

Stocktake

Council Policy 150



Policy Number	CP150
Area Responsible	Finance
Strategic Plan Reference	Goal 4 A Supportive Organisation
Approval date	15 September 2017
Minutes Reference	Resolution 14
Last Reviewed	15 September 2017
Next Review Date	15 September 2020

1. Purpose

To provide MacDonnell Regional Council (MRC) with a framework for the registration and stocktake of assets.

2. Scope

This policy applies to all MRC departments and staff, and facilitates a consistent and practical approach to the registration and stocktake of assets with reference to internal control and audit requirements.

3. Policy Objectives

To ensure MRC registers and stocktakes all assets in a manner that is transparent, accountable and meets legislative requirements.

Specifically, to ensure all items of a capital nature ('capital assets') are capitalised based on the acquisition threshold below, are entered in the asset register and subject to a regular stocktake; and to ensure items that are not capitalised and considered to be of a portable and attractive nature, are recorded in a portable and attractive items register and subject to a regular stocktake. An extract from the latter register is at Attachment A.

4. Policy Statement

a. Background

The Local Government Accounting Regulations regulation 22(3) states a Council CEO must ensure that stocktakes of a Council's property are carried out in accordance with the Australian Accounting Standards (AAS).

b. The following is to be undertaken:

- i. All assets with an acquisition cost of greater than \$5,000 (GST excluded) and a working life in excess of 12 months, must be recorded in the asset register.
- ii. Items identified as portable and attractive in nature must be recorded in a separate portable and attractive items register. A portable and attractive item is a non-consumable item that has an acquisition cost of greater than \$500 and less than \$5,000 (GST excluded), and is susceptible to theft or loss due to its portable nature and attractiveness for personal use or resale. The following items are considered portable and attractive items regardless of their acquisition price: mobile phones, ipads, laptops, e-tablets, cameras, projectors, televisions, power tools, chainsaws, brush cutters, welders, white goods, household furniture, portable fridges, musical instruments and amplifiers, bicycles.

Stocktake

Council Policy 150



- iii. The Director Corporate Services will ensure the asset register and the portable and attractive items register are maintained.
- iv. The Director Corporate Services will ensure a stocktake is undertaken annually of all items listed on the asset register and the portable and attractive items register. Stocktakes will be undertaken in accordance with AAS, the applicable procedures and should be undertaken as close as practical to 30 June each year.
- v. The Director Service Delivery will ensure a stocktake of all stock on hand at the Amoonguna Store and all fuel on hand in MRC bulk fuel cells, is undertaken annually. Stocktakes will be undertaken in accordance with AAS, the applicable procedures and should be undertaken as close as practical to 30 June each year.
- vi. An officer assigned to perform a stocktake of assets or portable and attractive items must not be responsible for maintaining the asset register, or the portable and attractive items register.
- vii. An officer assigned to perform a stocktake of the Amoonguna store must not be directly responsible for the operating of the store.
- viii. An officer assigned to perform a stocktake of the bulk fuel cells must not be directly responsible for the operating of the bulk fuel cells.
- ix. The Chief Executive Officer may request interim stocktakes at anytime.

5. Legislation and References

Related Legislation	Local Government Act and Accounting Regulations 22(3) Australian Accounting Standards
Related Policies	Asset Management, Disposal of Assets, Delegations Manual, Procurement Policy
Related Procedures	Accounting and Policy Manual
Associated Documents	Asset Disposal Form, Portable and Attractive Items Register, Fuel Forms, Store Stocktake Forms.

6. Delegation and Implementation

Delegate	Director Corporate Services
Implementation Officer	Manager Finance

7. Administration

InfoXpert file number	
On Internet (Council Policy)	17 October 2017
On Intranet (Operational Policy)	

8. Attachment A – Extract of Portable and Attractive Items Register