

## REGISTER of ASSETS HELD BY U3A VALL DEL POP GROUPS

Date form completed: .....

Name of Group: .....

Group Leader: .....

The purpose of the Group Asset Register is to record the assets used by the Group.

This information is required for:

- o Identifying the existence of assets and controlling their stewardship
- o Recording the value of assets owned by Group Members and U3A organisation
- o Identifying assets to be returned to the U3A organisation in the event that the Group disbands.
- o Identifying potential assets available to a new Group.

<u>Assets Description</u>	<u>Number of Items</u>	<u>Date Purchased</u>	<u>Total Original Cost</u> €	<u>Total Estimated Value</u> €	<u>Normal Physical Location</u>
<b><u>U3A ORGANISATION OWNERSHIP</u></b>					
<b><u>GROUP MEMBERS OWNERSHIP</u></b>					
<u>Comments by Group Leader:</u>					
Signed: Date:					
<u>Comments by Groups Co-ordinator:</u>					
Signed: Date:					
Do not include item(s) with a useful life of less than one year or where the purchase cost was under €50					