

**Quality Education Fund
General Guidelines on Handling of Assets**

These guidelines should be read and adhered to by the Grantee, project leaders and staff handling Quality Education Fund (QEF) projects.

Definition

- (a) “Assets” in the QEF context refers to tangible assets that cost HK\$1,000 or more per item, and are purchased or acquired for the purpose of or in connection with facilitating the objectives and implementation of the project; and
 - (b) are of a durable nature and are expected to be used beyond the QEF project period.
2. “Cost” is the amount of cash or cash equivalent paid to acquire an asset.

Asset Usage Plan

3. Grantee of an approved project should include in the revised proposal an asset usage plan (format at **Annex I**) to account for the deployment of reusable equipment and assets upon project completion. The principles for the deployment are as follows:
- (a) The re-allocated assets should be deployed in areas related to **educational** use such as classroom teaching, project learning activities, extra-curricular activities / “Other Learning Experiences” activities, research in education, teacher training, parents’ activities, etc.
 - (b) The re-allocated item can help **sustain** the project impact. Examples of such usage include holding activities similar to those in the projects after the project completion, holding workshops and seminars sharing the project impact and relevant experience, placing the assets in the resource centers set up by the grantees to disseminate the project outcome, etc.

Record-keeping

4. The Grantee must keep a separate Assets Register (format at **Annex II**) to account for all assets purchased or acquired with the Grant for each project. The Grantee should maintain and update the Assets Register regularly during the project implementation period and submit it to the QEF after project completion to facilitate the management of assets and inspection by the QEF, if

necessary.

5. In the Assets Register, items of similar nature and use should be grouped together in accordance with their re-allocation potential. Assets which are regarded as having re-allocation potential and little re-allocation potential include, but are not limited to the following –

- (a) *Assets with re-allocation potential*
 - (i) audio and video equipment;
 - (ii) musical instrument;
 - (iii) sports equipment;
 - (iv) computer hardware;
 - (v) computer software;
 - (vi) office equipment;
 - (vii) office furniture;
 - (viii) book & VCD, and
 - (ix) motor vehicle

- (b) *Assets with little re-allocation potential*
 - (i) multi-media learning centre (MMLC);
 - (ii) information technology centre (ITLC);
 - (iii) fixtures;
 - (iv) electrical installations;
 - (v) computer network;
 - (vi) plant room;
 - (vii) transformer room;
 - (viii) air-conditioner;
 - (ix) construction works;
 - (x) climbing wall, and
 - (xi) green house

6. Assets classified into the above two categories should be listed out separately in the Assets Register, in the sequence of their purchase dates. The following information of the assets should also be provided –

- (a) description of the item with details on the brand, model and serial number;
- (b) number of units, unit cost and total cost;
- (c) supplier's invoice number; and
- (d) location of the item.

Ownership and Maintenance

7. Regardless of the ownership of assets, the Grantee is responsible for the maintenance of all assets in serviceable condition until the assets are

disposed of according to the procedures outlined in paragraphs 9 to 14 below.

8. In general, the ownership of assets is determined having regard to their re-allocation potential and the purchase price of the item as follows –

- (a) The ownership of assets with little re-allocation potential is vested with the Grantee.
- (b) The ownership of assets with re-allocation potential but whose purchase price per item is below HK\$100,000, is vested with the Grantee.
- (c) For assets with re-allocation potential and having a unit cost (i.e. purchase price) at or above HK\$100,000, the QEF retains the ownership of such assets for three years. If the QEF has no demand for such assets within three years after completion of the project, the ownership can then be taken as having been vested with the Grantee. When the transfer of ownership takes place, the Grantee should keep proper asset transfer records and appropriate entries to its own accounting system. When requested by the QEF, the Grantee should provide the relevant documents for inspection.
(As a matter of principle, grantees should not dispose of any assets owned by the QEF (i.e. ownership has not yet been vested to the Grantee) without prior approval.)

Disposal

Serviceable Items

9. Serviceable items of a QEF project may be disposed of after project completion and the Grantee determines that the items are no longer required or suitable for the project. The disposal may be conducted in the following ways in descending order of priority:

- (a) to be re-allocated to other QEF projects of the Grantee;
- (b) to be re-allocated to other projects of the Grantee;
- (c) to be used as trade-in items for the purchase of new items by the Grantee;
- (d) to be sold if the saleable or residual value is estimated to exceed the administrative cost involved and the net proceeds should be included as other income of QEF grant and to be returned to the QEF;
- (e) to be donated to non-profit making organisations or the needy; or
- (f) to be dumped.

10. The Grantee should also pay attention to the cost-effective and internal

control aspects in the above deployment/disposal process, such as:

- (a) The deployment should be on a fair, open and equal opportunity basis.
- (b) The asset life can be maximised without incurring operating cost exceeding the benefits.
- (c) When computer equipment is redeployed, the grantees shall ensure that sensitive data such as personal data are removed from the equipment.
- (d) The re-allocation should be properly reflected in the accounting and assets records.

Unserviceable Items

11. An asset purchased or acquired using the project grant may be disposed of if it becomes unserviceable such as being damaged, broken or certified by the Grantee to be beyond economic repair. The Grantee may in writing delegate the authority to a responsible staff at an appropriate level within the organization to accept an item as unserviceable which may then be disposed of after inspection and proper record of the inspection process. A technical certificate (or a supplier's examination report) certifying that an asset is no longer serviceable and is beyond economic repair has to be obtained as far as possible before the disposal.

12. Unserviceable items may be disposed of in the following ways in descending order of priority:

- (a) to be used as trade-in items for the purchase of new items by the Grantee;
- (b) to be sold if the saleable value is estimated to exceed the administrative cost involved and the net proceeds should be included as other income of QEF grant and to be returned to the QEF; or
- (c) to be dumped.

Special Circumstances

13. In some special circumstances, e.g. the closure of a school, assets may be disposed of in the following ways:

- (a) For those assets owned by the Grantee, they should be disposed of according to the Grantee's own disposal guidelines; and
- (b) For those assets owned by QEF, they should be disposed of according to QEF's instruction.

Disposal Records

14. The Grantee must produce documents mentioned in Clause 2(i) of the Agreement for inspection by the Grantor upon demand. Therefore, all disposals of assets should be recorded in the Assets Register. Records of sale/transfer/donation, etc and all relevant documents should also be properly kept by the Grantee.

- End -

6th Revision
QEF Secretariat
April 2011

Asset Usage Plan

The Grantee should plan the deployment of assets that cost \$1,000 or more per item upon project completion.

Category	Item Description /	No. of Units	Total Cost	Proposed Plan for Deployment (Note 1)	Justification(s) (Note 2)
audio and video equipment					
book & VCD					
computer hardware					
computer software					
musical instrument					
office equipment					
office furniture					
sports equipment					
Others					

Note 1: for use by school / organization / in other projects (please provide details of the department / centre to which the asset will be deployed and the planned usage of the asset in activities upon project completion).

Note 2: areas related to educational use / sustain the project impact.

優質教育基金計劃
資產記錄表
Quality Education Fund Project
Assets Register

計劃編號及名稱

Project No. / Title :

學校/機構名稱

Name of School / Organisation :

資產類別

Class of Asset :

編號 Item No.	項目說明* Item/Description*	單價 Unit Cost/Item 港幣 HK\$	數量 No. of Units	總值 Total Cost 港幣 HK\$	購買日期 Date of Purchase	供應商發票 編號 Supplier's Invoice No.	項目存放地 點 Location of Item	擁有權歸予受 款人日期 Date of Ownership Vested to Grantee	根據資產運用計劃作出調配 Deployed in accordance with the Asset Usage Plan		負責人 (請註明姓名及 職銜) Person in Charge (Please state Name and Post)
									是 Yes	否 No (理據 Justification)	
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											

類別總計 Total for the Asset Class : 港幣 HK\$ _____ 元

* (該項目如有牌子、型號及編號，請詳列 Please detail out the brand, model and serial number, if any)

This is to certify that –

Item No.	Disposed on	Signature of Person in charge

受款人確證真實無誤
Certified True and Correct by Grantee

獲授權人簽署
Signature of Authorised Person : _____

獲授權人姓名
Name of Authorised Person : _____

獲授權人職銜
Title of Authorised Person : _____

日期
Date : _____