



Background

The School maintains a current inventory of equipment, furniture, artwork and other valuable assets.

Procedures

1. The Secretary-Treasurer will maintain a current inventory supported by photo or video of all equipment, furniture and artwork and valuable assets of the Calgary Girls Charter School.
2. The Principal shall submit to the Secretary-Treasurer a photo or video inventory of all equipment, furniture, and artwork at Lakeview and Bel Aire.
3. In addition to the photo and/or video inventory of furniture, equipment and artwork, the Principal shall maintain a current, separate inventory for electronic equipment: computers, iPads, cell phones, cameras, video cameras, televisions, projectors and other technology devices at Lakeview and Bel Aire which shall include, at a minimum:
 - Item name/description/model and serial number;
 - Purchase date; and
 - Purchase price.
4. The Secretary-Treasurer will maintain a current inventory supported by photo or video of all equipment, furniture and artwork and valuable assets of the Calgary Girls Charter School Business Office. The inventory shall include all electronic equipment and give the model and serial number, purchase date and purchase price.
5. The Secretary-Treasurer will ensure that the insurance coverage is appropriate for the collection of art pieces presented annually by the Board in recognition of the Grade 9 graduating class.

Reference:
Education Act, s. 52, 53, 54, 197, 222