**Template Instruction**

|  |
| --- |
| This resource will support the development of an Asset Register for your organisation.It may be used in conjunction with the Facility Management Plan as an example.Ideally, this resource should be completed and reviewed periodically as required. |

**1.** Click on top left corner to enter the name of your Club or Organisation

**2.** Click on ‘**CENTRE**’ of picture at right. A “Pop Up” will appear that will allow you to insert your club/organisation LOGO via two ways. Select from either your own computer files or the Internet.

**3.** Free Text is allowed in all other fields

**NOTE:** If desired background colours may be applied. Click on document page, under Design menu bar select page colour. A page boarder may also be added to enhance document presentation and/or for adding club colours to standardise your documents.

 

**TO DELETE COVER PAGE “TEMPLATE INSTRUCTION”**

1. Click on insert tab at the top.

2. Click ‘Cover Page’ at the left

3. Click “REMOVE CURRENT COVER”

***Disclaimer***

*The State of Queensland as represented by the Department of National Parks, Sport and Racing (DNPSR) makes no statements, representations or warranties (to the maximum extent permitted by law) as to the suitability, completeness or accuracy of the content in this document. This document is made available as an information source only. You accept sole responsibility and risk associated with using the content and this document irrespective of the purpose to which such content is applied. The content of this document does not in any way constitute legal advice and all users should seek independent legal advice when issues arise.  In no event shall DNPSR be liable for any special, indirect or consequential damages or any damages, losses or expenses whatsoever resulting from its use of the content or this document whether in an action of contract, negligence or tort.*

*This Disclaimer should be read in conjunction with the disclaimers on the DNPSR website*

<https://www.npsr.qld.gov.au/legal/disclaimer.html>

Recommended Resource Links

National Parks, Sport and Racing offer a range of free on-line or “Face to Face” training sessions to enhance your volunteer experience

Face to Face Workshops - <https://www.qld.gov.au/recreation/sports/volunteers-coaches/workshops>

Online Courses & Library - <https://www.npsr.qld.gov.au/industry-information/clubs/resources/>

 To access – HOLD CTRL key and click on link

Click or tap here to enter text.

 

Asset Register

| **Asset Reference Number** | **Asset Details and Location** | **Manufacturer** | **Model Number** | **Serial Number** | **Purchase Date** | **Purchase Price** | **Estimated Current Value / Depreciated Value** | **Insured Value** | **Annual Sinking Fund Contribution** | **Estimated or Actual Disposal Date** | **Method of Disposal** | **Value of Disposal** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | $ | $ | $ | $ |  |  | $ |
|  |  |  |  |  |  | $ | $ | $ | $ |  |  | $ |
|  |  |  |  |  |  | $ | $ | $ | $ |  |  | $ |
|  |  |  |  |  |  | $ | $ | $ | $ |  |  | $ |
|  |  |  |  |  |  | $ | $ | $ | $ |  |  | $ |
|  |  |  |  |  |  | $ | $ | $ | $ |  |  | $ |
|  |  |  |  |  |  | $ | $ | $ | $ |  |  | $ |
|  |  |  |  |  |  | $ | $ | $ | $ |  |  | $ |
|  |  |  |  |  |  | $ | $ | $ | $ |  |  | $ |
|  |  |  |  |  |  | $ | $ | $ | $ |  |  | $ |
|  |  |  |  |  |  | $ | $ | $ | $ |  |  | $ |
|  |  |  |  |  |  | $ | $ | $ | $ |  |  | $ |
|  |  |  |  |  |  | $ | $ | $ | $ |  |  | $ |
|  |  |  |  |  |  | $ | $ | $ | $ |  |  | $ |
|  |  |  |  |  |  | $ | $ | $ | $ |  |  | $ |
|  |  |  |  |  |  | $ | $ | $ | $ |  |  | $ |