

Eastern Cape Department of Education (ECDoE)

Policy for the Management of Assets in ECDoE Schools

DRAFT

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1. DEFINITION OF TERMS

Assets	Assets are non-consumable items which can be high in value (major assets) or cost less than R5,000 (minor assets). The items concerned are recorded on the asset register, i.e. the database for updating of the distribution on locations for the control of such items from the point of issuing until the disposal thereof. Assets are issued for use for a specific purpose and are classified as equipment according to the asset categories as approved by the office of the Accountant General.
Asset Official	The person or official responsible for asset management issues in the school or District Office.
Asset Category	The Asset Category identifies and classifies information relating to a specific asset class e.g. school furniture, office furniture, computer equipment, audio visual, etc
Asset Barcode / Asset Marker / Asset Tag	Barcode, marker or tag is a code assigned to uniquely identify each asset. Asset Official assigns this code on all assets of the school, and this assists with asset verification and asset control.
Irreparable assets	Irreparable assets can be defined as assets which are impaired or inadequate, flawed or spoilt and are not in the condition or state of use.
Delegated Authority	The person responsible for specific authorisations.
Discrepancy	Either a shortage or surplus with regard to assets or store stock
Disposal Process	The process of decision-making regarding the doing away with, or the cannibalising of an item, no longer needed in the context of the School, District, Department, or Government; administered in terms of the relevant National Treasury and Provincial Treasury prescripts. The action of disposal was introduced to dispose off redundant, obsolete, unserviceable and damaged assets and inventory items for the purpose for which it was originally intended.
Handover	The passing of control from one official to another
Location	The office or classroom or place where the assets are kept for use and or storage.
Loss	Unaccounted asset or inventory item.
Obsolete Assets	Assets which can no longer be used within the School, Department, Programme, District or Government, owing to obsolescence, which, as a result of new developments/technology are of no further use. (Excluding broken or irreparable, redundant assets and spoilt perishable items.)
Order	A commission or instruction to produce or supply something in return for payment. An order results from a specific need.
Payment	It is the counter performance when an order was placed, accepted and in return the counter performance is return in currency.
Procurement	The act of obtaining or acquiring items.
Redundant Items	Serviceable stock or equipment which is no longer required by the school but which can still possibly be utilised in the rest of the Department, other Schools, NGOs or other Government institutions
Repairable Items	Items which can be repaired economically and which are serviceable after repair and which repair costs are not exceeding the cost price.
Asset Management Unit	The Asset Management unit oversees all asset management processes and procedures for the Department.

Asset Stock Count and Verification	The process of physically counting either assets at predetermined periodic intervals for purpose of accountability
Surplus	Assets of which the quantity of assets in the school which has been physically counted during verification, exceeds the asset quantity of that particular school as reflected in the asset register on hand.
Transit	A flow point through which all incoming and outgoing goods and services pass, for quality and quantity control.
Ad hoc or spot checks of assets	An unscheduled verification and count of assets
Unserviceable Assets	These are assets which as a result of normal wear and tear have outlived their period of serviceability and are no longer suitable for the purpose for which they were originally intended.
File	The record in which specified information is registered and in which the relevant documents are kept.
Year-end reporting	Also termed as year-closure is the reporting timeframe according to the legislation; information is used in the compilation of Annual Financial Statements as at 31 March of each year
Interim reporting	Also termed as mid-year is the reporting timeframe where information is used in the compilation of Interim Financial Statements as at 30 September of each year

2. ABBREVIATIONS

Generally used Asset Management abbreviation are listed and defined below:

ABBREVIATION	FULL MEANING
AFS	Annual Financial Statements
AR	Asset Register
AVT	Asset Verification Team
AO	Accounting Officer
CD	Chief Director
CD: SCM	Chief Director: Supply Chain Management
CFO	Chief Financial Officer
DO	District Office
ECDoE	Eastern Cape Department of Education
GL	General Ledger
HO	Head Office
IFS	Interim Financial Statements
NTR	National Treasury Regulations
OAG	Office of the Auditor General
SCM	Supply Chain Management

SOP	Standard Operating Procedures
SGB	School Governing Body

3. ASSETS IN THE CONTEXT OF THE SCHOOL

Assets in the context of a school include the following, but are not limited to:

- School Furniture
- Computer Equipment
- Audio Visual Equipment
- Sports and Recreation Equipment
- Office Furniture
- Office Equipment
- Motor Vehicles
- Photographic Equipment
- Agricultural Equipment
- Domestic Equipment

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4. OBJECTIVE

This policy aims to give guidance to ECDOE schools to implement and maintain consistent, effective and efficient asset management compliant to legislative requirements. It aims:

- (i) To develop mechanisms to safeguard all assets of in school;
- (ii) To ensure effective, efficient, and economical use of existing school assets;
- (iii) To emphasis a culture of accountability and reporting over school resources;
- (iv) To ensure effective controls are communicated to management and staff through clear and compressive written documentation;
- (v) To ensure school's asset policies and processes comply with the relevant regulations.

5. APPLICABLE LEGISLATION AND REGULATIONS

1.	Constitution of South Africa
2.	Public Finance Management Act (PFMA)
3.	National Treasury Regulations (NTR)
4.	Provincial Treasury Regulations (PTR)
5.	National Treasury Asset Management Reform Strategy
6.	Departmental Asset Management Policy
7.	Financial Regulations, Frameworks and Standard Chart of Accounts for Public Schools

6. BACKGROUND

In recent years the ECDoE has faced considerable challenges in the provision of resources, particularly furniture to schools in the Province. The extent of the problem was highlighted by a court application and subsequent Court Order granted on 26 January 2016. In terms of the Order, the ECDoE was required to take steps to ensure that all provincial public schools, identified as having furniture shortages, receive adequate age and grade appropriate furniture, which shall enable each child at the identified school to have his or her own reading and writing space. The ECDOE was also required to conduct a comprehensive furniture audit in all schools and to report regularly on progress with the implementation of the outcomes of the school furniture audit. Reports have been prepared and submitted to the Court as required.

The ECDoE is committed to the provision of grade and age appropriate school furniture to all learners to optimise learning. A key factor in achieving this goal is ensuring well-functioning asset management system at schools and at district level. It is therefore essential that schools, districts and the Province put in place systems that ensure that schools effectively manage their assets.

These guidelines provide direction to schools, districts and the ECDoE on how to develop and implement effective asset management system at schools.

7. GOOD ASSET MANAGEMENT

Financial Accountability promotes good asset management. Schools are encouraged to hold only those assets that are necessary for the efficient, effective and economical delivery of its services and programs. The following should be enforced to ensure proper asset management:

- (i) All assets must be properly identified, controlled and recorded in the school's Asset Register until they are ultimately disposed and cease to be in the ownership of the school;
- (ii) All assets must be uniquely identified with an asset barcode / tag or permanent marker assigned by the school.
- (iii) Ownership of the asset must lie with the school and must be reflected in the Asset Register of the school.
- (iv) All asset transactions must be duly authorized and noted by the relevant delegated personnel.
- (v) All assets must be kept safe and maintained in good working order.

8. APPOINTMENT OF A SCHOOL ASSET OFFICER

The school must appoint an Asset Officer (School Admin Clerk) to be responsible for the maintenance of the school's Asset Register and to ensure that:

- (i) All asset purchases, transfers, movements, damages, losses, thefts, and donations are recorded in the school's Asset Register and regularly communicated to the Principal, SGB, SMT and relevant District Office.
- (ii) All assets are clearly and uniquely marked or numbered with the school's marking system;
- (iii) All assets are used for their intended purposes.

9. THE APPOINTMENT OF A SCHOOL ASSET MANAGEMENT COMMITTEE

A **School Asset Management Committee** must be appointed by each school to guide the procurement, management and disposal of assets in a school. The School Asset Management Committee must be constituted as follows:

- (i) Committee members should include subject or phase specialists, a member(s) of the SGB and a member of the school's senior management.
- (ii) The principal of the school or his / her deputy must be the chairperson of the School Asset Management Committee.
- (iii) The Asset Officer (School Admin Clerk) must be the secretariat of the committee.
- (iv) The minimum number of members must be five and not more than seven.

- (v) All members must sign a Declaration of Interests Form to ensure that:
- ✓ there is confidentiality about the details of all orders, requisitions and disposal of assets;
 - ✓ all service providers and potential service providers are treated equitably and without prejudice; and
 - ✓ each member makes known details of any private or business interest which she/he, or any close family member, partner or associate may have in any proposed procurement or disposal process, or in any award or contract, and that she/he will immediately withdraw from participating in any manner whatsoever should this be the case.

See **Annexure A** for an example of a “*Attendance Register and Declaration of Interest for School Asset Management Committee*”.

10. RESPONSIBILITIES OF THE SCHOOL ASSET MANAGEMENT COMMITTEE

The School Asset Management Committee reports to the Principal and SGB of the school. It is responsible for the following activities:

- (i) Compiles the asset stock count and verification program for the school year.
- (ii) Responsibility to review the status of existing assets taking into account the service delivery needs, school objectives and budgetary requirements.
- (iii) Provide asset stock count and verification program to the Principal, SGB and District Office.
- (iv) Oversees all processes regarding to the need analysis planning, procurement, management, losses and disposal processes and make recommendations to the relevant authority for approval.

11. ASSET MANAGEMENT PLAN

All schools must develop and implement an **Asset Management Plan**. Planning is a stage of identifying the need for an asset. The plan must take cognisance of the requirements set out by the ECDoE when purchasing school furniture from service providers. The Asset Management Committee is responsible for development of the Asset Management Plan and may choose supplementary furniture in line with guidance from subject specialists and curriculum advisers. Schools must follow all approved departmental guidelines and procedures when procuring assets. In establishing the need for procuring an asset, the following questions must be answered in the affirmative:

- (i) is the asset required budgeted for or included in the school’s order list to the Department;
- (ii) Will the usage of the asset benefit the school;
- (iii) Is the asset being acquired for a specific project? and
- (iv) Can the asset be reused within the school community?

The Asset Management Plan should include strategies the school will use to encourage the school community to safeguard school assets and ensure the safe keeping of such assets.

These strategies may include:

- ✓ lessons or projects on how to care for assets and ensure their safekeeping;
- ✓ promoting a culture within the school of respect for all assets. This should include a list of Do's and Don'ts in caring for assets, the displaying of posters with suitable messages and the modelling of appropriate behaviour by teachers;
- ✓ workshops for the repair of damaged furniture;
- ✓ principles and procedures for the use of assets by persons and organisations outside of the school;
- ✓ involving the SGB and the school community through an advocacy campaign including communication to parents via circulars or at parents' meetings.

A capital budget for procurement of school assets must be compiled and approved for all capital acquisitions by the SGB.

12. ASSET ACQUISITIONS

ACQUISITIONS BY THE SCHOOL

The need to procure assets originates with the school's HOD. Procurement of assets for schools must be guided by departmental asset procurement plan, school asset management plan, budget, school development, and strategic plan of the Department. Asset purchases must follow the normal procurement policy i.e.

- (i) The user (teacher or any school official) prepares the asset requisition form, see Annexure B.
- (ii) Acquisition for school furniture, **Annexure C: School Furniture Inventory** must be completed, see attached.
- (iii) The relevant school HOD recommends the request based on the needs analysis;
- (iv) The school Principal recommends and presents the procurement of new assets to the SGB;
- (v) The school Asset Management Committee recommends the procurement of new assets;
- (vi) The SGB approves the requisition for procurement of assets;
- (vii) The subsequent order and payment follows the normal procurement cycle.

The school's Asset Officer must ensure that assets are recorded in the school's Asset Register within seven days of delivery. It is the responsibility of all those who receive new assets to report asset purchases

on arrival to the Asset Officer. Upon receipt of assets, the receiving official must inspect the goods received against the original order, requisition form, and invoice to ensure that the correct quantity, quality and prices is received.

ACQUISITIONS BY ECDOE

Each school must complete a **requisition form** for the ordering of core furniture **Annexure C: School Furniture Inventory**. The requisition form must indicate the estimated number of classes and learners and subjects for the following year and the required quantities, **see Annexure C**. Requisition forms must be signed by the principal, the chairperson of the School Asset Management Committee, and Chairperson of the SGB certifying that the information submitted is correct. Completed and signed requisition forms should be delivered to the relevant District Director, in electronic or print form. The data submitted will be collated by the District Director Office and ECDoE Head Office and used for centralized procurement of school furniture. The consolidated orders will be placed with suppliers by the ECDoE Head Office.

The Head Office will manage the distribution of furniture and other assets to schools. In line with audit requirements, the principal must inform District Office and Head Office of the names and signatures of the officials at the school, who are authorized to receive and certify Proof of Deliveries (PODs) of assets delivered to schools. Before the PODs are certified as correct, the items delivered must be checked against the items listed on the requisition form to ensure only items that were ordered are delivered. One of the official signatories who has the authority to receive assets, must check, sign and file a copy of the POD. Service providers must deliver the ordered assets within the specified period and according to the official order.

13. ASSET MAINTENANCE

A maintenance plan must form part of the Asset Management Plan to ensure schools assets remain in good condition and ensure that assets are services as set out in the manufacture's service manual; e.g. vehicles, buses, and other technical and electronic equipment.

14. SCHOOL ASSET REGISTER

A school's asset register is an integral tool for accounting and reporting purposes. It enables the school to account for, and correctly disclose the assets of the schools in the Annual Financial Statements. Since this is an accounting tool, the auditors can test to ensure the disclosures in respect of fixed assets are complete and accurate, and that the assets do exist and are owned by the school. To assist with this, particularly in the case of movable assets where assets may be similar, it is recommended that each asset is given a unique identifier (barcode, tag, permanent marker). The Asset Register should be kept in a safe

place and be updated on a regular basis as and when movement, additions, disposals, losses or any other changes arise.

The following information are the requirements for the School' Asset Register:

- (i) Asset Description
- (ii) Asset Class / Type / Category (e.g. school furniture, office furniture, computer equipment etc)
- (iii) Asset Unique Number (assigned by the school in form of a barcode, tag, or permanent marker)
- (iv) Cost of the asset (price or fair value)
- (v) Location (Room allocation)
- (vi) Custodian (User responsible for the asset)
- (vii) Serial number
- (viii) Date of Acquisition
- (ix) Expected Useful Life
- (x) Method of acquisition (e.g. Bought by school funds, donated, bought by the department, etc)

15. PHYSICAL ASSET COUNT AND VERIFICATION

This process entails the systematic and periodic physical verification of assets recorded in the asset register. An Asset Verification Team must be appointed in writing by the school Principal to conduct physical verification of assets at least twice per school year. Assistance may be sought from the District Office to form part of the Asset Verification Team. It is recommended that the school asset count and verification takes place in April and August when the school calendar is less busy. The following must be taken to consideration during the physical asset count and verification:

- (i) Reports of assets verified, assets not yet verified, missing assets, and additional assets must be compiled.
- (ii) Explanations and supporting documentation must be obtained for assets missing from the asset register.
- (iii) A list of discrepancies and corrective actions must be submitted to the school Principal and SGB and forwarded to the relevant District Office for approval of adjustment to the school's Asset Register.

All school assets used by the employees leaving the employ of the school must be verified immediately before the employee's departure.

16. MOVEMENT AND LOANING OF ASSETS

Before any asset is loaned out, it must have the approval of the SGB and school principal. The borrower must be made fully liable in the case of damage or loss of the asset. The borrower is also responsible for the following:

- (i) Completion of the loan / return forms;
- (ii) Timely return of the assets;
- (iii) Obtaining the relevant approval prior to taking the assets;
- (iv) If the borrower takes the asset without proper approval by the relevant authority, the asset must be reported as a loss.

17. PERSONAL USE OF SCHOOL ASSETS

Under no circumstances may an employee utilize the school's assets for personal gain. The school's assets may only be used for school purposes authorized by the SGB and school principal. Assets of the school should only be used at authorized venues and times as determined by the SGB and enforced by the school principal.

18. ASSET DONATIONS

Any donations to the school, in money or in kind must be reported to the Accounting Officer of the Department prior to acceptance of the donation. The following information must be clearly and explicitly reflected on the submission requesting approval of donation:

- (i) Full description regarding the nature of the donation
- (ii) The value or estimated value of the donation
- (iii) How and for what the donation will be utilized
- (iv) Full name, contact number and address of the donor
- (v) Any conditions that may be attached to the donation be clearly indicated

NOTE: State property may not be donated to any person or institution without a written approval by the Accounting Officer of the Department.

See attached School Donation Acceptance Approval Form. (TO DEVELOP THE FORM)

19. ASSET DISPOSAL

Assets must only be disposed of if they cannot be repaired or used for their intended purpose. Schools may not dispose assets without approval by the relevant authority. An effort should be made to share surplus and unused assets with other schools where there is a need.

ASSET DISPOSAL PROCESS

The Asset Office must follow the following procedure when deciding on the disposal of asset:

Procedure for Disposal of Obsolete Furniture

- All school furniture and other assets are the sole property of ECDoE. Schools and or district officials are not permitted to dispose any school property, except as authorized in accordance with this procedure.
- The Principal should provide the District Director with a complete written description of any furniture considered obsolete. Furniture must be held at the school until approval is given for disposal.
- Methods of disposal must be approved by the District Director and be done in accordance with provincial/municipal ordinances.
- The user of the asset must report a malfunctioning asset to the Asset Official of the school indicating the reason for the need to dispose the asset.
- The Asset Officer must inspect the asset(s) and submit the request to the relevant school HOD indicating his/her findings for recommendation.
- The HOD then recommends the disposal and submit the request to the School Asset Management Committee.
- Once the School Asset Management Committee has deliberated on the assets to be disposed, a recommendation detailing the intended disposal method is submitted to the SGB.
- The SGB approves according to its delegation, and forwards those outside its delegation to the District Director's Office and or ECDoE.
- Assets can only be disposed and removed from the school's premises when the relevant authority has approved so.
- Proceeds from the disposal of assets must be deposited to the school's bank account.
- The school's Asset Register must be updated accordingly when the disposal has been concluded.

SCHOOL ASSET DISPOSAL DELEGATIONS

- SGB can approve asset disposals between R0 – R30,000 per annum
- District Director can approve asset disposals between R30,001 – R100,000 per annum
- ECDoE to approve assets disposal from R100,001 and above

20. ASSET LOSSES, THEFT OR DAMAGES

All officials entrusted with school assets are responsible for the management, including the safeguarding of those assets within that official's area of responsibility. The following must be taken to consideration when a loss, theft or damage of a school asset has occurred:

- (i) When a school asset (e.g. a vehicle, computer equipment, printer etc) has been lost, the incident must be reported to the nearest South African Police Services (SAPS) Office within 48 hours and obtain a case number;
- (ii) A detailed report must be submitted by the affected official explaining the incident;
- (iii) The report must be submitted to the School Asset Management Committee through the school principal, for further investigation and determination of liability and forwarded to the SGB.
- (iv) The report is then submitted to the office of the Accounting Officer to approve write-off of the asset from the school's Asset Register.
- (v) Only when the approval to written-off the assets has been granted shall it be removed from the school Asset Register.

NB: It is the policy of ECDoE that all officials who loose laptops, cameras, tablets, cellphones assigned to them, must pay for the cost of those items irrespective of circumstances surrounding the loss.

21. ROLES AND RESPONSIBILITIES OF THE DISTRICT OFFICE

- (i) hold workshops for School Furniture Committee on managing furniture;
- (ii) support and monitor schools through periodic visits, audits and written reports;
- (iii) ensure that schools develop and implement a Furniture Management Plan, develop and maintain a furniture inventory; conduct annual furniture audit; and report annually to the ECDoE Head Office;
- (iv) develop and implement a focused support plan for schools having challenges with furniture retention;
- (v) manage the transfer of surplus furniture from a school having excess to another needy school; and
- (vi) compile a report for ECDoE on furniture retention in schools with plans for improving management for the following year.

22. REPORTING

At the end of every school year, schools must report to the District Director on furniture retention for the current academic year, citing reasons for loss or damage.

23. MONITORING

The District Director and Circuit Manager are responsible for ensuring schools develop an Asset Management Plan and implement it effectively. In addition, they must undertake periodical checks on

assets to ensure effective use and safekeeping. The District Director must be responsible for confirming that effective monitoring of asset management and annual stock-taking are done at school level. District Directors must also manage the transfer of surplus furniture from a school having excess to another needy school **see Annexure D**. The District Director must report to the ECDoE Head Office on asset stock at each school under his/her district at the end of each school year, **see Annexure E** reporting template.

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24. ANNEXURE A:

**ATTENDANCE REGISTER AND DECLARATION OF INTEREST FOR SCHOOL ASSET
MANAGEMENT COMMITTEE**

NAME OF SCHOOL: _____

DATE: _____

DECLARATION OF INTEREST

MEMBER	DETAILS (TYPE OF INTEREST)	SIGNATURE
(Chairperson)	<hr/> <hr/> <hr/>	
(Secretariat / Member)	<hr/> <hr/> <hr/>	
(Member)	<hr/> <hr/> <hr/>	
(Member)	<hr/> <hr/> <hr/>	
(Member)	<hr/> <hr/> <hr/>	
(Other Co-opted Member)	<hr/> <hr/> <hr/>	

25. ANNEXURE B: ASSET REQUISITION FORM

Name of requesting official: Position of official: Item description: Investment Type: (Tick applicable box) Replacement: <input type="checkbox"/> Addition: <input type="checkbox"/> Service: <input type="checkbox"/> Motivation for addition/ replacement:	Asset Type (Classification): (Tick appropriate space) <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center;">Major >R5000</th> <th style="width: 20%; text-align: center;">Minor <R5000</th> </tr> </thead> <tbody> <tr><td>Office equipment</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Office furniture</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Computer hardware</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Domestic Equipment</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Audio Visual equipment</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Photographic equipment</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Sports & Recreation equipment</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>School Furniture</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td>Other</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr> </tbody> </table> State Classification if other: _____		Major >R5000	Minor <R5000	Office equipment	<input type="checkbox"/>	<input type="checkbox"/>	Office furniture	<input type="checkbox"/>	<input type="checkbox"/>	Computer hardware	<input type="checkbox"/>	<input type="checkbox"/>	Domestic Equipment	<input type="checkbox"/>	<input type="checkbox"/>	Audio Visual equipment	<input type="checkbox"/>	<input type="checkbox"/>	Photographic equipment	<input type="checkbox"/>	<input type="checkbox"/>	Sports & Recreation equipment	<input type="checkbox"/>	<input type="checkbox"/>	School Furniture	<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>
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Sports & Recreation equipment	<input type="checkbox"/>	<input type="checkbox"/>																													
School Furniture	<input type="checkbox"/>	<input type="checkbox"/>																													
Other	<input type="checkbox"/>	<input type="checkbox"/>																													

School Asset Management Committee please indicate whether this is:- On School Proc Plan? YES <input type="checkbox"/> NO <input type="checkbox"/> Aligned to budget? YES <input type="checkbox"/> NO <input type="checkbox"/>	School Asset Management Committee Motivation: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 50%; text-align: center;">Recommended</td> <td style="width: 50%; text-align: center;">Not Recommended</td> </tr> </table> Name: _____ Signature & Date: _____	Recommended	Not Recommended
Recommended	Not Recommended		

Allocation of asset (s): (Details of officials to be allocated with asset) Name: Building: Class / Office: Room No: Responsible HOD:	School Governing Body Approval: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 50%; text-align: center;">Recommended</td> <td style="width: 50%; text-align: center;">Not Recommended</td> </tr> </table>	Recommended	Not Recommended
Recommended	Not Recommended		
Name: _____ Signature: _____ Date: _____	Name: _____ Signature: _____ Date: _____		

26. ANNEXURE C: SCHOOL FURNITURE INVENTORY

DESCRIPTION	NO OF ITEMS ON HAND: DATE	NO OF ITEMS PURCHASED: DATE/INVOICE NUMBER	TOTAL NUMBER OF ITEMS	NUMBER OF ITEMS MISSING	NO OF ITEM WRITTEN OFF / OBSOLETE: DATE	NO OF ITEMS WRITTEN OFF / DAMAGED: DATE	NO OF ITEMS ON HAND: DATE
Grade R tables							
Grade R desks							
Grade R chairs							
Grade 1-3 tables							
Grade 1-3 desks							
Grade 1-3 chairs							
Grade 4-6 tables							
Grade 4 -6 desks							
Grade 4 - 6 chairs							
Grade 7-12 tables							
Grade 7 -12 desks							
Grade7 -12 chairs							
Teachers' desks etc.							
Chairperson: School Asset Management Committee: _____			School Principal: _____		Chairperson: School Governing Body _____		

27. ANNEXURE D: EXEMPLAR FURNITURE TRANSFER FORM

Transferred From:

Transferred To:

School Name and Address:	School Name and Address:
--------------------------	--------------------------

Furniture Information:

Item		
Teacher Quantity	Learner quantity	Temporary/permanent transfer

Principal's Signature: _____ Date _____

(School Sending Furniture)

Principal's Signature: _____ Date _____

(School Receiving Furniture)¹

28. ANNEXURE E:

EXEMPLAR ANNUAL DISTRICT REPORT ON FURNITURE RETENTION IN SCHOOLS IN A DISTRICT

DISTRICT: _____ PROVINCE: _____

NAME OF SCHOOL	EMIS NUMBER	TOTAL NO. OF CHAIRS/DESKS ON HAND 2017	TOTAL NO. OF CHAIRS DESKS ON HAND 2018	FURNITURE RETENTION PERCENTAGE
District textbook retention percentage				

Signature: District Director

Date: