



Capital Asset Policy

To serve the functions of conservation and control, a running inventory of fixed assets with appraised values will be maintained by the Head of School on building and contents including (1) buildings and grounds equipment, (2) furniture, (3) administrative equipment, (4) educational equipment, (5) vehicles, and (6) textbooks and supplementary books.

Procedures

Each teacher is responsible for maintaining an inventory of equipment, materials and supplies in his/her classroom.

These inventories will be brought up to date as needed, but no less than once per fiscal year. A copy of the inventory will be filed with the Head of School.

Adopted by the Robert Frost Charter School
Board of Trustees on 3-16-2022