



STATEWIDE GROUP TRAINING (SA) INC

ASSETS POLICY

PURPOSE:

This policy statement outlines the commitment of Statewide Group Training (SA) Inc (SGT) to ensure that all assets will be controlled and protected.

SCOPE:

This policy applies to:

- Board Members
- All staff, including: Managers, Field Officers, Administrative Officers; full time, part time, casual, temporary or permanent staff; apprentices and trainees.
- Responsibility for the keeping of, and updating of, the Asset Register and Depreciation Schedule is the Financial Controller.

POLICY:

SGT makes a commitment to accurate records of all Assets within the organisation. Control of the Asset Register and Depreciation Schedules are the responsibility of the Finance Manager.

When a new asset is purchased, it will be recorded in the Asset Register and a copy of the proof of purchase e.g. the invoice, will be kept in the Asset Purchases file.

Control and care of the assets themselves, lies with the responsible manager, supervisor or staff member to which the asset is issued. All assets will be insured in accordance with relevant operational requirements and these insurance documents will be the responsibility of the Finance Manager or person assigned by the CEO.

The Finance Manager is responsible to periodically audit the assets and report to the CEO all issues relating to loss, damage or undue wear and tear.

The movement or disposal of all assets should have written authorisation of the CEO, and the Finance Manager should be advised in writing the reasons why an asset has been moved or should be disposed of.

Motor vehicle transfer/disposal forms must be completed, signed and forwarded to the Finance Manager.

APPROVED: KYM ANDERSON

DESIGNATION: CHIEF EXECUTIVE OFFICER

APPROVAL
SIGNATURE:

DATE: 8TH MAY 2024