



MANGAKAHIA AREA SCHOOL TE KURA TAKIWA O MANGAKAHIA

Mangakahia Road
Titoki PDC, Titoki, Whangarei
Phone: 4331-702 Fax: 4331-714
E-mail: admin@mangakahia.school.nz

FIXED ASSETS POLICY

LEGISLATION

Education Act (1989), Public Finance Act (1985),
National Education Goals (1993), National Administration Guidelines (1993)

Memorandum of Understanding with He Matariki Teen Parent Unit

OBJECTIVE:

To ensure that the value of fixed assets recorded in the Statement of Financial Position is materially correct and that the annual depreciation charge recorded by the school fairly represents the use of the assets over their lives.

PROCEDURES:

- On purchase, capitalise items of property, plant and equipment with an individual value in excess of \$250.
- Capitalise items with an individual value of less than \$250 but a lifespan of more than two years, that are purchased in quantity, where total value exceeds \$250.
- Record all assets to be capitalised on computer using MUSAC Asset Register.
- Annually review the asset register to allow for disposal of obsolete items.
- Record the value of an asset as the purchase price (GST exclusive).
- The material value of assets such as text books, science and sports equipment is \$1,000 ie. if a purchase is made involving a variety of equipment if the value of the total is \$1,000 and over it is to be recorded on the asset register.
- Record donated assets at a fair and realistic value.

Schedule of useful life of equipment:

Audio Visual	5–15 years
Buildings	10–40 years
Classroom Equipment	10 years
Computers	3–5 years
Electronic Equipment	5–10 years
Furniture and Fittings	10–15 years
Ground Imps.	10-40 years
Minor Equipment	10 years
Motor Vehicles	5 years
Music Equipment	10 years
Office Equipment	10 years

Plant and Machinery	10 years
Sports Equipment	10 years
Woodwork Equipment	10 years

Leasehold Improvements are depreciated at 2%

Library books are depreciated at 12.5% on a diminishing value basis.

The above policy was reviewed and mandated by the Board of Trustees on 14th February 2017. This policy is next to be reviewed during Term 1 2018.

Chairman of the Board of Trustees: *Rachel Cocks* (signature)
Rachel Cocks

Date signed: *14/2/17*