



**ea**

**Education  
Authority**

# **SCHOOL STOCKTAKE GUIDANCE**

## SCHOOL STOCKTAKE GUIDANCE

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**Please refer to the Appendices to this guidance for further information and guidance on areas.**

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### Introduction

Almost 600 schools have engaged in the school stocktake process since it commenced, generating one off savings which directly benefits schools. Schools who engaged in the process noted an improvement in the financial position of their school and in all cases reported either an increase in their surplus carry forward, a reduced deficit or avoided going into deficit in the year that stock was first counted.

### School Stocktakes

The Stock Take Portal records and maintains the stocktake details of all schools who have engaged in the school stocktake process. Once school stock data is input on the Stock Take Portal, much of the information can be rolled forward and updated for the next financial year.

The Stock Take Portal reduces the administrative burden on schools conducting an annual stocktake, speeds up the valuation process to enable earlier notification to schools, and provides greater transparency of stock valuations.

EA fully appreciate the time and effort invested in the stocktake exercise by schools to submit their annual stocktake information.

### Contact Information

Should you have any queries on your school's stocktake you may email these to [stocktake@eani.org.uk](mailto:stocktake@eani.org.uk)

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### The Stocktake Process

The School Stock Take Portal will continue to be used for the annual submission of school stock takes. Each school has a unique login to use to input their stock. Log in details will be emailed to schools prior to the commencement of each stocktake process.

A major amendment was made to the 2024-25 School Stocktake process which increased the EA threshold for capital items and as a result of the change any new items which would previously have been considered as capital can now be included in a school's stock submission.

Capital items are defined as items of relatively high value which will provide long term benefits or will be used for periods longer than one year.

The new capital thresholds can be seen below:

Capital items	Previous Capital Threshold	Revised Capital Threshold
Computer (ICT) equipment	Items priced at greater than £200	Items priced at greater than £3,000
Items other than Computer (ICT) equipment	Items priced at greater than £1,000	

Within the submission process schools must distinguish between stock items, previously deemed capital items, purchased since April 2023 and older items in order to receive the correct item valuation. Some of these new stock categories have been included on the portal already i.e. Desktop 2024+, Interactive Display 2024+, and schools can use the non-category function to add any other newly purchased items to their return. Items purchased in 2025 should still select the 2024+ item option and add purchase order numbers in additional notes.

Items over the Capital threshold form the basis of the Capital verification exercise.

To avoid double counting items, i.e. an item being included on both your schools stock take return and capital verification submission, please do not add items to the stock list which already appear in the schools Capital Verification list.

Other amendments made to improve the user friendliness of the portal include:

- A new method of inputting stock items allows schools to search an item description which allows the Stock Take Portal to bring up a list of partial matches, helping schools to input stock items quicker and easier.
- When inputting new stock items an alert will appear if the item description has a partial match in an existing category in the database. The user will then be able to select the category item and add it to their submission.
- Enhanced automatic checks have been added to the Stock Take Portal to help schools when inputting new items. Alert messages will appear where the Stock Take Portal identifies the input of new items which meet these criteria.
- Schools can now filter item category and item description in their stock take submission listing so they can quickly and easily check items and ensure they have already been included in their stock take submission.

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Detailed guidance on the stocktake process is noted below, including how schools should prepare, count, complete and submit a stocktake.

### Stages of a Stocktake

The stocktake process has a number of stages which are set out below in the following sections:

Section A	Preparing for your stocktake
Section B	Manually counting your stock
Section C	Checking stock
Section D	Recording stock items on the Stock Take Portal
Section E	Submitting stocktakes to EA for valuation

Please refer to the Appendices to this guidance for further information and guidance on areas.

### Section A: Preparing for your stocktake

There are a number of steps schools should take in advance of a stocktake:

1. Ensure you are able to access the Stock Take Portal and that you have changed the password (please see section D below).
2. Store rooms should be tidied up with labels and references showing outward.
3. One person should be nominated to co-ordinate the stocktake and input to the Stock Take Portal.
4. Staff should be identified to assist with counting the stock.
5. Schools should either:
  - a. Print their previous year's Stocktake Submission from the Stock Take Portal (please see section D below); or
  - b. If this is their first year to participate in the stocktake, they should download a new Stock Count Sheet and provide it to the staff who are conducting the physical stocktake (please see section D below).
6. The stock count sheets should:
  - a. Be numbered 1,2,3,4 and so on...
  - b. Be used to record the item description number of items, unit of issue, approximate age if known.
7. Schools may want to familiarise themselves with the categories of items and their contents per the Stock Take Portal (per guidance below). For ease, a Stock Count Sheet for each category has been provided which contains a listing of all category items.

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### Section B: Manually counting your stock

Your school's stock should be counted on **the date specified by the stocktake team or as close as practically possible** to that date. **The Stock Take Portal will be opened prior to the date to facilitate this.**

Schools should count **unopened** items of stock which have been purchased through the schools' delegated budget (this includes items that have been donated to the school by Parent Support Groups etc.).

As the stocktake process can be time consuming schools may want to focus efforts on **high value** items. The Stock Take Portal provides a comprehensive list of the actual items of stock that may be included. Refer to the Guidance section on the portal for further information or to download a copy.

To conduct a physical stocktake schools should:

1. Download the previous year's Stock Take Submission from the Stock Take Portal if applicable, or, download a new Stock Count Sheet and provide it to staff conducting the physical stocktake. [The stock count sheets should be numbered 1,2,3,4 and so on and used to record the item description number of items, unit of issue, etc.]
2. Each individual item of stock should be physically counted and the item description, quantity, unit of issue, approximate age recorded on the Stock Count Sheet.
3. Do **NOT** count any boxes/packets already opened.
4. Do **NOT** count books provided by the School Library Service, musical instruments owned by the School of Music or computer equipment owned by C2K.
5. Do **NOT** count repairs, maintenance costs, playground markings or equipment on lease e.g. Photocopiers.
6. Do **NOT** count ICT Equipment already included within your Capital Verification listing.
7. Count all other items of equipment for the relevant financial year. EA will review your stocktake against your Capital items per the EA Fixed Asset Register for your school (as per the Capital Section of the portal) and amend where applicable. Please refer to 'Guidance on what is considered Stock and Capital' for information on what is considered a Capital item.
8. Enter as much detail as possible on to your Stock Count Sheet as this will assist you in entering the item on to the Stock Take Portal.
9. Once an item has been counted it should be marked/set aside to avoid counting twice.
10. **All stock records should be retained for audit purposes, e.g. stock count sheets.** The Northern Ireland Audit Office may request sight of a number of school stock count sheets.

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### Section C: Checking Stock

After the stocktake has been completed, for ease of entry on the Stock Take Portal it is best to collate all of the items – e.g. record the total number of school-owned library books; children’s chairs; single desks etc. throughout the school – as there can be only one entry per category item.

Once schools have counted their stock, a check should be completed before entering on the Stock Take Portal as follows:

1. Every stock sheet/page should be signed by the staff member who counted the stock.
2. The person leading the stocktake should ensure that all stock which is to be included has been counted and review the sheets to ensure that they are complete and free from errors.
3. A sample check should be undertaken by someone who has not conducted the original count by:
  - a. Recounting ten stock items per the stock count sheet to verify the item description and quantity recorded.
  - b. Where this second count results in a difference, the difference should be investigated, and amended, if required.
    - i. Stock checks should be marked as completed and the staff doing the check signing/initialling the items checked.
    - ii. All stock count sheets and sample check records must be retained for audit purposes and may be required if the Northern Ireland Audit Office request them as part of the EA audit.

### Section D: Recording Stock items on the Stock Take Portal

#### 1. The Stock Take Portal

Schools are required to use the Stock Take Portal to input stock items from stock count sheets and submit to EA for valuation.

Each school has a unique login to input stock and access their school’s information. Schools may view, input, and amend their school’s stocktake information before submission to EA. Stock information may be keyed over multiple dates or times – the portal will save information as it is keyed. All information **does not** need to be keyed in one go. You will be able to edit and append all entries until you finalise submission and click ‘**Confirm**’. Care is required to avoid duplication or omission of entries.

For schools already on the Portal, much of the hard work is done. Prior year stock information will be rolled forward and should be updated by schools via the ‘Confirm last year’ selection ‘Input Submission’ tab. Additional or new stock items should be input through the ‘New Input’ tab.

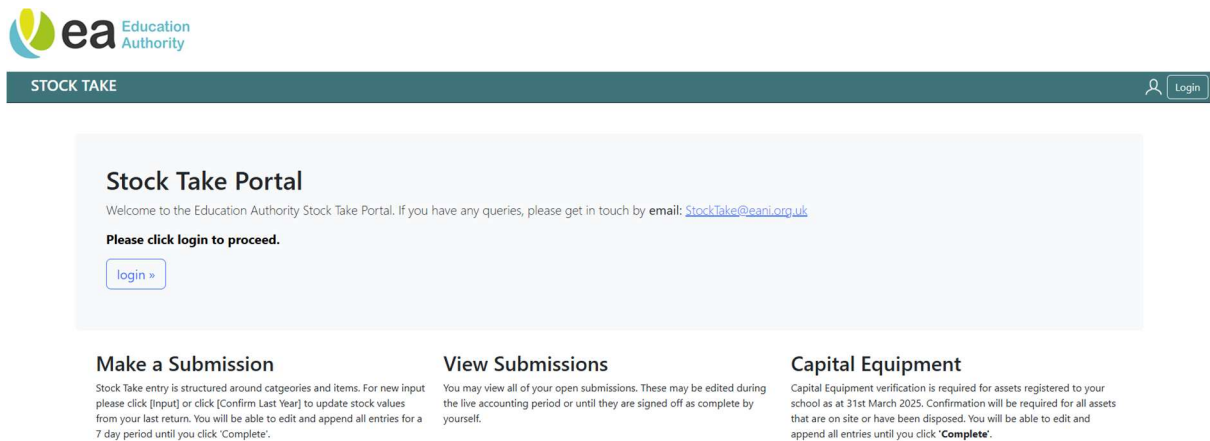
\*\*\*Close current window to return to Stock Take Portal\*\*\*

## SCHOOL STOCKTAKE GUIDANCE

For schools not yet on the Portal, information gathered from the manual stocktake should be input on the Stock Take Portal through the 'New Input' selection on the 'Input Submission' tab.

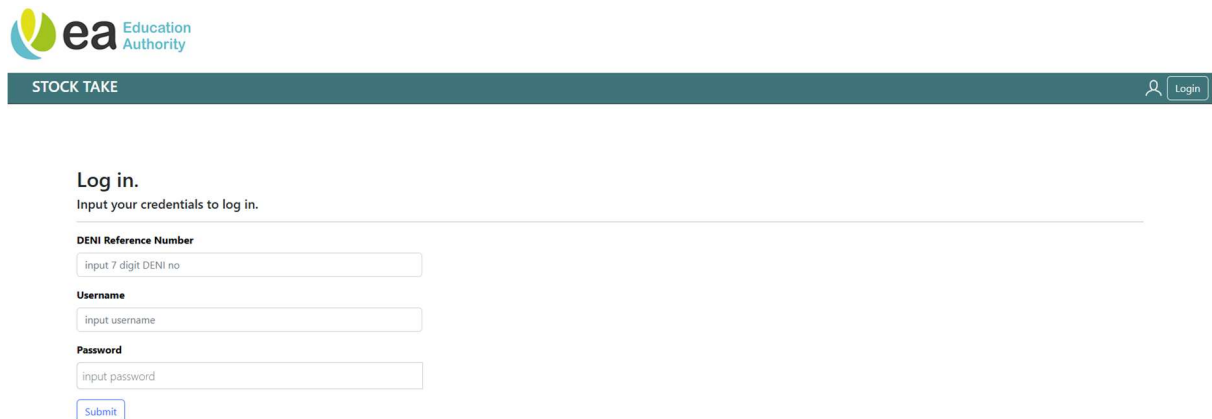
### 2. Log In

When you access the Stock Take Portal you will be required to log in. The login page will appear as below.



The screenshot shows the top navigation bar with the Education Authority logo and 'STOCK TAKE' text. A 'Login' button is in the top right. The main content area has a heading 'Stock Take Portal' and a welcome message. Below this is a 'login »' button. Three columns of information are provided: 'Make a Submission', 'View Submissions', and 'Capital Equipment', each with a brief description of the process.

Click on login and you will be taken to the following page.



The screenshot shows the login form with the Education Authority logo and 'STOCK TAKE' text. The form has a heading 'Log in.' and a sub-heading 'Input your credentials to log in.'. There are three input fields: 'DENI Reference Number' (with a placeholder 'input 7 digit DENI no'), 'Username' (with a placeholder 'input username'), and 'Password' (with a placeholder 'input password'). A 'Submit' button is at the bottom.

### 3. Log In Details

Please enter the login emailed to you or contact the stock team.

**Schools should ensure they have a valid login in advance of the date for submission of their stocktake return.**

## SCHOOL STOCKTAKE GUIDANCE

When you click on 'submit' you will be taken to the home screen which is shown below.



STOCK TAKE [Input Submission](#) [Submissions](#) [Finalise Submission](#) [Resources](#) [Capital Equipment](#) [Guidance](#) Welcome: EAAdmin [Logout](#)

### Stock Take Portal

Welcome to the Education Authority Stock Take Portal. If you have any queries, please get in touch by email: [StockTake@eani.org.uk](mailto:StockTake@eani.org.uk)

#### Make a Submission

Stock Take entry is structured around categories and items. For new input please click [Input] or click [Confirm Last Year] to update stock values from your last return. You will be able to edit and append all entries for a 7 day period until you click 'Complete'.

[Input »](#)

[Confirm Last Year»](#)

#### View Submissions

You may view all of your open submissions. These may be edited during the live accounting period or until they are signed off as complete by yourself.

[View »](#)

#### Capital Equipment

Capital Equipment verification is required for assets registered to your school as at 31st March 2025. Confirmation will be required for all assets that are on site or have been disposed. You will be able to edit and append all entries until you click 'Complete'.

[Confirm »](#)

On the top menu bar of the home screen you have a number of options. These are Input Submission, Submissions, Finalise Submission, Resources, , Capital Equipment and Guidance. This guidance will reflect on the purpose of these options.

#### 4. The Physical Stocktake

##### Schools who have completed a stocktake in the previous year

There are two tabs on the Portal home page top menu bar, Input Submission (to input stock information) and Submissions (to view previous submissions).

To view or print your list of stocktake items submitted in the previous year (which may assist with your current stocktake), click on 'Submissions' on the menu bar and then 'Submission list' or click on the 'View' tab. Either of these options will take you to the following screen.



STOCK TAKE [Input Submission](#) [Submissions](#) [Finalise Submission](#) [Resources](#) [Capital Equipment](#) [Guidance](#) Welcome: EAAdmin [Logout](#)

#### Stock Take Submission [Last Year]

[Print Submission](#)

ITEM CATEGORY (including legacy)	ITEM DESCRIPTION	DATE INPUT	NUMBER IN STOCK	Open	Submitted	Last Year
				APPROXIMATE AGE	ESTIMATED VALUE	
<input type="text" value="Select"/>	<input type="text" value="search on item description"/> <a href="#">Search</a> <a href="#">All</a>					
Furniture	Desk: Teachers	18/02/2025	2	0		
Furniture	Folding Table	22/01/2025	1	0		0
General Classroom and Outdoor	Storage Shed Hut	10/01/2025	1			
ICT and Audio Visual	Apple iPad	22/01/2025	2	0		0
Non-Category	altar	10/01/2025	2			
Non-Category	bubble tube	05/02/2025	1	0		0
Non-Category	chimes	10/01/2025	5			
Non-Category	ztest 123	10/01/2025	3			
Sports and Games	Football Posts and Net	15/01/2025	1	0		
Sports and Games	Hockey Balls	18/02/2025	1	0		
Stationery and Office	Adhesive Sticks eg Pritt - pack of 12	16/01/2025	1	0		

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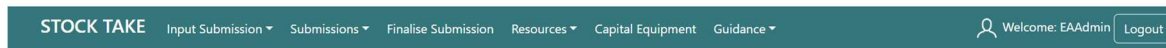
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On the 'Stock Take Submission' screen you can simply scroll up and down to view your stocktake items submitted in the current and previous year. You can also click on 'Print Submission' on the top right of the screen and these sheets can be used to perform the manual stocktake.

To add new stock information, please see section 'Schools submitting stock for the first time' as below.

### Schools submitting a stocktake for the first time

If you are performing a stocktake for the first time or have additional new items to add to the stocktake you performed in the previous year, you should begin by printing off a copy of the Stock Count Sheet. A link to this sheet is on the top menu bar 'Stock Count Sheet'. This will bring up a small excel icon that will appear at the bottom left of your screen as can be seen on the screenshot below.



**Stock Take Portal**  
Welcome to the Education Authority Stock Take Portal. If you have any queries, please get in touch by email: [StockTake@eani.org.uk](mailto:StockTake@eani.org.uk)

**Make a Submission**  
Stock Take entry is structured around categories and items. For new input please click [Input] or click [Confirm Last Year] to update stock values from your last return. You will be able to edit and append all entries for a 7 day period until you click 'Complete'.

**View Submissions**  
You may view all of your open submissions. These may be edited during the live accounting period or until they are signed off as complete by yourself.

**Capital Equipment**  
Capital Equipment verification is required for assets registered to your school as at 31st March 2025. Confirmation will be required for all assets that are on site or have been disposed. You will be able to edit and append all entries until you click 'Complete'.

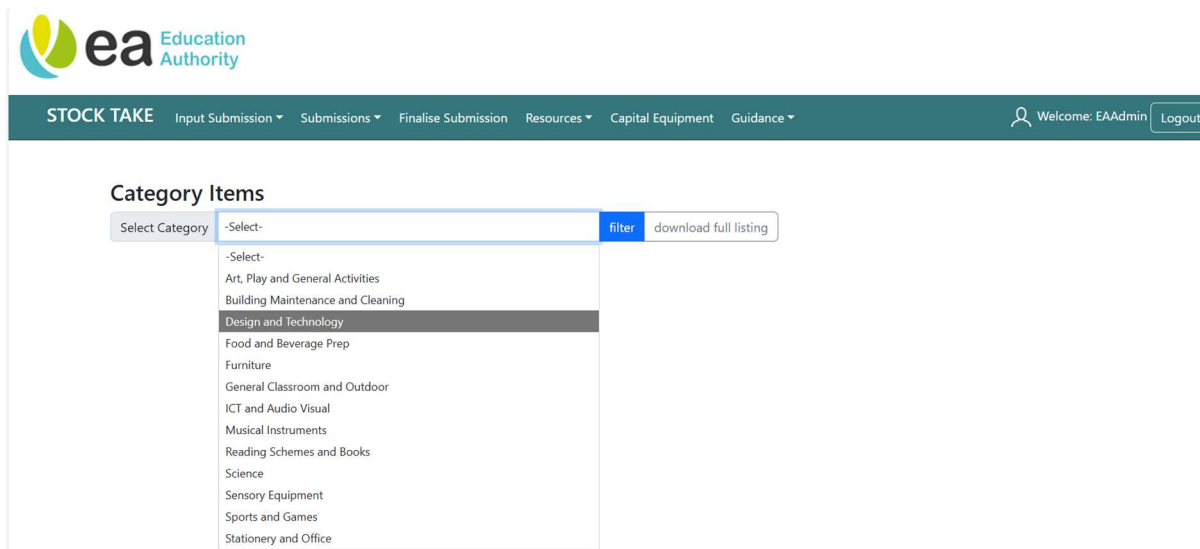
Input »    Confirm Last Year »    View »    Confirm »

Click on this icon and the Stock Count Sheet will open. You should print as many copies of this sheet as you need and use them to record your stock count items as you perform your stocktake. **Please retain any completed sheets for audit purposes** and ensure they have been signed and dated by the person conducting the stocktake.

A Stock Count Sheet for each category has also been provided which contains a listing of all category items.

For your convenience, the Stock Take Portal includes a link to the 'Category Items' which is located on the menu bar. If you would like to view a list of all items in each category, or a full listing, click on this link and it will bring you to the screen below.

## SCHOOL STOCKTAKE GUIDANCE



The screenshot shows the 'Category Items' section of the Stock Take Portal. At the top left is the 'ea Education Authority' logo. The navigation bar contains 'STOCK TAKE', 'Input Submission', 'Submissions', 'Finalise Submission', 'Resources', 'Capital Equipment', and 'Guidance'. On the right side of the navigation bar, it says 'Welcome: EAAdmin' and has a 'Logout' button. Below the navigation bar, the 'Category Items' section is displayed. It features a dropdown menu for 'Select Category' with the following options: '-Select-', 'Art, Play and General Activities', 'Building Maintenance and Cleaning', 'Design and Technology' (which is highlighted), 'Food and Beverage Prep', 'Furniture', 'General Classroom and Outdoor', 'ICT and Audio Visual', 'Musical Instruments', 'Reading Schemes and Books', 'Science', 'Sensory Equipment', 'Sports and Games', and 'Stationery and Office'. To the right of the dropdown menu are two buttons: 'filter' and 'download full listing'.

You will be able to select a category from the drop-down menu, click on filter and the list of all items included in this category will be displayed. If you prefer a full listing of all items within each category, click on the 'download full listing' link, this will bring up a small excel icon that will appear at the bottom left of your screen. Click on this icon and the full list of categories and items will open (you may have to adjust column width settings to view correctly). You should print this off for accessibility.

**If you think there are items that we have not included in the listing, please let us know so we can add to the list as the stocktake is progressing.**

### 5. Entering Stock Items

#### a. Schools who have completed a stocktake in the previous year

Schools who submitted a stocktake in the previous year can roll forward information and update as appropriate for the current year, in line with stock levels held at the date specified by the stocktake team.

The Stock Take Portal allows you to view and print your schools' prior year's submission to utilise during your manual stocktake (see section 4 above). It also allows you to edit these items to update for the current year's information. Once you have completed and checked your stocktake it can be entered onto the Portal as below.

Click on **Input Submission** on the menu bar and select **Confirm Last Year** from the dropdown menu, this will take you to the following screen below.

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Non-category items/ items not listed should only be used in exceptional circumstances where the item cannot reasonably fit into a category item. If there are items not included in the listing, please contact [StockTake@eani.org.uk](mailto:StockTake@eani.org.uk) so that we may add the item to the list as the stocktake is progressing.

### Stock Take Submission 1 page

'In Stock' lists all values from last year, you may overwrite with new values for this year where required. Please insert 0 where the item is no longer in stock. Click 'confirm stock' when you are content the values on the currently displayed page are correct. Select 'New Input' from the Input Submission menu item where stock items are not listed below.

You may update one page at a time then update other pages on future login sessions.

CATEGORY	ITEM DESCRIPTION	IN STOCK	confirm stock
Furniture	Desk: Teachers	<input type="text" value="2"/>	
Furniture	Folding Table	<input type="text" value="1"/>	
General Classroom and Outdoor	Storage Shed Hut	<input type="text" value="1"/>	
ICT and Audio Visual	Apple iPad	<input type="text" value="2"/>	

Your stocktake from the previous year will be listed by category. For your convenience, each item will be prepopulated with the amount in stock last year. Simply overwrite with the amount in stock this year where there has been a change. Please insert 0 where the item is no longer in stock.

Once you have completed entering the values for a page, scroll back up to the top of the page and click the blue '**confirm stock**' button. **This is required for every page.**

The Stock Take Portal will then bring up the next page for update.

N.B. You are **not** required to update all the pages in one sitting. You may log out of the Stock Take Portal after completing a page if desired.

**Once all the items from the previous year are updated you will see the message as below.**



There are no records from 2020-21 that have not been added to the current year.

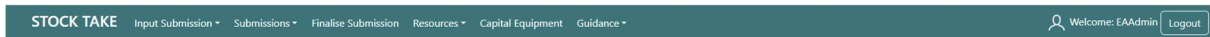
Your school may also have additional items of stock to include. Steps for schools submitting stock for the first time below should be followed for this process.

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### b. Schools submitting a stocktake for the first time

For schools who are submitting a stocktake for the first time or if your school has new items to add not included in the prior year stocktake, you should follow the steps below.

1. Click on **Input Submission** on the menu bar and select **New Input** from the dropdown menu, or click on the **Input** tab, either of these selections will take you to the following screen.



#### Stock Take Submission

Item not listed +

Non-category items/ items not listed should only be used in **exceptional circumstances** where the item cannot reasonably fit into a category item. If there are items not included in the listing, please contact [StockTake@eani.org.uk](mailto:StockTake@eani.org.uk) so that we may add the item to the list as the stocktake is progressing.

Input keyword from Item Description and click find to list related inventory items.

##### Item Description (or part of):

input filter text

##### Category Items Input Today

##### Select Item:

-Select-

##### Number in Stock:

input no.

##### Age of Item:

no. of years (approx.)

##### Additional Notes:

add any additional notes relating to this item

- i. Search using the Item description text box the stock item you are attempting to add and click 'find'. If an item is found a and a list of all partial description matches will be available in the select item drop-down box. Select the stock item which best fits your item of stock.



#### Stock Take Submission

Item not listed +

Non-category items/ items not listed should only be used in **exceptional circumstances** where the item cannot reasonably fit into a category item. If there are items not included in the listing, please contact [StockTake@eani.org.uk](mailto:StockTake@eani.org.uk) so that we may add the item to the list as the stocktake is progressing.

Input keyword from Item Description and click find to list related inventory items.

##### Item Description (or part of):

clock

##### Category Items Input Today

##### Select Item:

Select

Select

Clock Class Pack - pack of 25

Quantium 950 Radio Controlled Clock

Wall Clock

add any additional notes relating to this item

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- ii. In the event that you cannot find your item please attempt to search a different item description in the search box. Alternatively, please review and have on hand, the full category listing (see page 11 for instructions).
- iii. Additionally, if the system determines that the inputted item description already exist in your submission then an alert will appear, and you will not be able to add it again. The number of items currently recorded in stock for this item can be changed via the Submissions – Submissions List page. See screenshot below.



### Stock Take Submission

Non-category items/ items not listed should only be used in **exceptional circumstances** where the item cannot reasonably fit into a category item. If there are items not in the list that we may add the item to the list as the stocktake is progressing.

Record exists already. Number In Stock may be changed for this item via Submissions - Submission List.

**Item Description (or part of):**

**Category Items Input Today**

**Select Item:** Items found - click Select

- iv. Input the quantity of the item you have in stock and the approximate age of the item if known (note: if you do not know the age of the item you can leave this box blank).
- v. Further relevant information may also be added (not mandatory), which may assist the valuation process within the 'additional notes' box. This is helpful when items come in packs, but the pack contents can vary in quantity, e.g. plastic document wallets (i.e. polypockets) can come in a range of quantities, either 25, 50 or 100. See screen shot below.
- vi. Once you have entered all the information, click on '**add item**'. As stock items are added, a list of items entered that day will, appear in a box on the right-hand side of the screen under 'Category Items Input Today'. This will help you keep track of items you have entered (see below).

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## Stock Take Submission

Item not listed

Non-category items/ items not listed should only be used in **exceptional circumstances** where the item cannot reasonably fit into a category item. If there are items not included in the listing, please contact StockTake@eani.org.uk so that we may add the item to the list as the stocktake is progressing.

Record Added.

### Item Description (or part of):

input filter text

Select Item: Items found - click Select

-Select-

Number in Stock:

input no.

Age of Item:

no. of years (approx.)

Additional Notes:

add any additional notes relating to this item

### Category Items Input Today

Category	Item	Unit	In Stock
Furniture	Wall Clock	Each	2

- vii. You may consider grouping items to avoid repetition and unnecessary tedious input. Items of similar value may be grouped.
- viii. Tick the item on the manual Stock Count Sheet when it has been entered to the Stock Take Portal, to avoid double entry.
- ix. Stock information can be input over a number of different log in sessions, e.g. over a period of a few days or weeks. The Stock Take Portal will save the stock you input until your next session.
- x. If you wish to see a list of all items entered to date choose the **'Submissions'** tab. A list of all entered items will appear on the Stock Submission screen. See example below:



## Stock Take Submission [Open]

	ITEM CATEGORY (including legacy)	ITEM DESCRIPTION	DATE INPUT	NUMBER IN STOCK	APPROXIMATE AGE	ESTIMATED VALUE	
	Select	search on item description <input type="button" value="Search"/> <input type="button" value="All"/>					
<input type="button" value="EDIT"/>	Art, Play and General Activities	Art Kiln	01/09/2023	3	0	0	<input type="button" value="DEL"/>
<input type="button" value="EDIT"/>	Art, Play and General Activities	Bicycles: Kids	05/09/2023	5	3	12.5	<input type="button" value="DEL"/>
<input type="button" value="EDIT"/>	Art, Play and General Activities	Boxed Board Games	01/09/2023	10	5	0	<input type="button" value="DEL"/>
<input type="button" value="EDIT"/>	Art, Play and General Activities	Climbing Frame Slide	30/10/2023	1	0	0	<input type="button" value="DEL"/>
<input type="button" value="EDIT"/>	Art, Play and General Activities	Egg and Spoon Set: Wooden	01/09/2023	5	0	0	<input type="button" value="DEL"/>
<input type="button" value="EDIT"/>	Art, Play and General Activities	Glitter Tub	01/09/2023	6	0	0	<input type="button" value="DEL"/>
<input type="button" value="EDIT"/>	Art, Play and General Activities	Maths Game	04/09/2023	10	0	0	<input type="button" value="DEL"/>
<input type="button" value="EDIT"/>	Art, Play and General Activities	Picnic Table	05/09/2023	3	4	0	<input type="button" value="DEL"/>
<input type="button" value="EDIT"/>	Art, Play and General Activities	Safety Bib: Children	01/09/2023	50	2	0	<input type="button" value="DEL"/>
<input type="button" value="EDIT"/>	Building Maintenance and Cleaning	Brush: Yard	05/09/2023	5	0	0	<input type="button" value="DEL"/>
<input type="button" value="EDIT"/>	Building Maintenance and Cleaning	Bucket and Mop	01/09/2023	4	0	0	<input type="button" value="DEL"/>
<input type="button" value="EDIT"/>	Building Maintenance and Cleaning	Defibrillator	01/09/2023	1	0	0	<input type="button" value="DEL"/>
<input type="button" value="EDIT"/>	Building Maintenance and Cleaning	Dust Mask	16/10/2023	12	12	0	<input type="button" value="DEL"/>
<input type="button" value="EDIT"/>	Building Maintenance and Cleaning	Garden Wheelbarrow	01/09/2023	4	5	0	<input type="button" value="DEL"/>
<input type="button" value="EDIT"/>	Building Maintenance and Cleaning	Heating Oil Per Litre	04/09/2023	500	0	0	<input type="button" value="DEL"/>
<input type="button" value="EDIT"/>	Building Maintenance and Cleaning	Heavy Soil Extraction Machine (Vacuum Cleaner)	01/09/2023	1	5	0	<input type="button" value="DEL"/>
<input type="button" value="EDIT"/>	Building Maintenance and Cleaning	Toilet Cleaner	01/09/2023	9	1	6	<input type="button" value="DEL"/>
<input type="button" value="EDIT"/>	Building Maintenance and Cleaning	Toilet Roll	01/09/2023	96	0	0	<input type="button" value="DEL"/>

## SCHOOL STOCKTAKE GUIDANCE

- xi. Individual entries can be deleted in their entirety, or the number input can be changed by choosing the edit button (see above).
- xii. Some schools may have items of stock which are not listed in the categories. These are referred to as 'item not listed'. **N.B. This option is only to be used in exceptional circumstances where the item cannot reasonably fit into a category item.**

To enter the items that are not listed follow the steps below:

- a. In the Stock Take Submission screen choose 'item not listed' and you will access a different entry screen, see illustration below:

The screenshot shows the 'Stock Take Submission' form. At the top left is the Education Authority logo. The navigation bar includes 'STOCK TAKE', 'Input Submission', 'Submissions', 'Finalise Submission', 'Resources', 'Capital Equipment', and 'Guidance'. On the right, it says 'Welcome: EAAdmin' and 'Logout'. The form title is 'Stock Take Submission' with a '+back to standard items' link. A blue information box states: 'This form is to be used to add non-category stock items only but please be aware that non-category items/ items not listed should only be used in exceptional circumstances where the item cannot reasonably fit into a category item. If there are items NOT included in the listing, please contact StockTake@eani.org.uk so that we may add the item to the list as the stocktake is progressing.' The form fields are: 'Item Description' (input full description), 'Unit of Issue' (-Select-), 'Number in Stock' (input no.), 'Price (per unit)' (input price - best estimate if unsure), 'Age of Item' (no. of years (approx)), and 'Additional Notes' (add any additional notes relating to this item). An 'Add Item' button is at the bottom left.

- b. In the Item Description Box enter as much detail as possible, e.g. manufacturer, model, age, etc.
- c. Enter unit of issue – choose between individual and Box/packet/ream.
- d. Enter purchase price (enter an estimate if price is unknown). If a price is not entered a notification will appear preventing you from adding the item. Ensure price is accurate as an item value too high will create a system alert and will not be added as it will be deemed as capital items. Please refer to 'Guidance on what is considered Stock and Capital' for information on what is considered a Capital item.
- e. Then enter the number of items you have in stock.
- f. Add in the approximate age of the item (note that if you do not have this information you can leave this box blank) and click 'add item'. There is a space for additional notes where you can let us know a bit more about the item.

## SCHOOL STOCKTAKE GUIDANCE



### Stock Take Submission

[←back to standard items](#)

This form is to be used to add non-category stock items only but please be aware that non-category items/ items not listed should only be used in **exceptional circumstances** where the item cannot reasonably fit into a category item. If there are items NOT included in the listing, please contact [StockTake@eani.org.uk](mailto:StockTake@eani.org.uk) so that we may add the item to the list as the stocktake is progressing.

**Item Description:**  
Clock

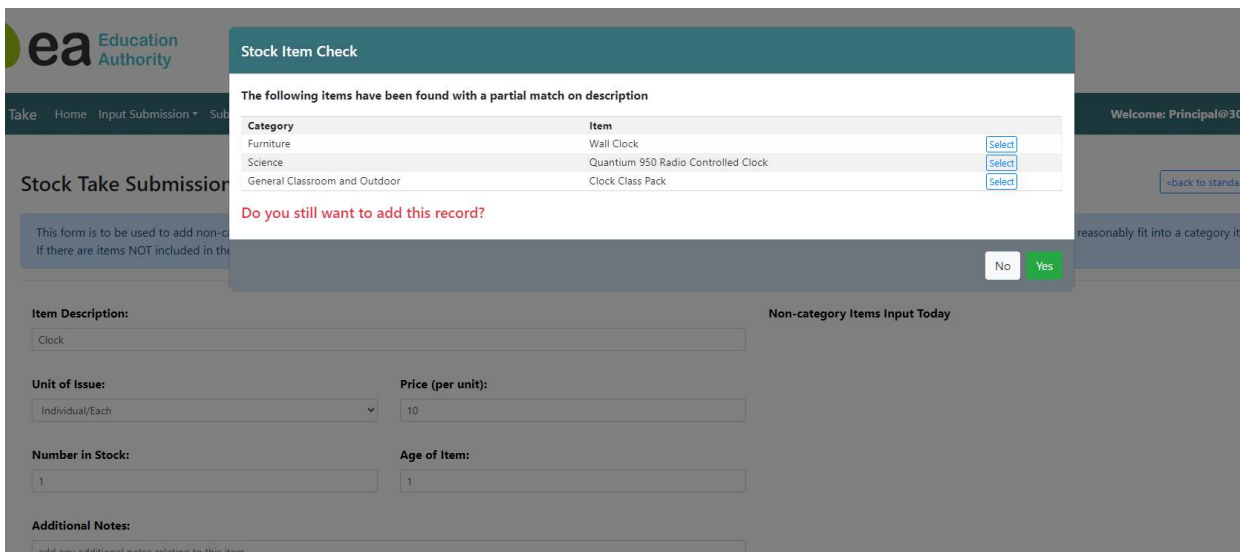
**Unit of Issue:** Individual/Each **Price (per unit):** 10

**Number in Stock:** 1 **Age of Item:** 1

**Additional Notes:**  
add any additional notes relating to this item

[Add Item](#)

- g. A system alert will appear in the event that the item description of a newly created stock item has a partial match with another item already included in a category. This will then allow you to select the category item by simply clicking 'Select' and add it to your submission. See screenshot below.



- h. The items successfully entered will appear in the same format as for Catalogue items and will be listed on the stock submission screen.

**N.B. If you have entered an item in this way please ensure that you then click the blue box 'back to standard items' at the top to return to category items entry.**

## SCHOOL STOCKTAKE GUIDANCE

### Section E: Submitting stock takes to EA for valuation

**Note: Please ensure you have entered all your stock items on the Stock Take Portal before completing and submitting to EA as NO additional stock entries can be made afterwards.**

You may view the full listing of all items entered on the Stock Take Portal from your stocktake by choosing the '**Submissions**' tab. Here you may check all your entries before final submission, edit amounts or delete entries, and also you have the option to 'print submission' if you wish to keep a copy of your stock submission for your own records.

Once you are satisfied that your school stocktake is correct and complete, you need to submit the stock items on the Stock Take Portal:

- Click on the '**Finalise Submission**' tab (see illustration below):

A screenshot of the 'Stock Take Sign-off' page on the Education Authority portal. The page has a dark teal header with navigation links: 'Stock Take', 'Home', 'Input Submission', 'Submissions', 'Finalise Submission', 'Stock Count Sheet', 'Category Items', 'Capital Equipment', and 'Guidance'. A user greeting 'Welcome: Principal' is visible on the right. The main content area is light grey and contains the heading 'Stock Take Sign-off', a warning message, a red confirmation question, a checkbox for 'Check to confirm completion', and a 'Confirm' button. The footer shows '© Education Authority 2021'.

- Tick the check box to confirm completion
- Press the '**confirm**' button. You will then receive a confirmation message as below.

A screenshot of the confirmation message page on the Education Authority portal. The page has a dark teal header with navigation links: 'Stock Take' and 'Home'. A user greeting 'Welcome: Principal' is visible on the right. The main content area is light grey and contains the message 'Thank-you for taking the time to complete the Stock Take. Your submission is now complete.' The footer shows '© Education Authority 2021'.

## SCHOOL STOCKTAKE GUIDANCE

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### Stocktake Valuation

Once your school has submitted a stocktake EA will complete the valuation process.

EA consider a number of factors in determining an appropriate value for items of stock. Factors include:

- the cost to replace an item,
- potential wear and tear (based on information provided by the school and similar items submitted by other schools),
- average age (based on information provided by the school and similar items submitted by other schools),
- expected market value which may potentially be obtained should the items need to be sold,
- value in use, i.e. the benefit the item brings to the school and;
- ability to transfer the item to another school

Valuations are estimates based on reasonable, modest assumptions. Whilst the price attributed might not purchase a new item, it reflects what the item is considered to be worth and recoverable at a point in time. EA must comply with accounting concepts and audit requirements, completing valuations based on the information provided and ensuring consistency across all valuations provided to schools.

**If you have any queries about stock valuations, please contact EA at**

[stocktake@eani.org.uk](mailto:stocktake@eani.org.uk)