

Code D: Business Administration

POLICY TITLE AND CODE

INVENTORY MANAGEMENT

DIA

STATEMENT OF POLICY

An annual inventory shall be kept for Greater Saskatoon Catholic Schools' lands and buildings.

RATIONALE

Greater Saskatoon Catholic Schools is required under *The Education Act* to prepare and regularly maintain an inventory of its assets sufficient for the purposes of property control and management and for its purposes in financial planning.

AUTHORITY

➤ *The Education Act*, Section 348

GUIDELINES

1. The inventory shall be updated annually, as required by the insurance company, using an independent appraisal source.

PROCEDURES

1. The Superintendent of the Administrative Services Division is responsible for developing procedures for maintaining inventories.

REFERENCES

Statement of Educational Commitment of Greater Saskatoon Catholic Schools:
- To practice stewardship with respect for all of God's creation

FORMS

DATE APPROVED

May 29, 1995

DATES AMENDED

February 2004