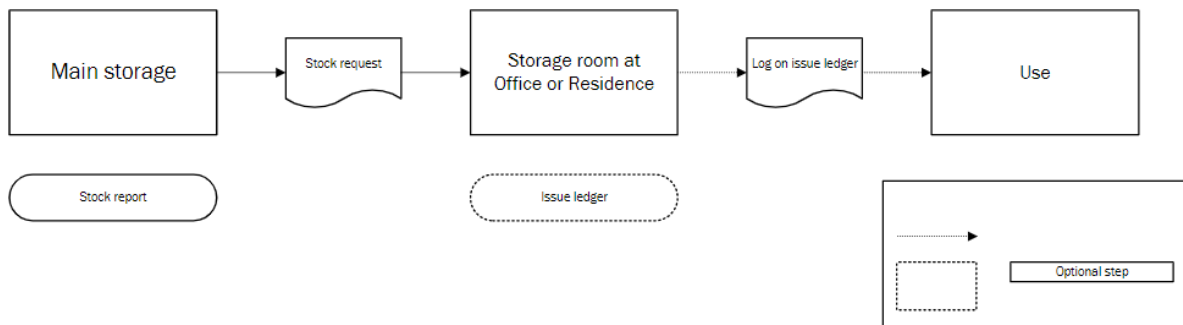


## 4.4 Items that are not to be managed as assets

### 4.4.1 Consumables/office supplies

Consumables don't need to be taken as stock or assets, as their value is usually low. These include cleaning materials, stationery, lightbulbs, and other replacement items.

These would typically be taken out of a bulk storage area into a smaller storage space, accessible only to logistics staff. It is recommended that usage is tracked in a simple ledger book, though in smaller operations this may not be necessary.



### 4.4.2 Equipment

Items that are worth less than £1,000, not powered by electricity, do not incur maintenance costs, have a useful life of less than 3 years, and are not defined as assets by the donor who funded their purchase, are classified as equipment and should be tracked on a **property register**.

Furniture, unless an item worth more than £1000 should be included on the **property register** rather than on the **asset register**.

### 4.4.3 Stocks

For the management of stocks, refer to Chapter 2.

## Assets - basics

- It is important to distinguish assets from equipment, stock and consumables
- Each type of items comes with different tracking and reporting requirements
- An item is an asset if its value is >£1,000, OR if it has >3 years useful life, OR powered by electricity, OR requires maintenance OR donor defines it as such.
- Section 6 of the GAD defines asset management requirements (can be PNS-driven or donor-driven)
- A single person must have overall responsibility for asset management
- There are different categories of assets