

Perth International Dance Summary of Assets and Asset Procedures



Scope

This document relates to assets purchased by Perth International Dance

see footnote

General recommendations:

1. That the Committee agree new acquisitions and to monitor PID assets
2. That the Committee nominate a member to have overall responsibility for recording assets in a format agreed by the Committee
3. Asset information to be recorded in a suitable format and stored for reference.
4. Major new acquisitions should be recorded in a timely fashion.
5. That an asset summary should be available to PID members on request
6. That an asset summary be circulated prior to the AGM for information and for comment
7. That an annual asset audit should be conducted by the incoming Committee
8. That assets be considered in the following categories
 - 8.1. Key documents such as the Rules of Association and the Certificate of Corporation
 - 8.2. Electrical and electronic equipment including PC's
 - 8.3. Resources such as Music, Videos, Dance Notes, Books and magazines
 - 8.4. Items of Apparel, Costumes, performance equipment and other incidental items such as catering and kitchen equipment.
 - 8.5. Storage cupboards
9. That appropriate depreciation models should be available to assess the current value of assets, particularly high value items.
10. That an estimate of the value of PID assets is incorporated into the Treasurer's report to the Annual General Meeting.

Document Control

This document is based on an original Committee recommendation of December 1996 to review the Group's assets and to create an asset register for the Group.

Original author	Martin Williams, President, Perth International Folk Dance Group		
Date	January 2000		
Version	1.0		
	1.1	April 2018	Updated Group name
	1.2	February 2020	New logo and PID-Web