the item is easily concealed and removed from the premises without anyone noticing:

- **Highly attractive** – the nature of the item has a wide appeal and the council has to manage this risk.

- **Not readily identified as missing** – it would take some time to realise the item is missing.

3. RELEVANT LEGISLATION:

Local Government Act 2009 (s104).
Local Government Regulation 2012 (s180).

4. PROCEDURES:

The following procedure is to be undertaken for this policy:

1.   Non-Current Assets valued at less than the Council's asset capitalisation threshold of $5,000 which are advised by management to be of a portable and attractive nature, will be recorded in Managed Items (Portable and Attractive) Register.

2.   This Register must be regularly maintained and should contain the following information on each asset as a minimum:

a)   a description of the asset
b)   the location of the asset
c)   the serial number
d)   asset value
e)   custodian and manager details
f)   date of stock take.

3.   Council Supervisors and Coordinators are responsible for administering their teams' Managed Items (Portable and Attractive Asset) Registers including the registration of newly purchased items and to arranging an annual stock take.

4.   Annual stock take is to be undertaken of portable and attractive assets by either an independent contractor or any two Council officers appointed by the CEO.

5.   The items recorded in the Managed Items Register will fall into **three general groups**:

•   Portable and attractive items which due to their size and nature are susceptible to theft and loss.

•   Items which have electrical and mechanical components that wears out over time.

•   Items that require scheduled maintenance such as fire extinguishers.

6.   Inclusions and exclusions

The examples of inclusions and exclusions listed in this policy are considered to be a guideline only and management is to exercise discretion on all occasions.

Inclusions

•   All items that have a minimum threshold of $500 unless there is a need to record the item for management or scheduled replacement.
•   Televisions and DVD players
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•   Large white goods such as refrigerators, washing machines and dryers.
•   Power and industrial tools
•   Computer hardware and laptops
•   Portable printers and scanners

- Cameras and audio visual equipment
- Radios and GPS units
- Trip Meters and survey equipment
- Fire extinguishers
- Portable generators
- Mowers, brush-cutters and chainsaws
- Mobile phones, iPhones and iPads
- Satellite phones and binoculars

Exclusions

- Items that do not fall into these groups such as cupboards, chairs, desks, screens etc. do not need to be recorded in the Managed Items Register.
- Vehicle accessories such as bull-bars, winches, spotlights which are fitted to the vehicle should be added to the appropriate vehicle record in the asset register.
- Does not include software.
- By their nature, assets that are securely attached to land or buildings are not portable and are therefore not to be recorded in this register (e.g. whiteboards, projectors mounted on ceiling and air condition units attached to walls).

The purpose of the Managed Items Register is to ensure adequate controls are in place to identify the theft or loss of portable and attractive items and to manage the maintenance and replacement of such items.

5. Managed Items – Lockhart River Store Issuing Procedure

Procedure Objective:

To ensure that all Managed Items are identified with asset labels and recorded in the Managed Items Register at the time of issue.

Procedure:

1. All items listed in the Managed Items Policy are tagged with a numbered adhesive label at the time of unpacking in the store and the details entered into the Managed Items Register.
Fields to be completed are:
a) Date into store
b) Label number
c) Description
d) Brand
e) Model
f) Serial number
g) Purchase price
h) Supplier
i) Length of Warranty
j) Location – Store

k)   Category

2.   At time of issue, the following fields are to be updated in the Managed Items Register:
a)   Issued to (name)
b)   Position title
c)   Department
d)   Date of issue
e)   Location 1 and Location 2 if relevant

3.   Managed Items which are sold, traded-in, scrapped or reported lost or stolen will be recorded on the Managed Items Disposal Form signed by the reporting officer and the Managed Items Register updated.
At the time of disposal the following fields are to be completed:
a)   Removal Date
b)   Reason
c)   Sale price
d)   Responsible Officer

6. Definitions:

Field	Description
Date into store	The date the item is labelled in the store or Cairns Office
Label number	The number on the Managed Items label
Description	A generic description of the item. e.g. Two door Refrigerator, Satellite Phone, Chain-saw.
Brand	The Brand
Model	The model description or identifier.
Serial number	The serial number. If no serial number put "N/A".
Purchase price	The purchase price.
Supplier	The name of the supplier.
Length of Warranty	The length of the warranty period in years.
Location 1	The building where the items is stored prior to issue, the office or workshop where the item is commonly located, them office or workshop where the staff member works from, or the location the item is issued from for specific projects.
Location 2	A specific room within a building.
Issued to (name)	The name of the person who will be responsible for the item.
Position title	The position title of the person who will be responsible for the item.
Department	The Department of the person who will be responsible for the item. Choose from: • Governance and Administration (Cairns) • Governance and Administration (Lockhart River) • Works (Engineering) • Building Services • Environmental Services • Community Development

	• Other - specify
Date of issue	The date of issue from the Store
Category	A category description used to group similar items. Choose from: • White goods – (Refrigerators, washing machines, microwave, etc) • Mobile Phone including Satellite phones • Fire Extinguisher • Printer/copier/scanner • Desktop Computer • Laptop Computer • Power tool - (tools with internal combustion engine such as chain saw, line trimmer, etc) • Electrical tool or appliance • Media players, projectors and screens • Portable generator • Survey tools • Radio and GPS units • Other
Removal Date	The date the item was removed from the register.
Reason	The reason for removal, e.g. sold, scrapped, lost, stolen.
Sale price	The price received is sold or traded-in.
Responsible Officer	The person responsible for removing the item from the register and whose name appears on the Disposal Form.
Comments	For any additional information to be recorded.

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