



## Code D: Business Administration

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DIA Inventory Management

### Statement of Policy

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

### Rationale

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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

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- *The Education Act*, Section 348

### Guidelines

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

### Procedures

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

### References

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

**Date Approved**

May 29, 1995

**Dates Amended:**

February 2004