

INVENTORY RECORDS

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Maintenance of Inventory Records

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Appendix A Template for an Inventory Record

Maintenance of Inventory Records

1 Records Kept

- 1.1 An inventory record should be maintained in the standard format (**See Appendix A**) of all equipment with a value of £1,000 or more and 'attractive items' irrespective of value. This includes ipads, lap tops, digital cameras, musical equipment, scanners etc. Schools are free to determine their own arrangements for keeping a register of assets worth less than £1,000
- 1.2 Inventory records may be held on a computer, provided they are in the standard format and a satisfactory control system is put in place.
- 1.3 The recommended control system for computerised inventory records is as follows:
 - 1.3.1 The system to be used should be password protected and access to amend the inventory record limited to the nominated responsible officer.
 - 1.3.2 A printout of the data, transferred from the hand written inventory to the computerised version, should be produced and the accuracy of the data transfer verified by an officer, independent of the process. On completion, the print out should be both signed and dated by the verifying officer, to indicate that the computerised version is accurate, and held on file for future reference.
 - 1.3.3 A print out should be produced on a regular basis (as a minimum, termly and half-termly, if the number of amendments is high). This should be checked, signed and dated by an appropriate member of staff and held on file for future reference. Particular attention should be given to items removed from the inventory.
- 1.4 All entries into the manual records must be completed in ink. Obsolete inventory records must be retained for a period of not less than three years.
- 1.5 The Internal Audit Section must be consulted if any other format or means of recording is to be used, before it is implemented.
- 1.6 Inventory records may be held by type of equipment, subject department, room number or any other means approved by the Governing Body. However, whichever method is chosen it must be used consistently throughout the school.
- 1.7 The Governing Body should consider whether it is appropriate to maintain records of consumable items (e.g. materials, photocopying or other paper, wood, metal, etc.)

- 1.8 In reaching its decision, the Governing Body should consider:
- The annual amount spent on such items.
 - The desirability of the items.
 - The internal and budgetary control procedures in operation.
- 1.9 If stores records are maintained, they should be kept in accordance with the procedure for inventory records.

2 Additions

- 2.1 New items of equipment, furniture, vehicles and plant, with a cost in excess of £1,000, or where they are attractive items, irrespective of cost, should be immediately entered into the inventory record, using details from the delivery notes and invoices
- 2.2 All details required in the inventory record must be recorded from the delivery note or invoice. Where similar items are purchased, which do not contain separate serial numbers or other identifying marks, they should be provided with some other means of distinguishing them and this should be recorded.
- 2.3 Items which are received by the school as gifts or bequests must be entered into the inventory records, in accordance with 2.1 above. See '**Gifts and Hospitality**' chapter
- 2.4 Items purchased through the VAT exemption scheme automatically become the property of the City Council and must be entered into the inventory records, in accordance with 2.1 above.
- 2.5 Items purchased through school and other unofficial funds, which are mainly used for school purposes, should be included in the school's inventory.
- 2.6 All items of equipment etc, which belong to the Local Authority must be permanently marked as the property of the City Council, or of the school concerned.

3 Transfers / Loans

- 3.1 If a school has more than one inventory record, and equipment is permanently moved between members of staff responsible for inventories, both records must be updated immediately.
- 3.2 Where equipment is loaned within the school to members of staff, a separate 'loans record' should be maintained. Equipment should only be loaned for educational purposes and must not be used for private purposes.

- 3.3 Loans of equipment should be authorised by the Head Teacher, or an alternative member of the Senior Management Team, and this should be documented in the record, with an intended return date. The member of staff receiving the equipment should sign the records to show that transfer of responsibility is accepted. The authorisation should be made before the equipment leaves the school premises. The Head Teacher, or an alternative member of the Senior Management Team, should sign to confirm its return and that the equipment has not been damaged. Where the Head Teacher wishes to borrow equipment the authorising officer should be the Chair of Governors.
- 3.4 Members of staff who borrow items of IT equipment should ensure that they have the relevant home insurance cover in the event of a loss of the item whilst on loan.
- 3.5 All loaned IT equipment should be virus checked on return to ensure that the integrity of the equipment is maintained.
- 3.6 The 'loans record' must be reviewed on a regular basis to ensure that items are returned promptly.
- 3.7 If assets are loaned to individuals on a regular basis or for extended periods of time, the situation may give rise to a benefit in kind. This has implications, both for tax purposes for the individual and for the proper use of public funds. If clarification on the tax implications is required it is recommended that advice be sought from the Finance Team.

4 Disposals

- 4.1 All disposals of equipment should be referred to the Governing Body for approval to write off. This responsibility may be delegated to the Finance Committee but should be shown in the Terms of Reference.
- 4.2 Leased inventory items must not be disposed of without the prior approval of the Corporate Director, Finance and Governance.
- 4.3 Disposals of inventory items should be by competitive tender, public auction or advertisement, unless otherwise approved by the Governing Body.
- 4.4 Any sale proceeds should be processed as official income through FMS/CMIS and VAT analysed at standard rate where the sale relates to individuals or organisations outside the Local Authority.
- 4.5 Full details of the disposal (including proceeds and receipt number) must be recorded in the inventory record as soon as the asset is disposed.

- 4.6 Where equipment is scrapped, or written off, and no proceeds are involved, the inventory records should be updated, in accordance with 4.5 above.
- 4.7 The Governing Body should ensure that all data held on IT equipment is deleted prior to these items being sold or scrapped.

5 Annual / Other Checks

- 5.1 A comparison should be made between the inventory record(s) and the physical items on an annual basis.
- 5.2 The checks should be carried out by an appropriate person, (someone other than the person in charge of the inventory), and recorded in the inventory record per item. In the case of a computerised inventory record, a hard copy should be produced and each item signed and dated in the appropriate manner once seen. This record should be retained.
- 5.3 All discrepancies identified by the check must be initially followed up with the person responsible to ascertain if the equipment exists elsewhere or whether the records have not been updated correctly.
- 5.4 After the records have been amended for identified errors the remaining discrepancies should be listed, including the original cost, and reported to the Governing Body for the authority to write off or identification of alternative action.
- 5.5 Once approval has been given to write off the inventory record(s) should be amended accordingly.
- 5.6 In the event that inventory items are stolen or misappropriated the Police should be informed, a crime number obtained and recorded against the item within the inventory.

Inventory Record

Room Number (where applicable)	Description	Tick if Leased	Serial Number	Name of Responsible Officer	Quantity	Supplier

Order Number	Cost of Purchase (excluding VAT)	Date of Purchase of Lease	Date when Checked and initials of person checking							Items disposed of or transferred		
										Reasons items have been written off/new location of transferred items	Amount Received £	Receipt Number