DID – FIXED ASSETS (Inventories)

Category Recommended – While these policies are not required by law, they are highly recommend for effective school board operations.

To serve the functions of conservation and control, a running inventory of fixed assets with appraised values will be maintained by the Superintendent of Winchester's office on buildings and contents including (1) buildings and grounds equipment, (2) furniture, (3) administrative equipment, (4) educational equipment, (5) vehicles, and (6) textbooks and supplementary books.

The Superintendent of Winchester will designate the person responsible for maintaining an inventory of equipment, materials, and supplies in his/her shop, laboratory, or classroom.

These inventories will be brought up-to-date as needed, but no less than once per fiscal year. Two copies of the inventory will be filed with the building administrator.

Revised: March 2004
Revised: July 1998

Reviewed by WSB 1/12/09
Approved by WSB 1/22/09
Reviewed & Approved 5/10/18