**Template Instruction**

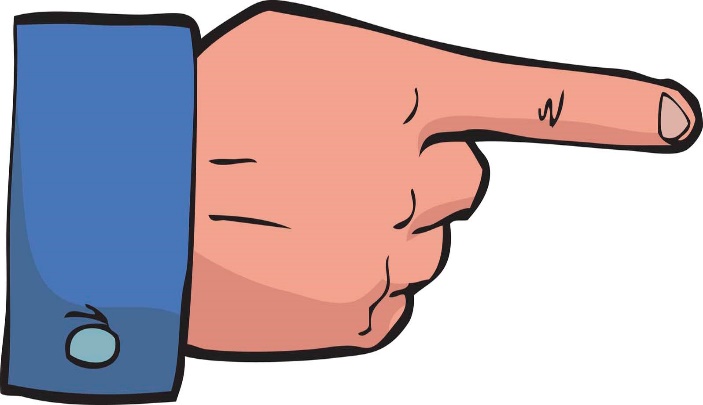
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| This resource will support the development of an Asset Register for your organisation.  It may be used in conjunction with the Facility Management Plan as an example.  Ideally, this resource should be completed and reviewed periodically as required.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

**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”

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<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** |
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