



**Annex 1 to Administrative Instruction ICC/AI/2014/001  
on Property and Assets Management**

Thresholds for Tracking “Special Items” as Assets

Video & Audio Equipment

Audio Recorder (cassette or digital)	€300
Disc Player (Blue-Ray, DVD, Compact)	€100
Mixer, Studio	€300
Music System (karaoke, CD player)	€300
Radio, Portable (AM, FM, shortwave)	€300
Speaker	€300
Television (small, medium, large screens)	€100
Video Accessories (adapter and lenses for video camera, teleconference lenses)	€300
Video Camera (digital, camcorder)	€300
Video Cassette Recorder (VCR)	€300

Photographic Equipment

Camera Lens (auto-focus, motorized TV zoom, zoom, video camera, teleconference, digital camera)	€300
Camera, Photograph (instant type, 35MM, digital)	€100

Broadcast Equipment

Amplifier, Audio	€300
Antenna, Broadcast FM	€300
CCTV-System (surveillance video cameras, recorder, video monitor, security system video, security system switch)	€300
Installation equip. for radio Broadcast	€300
Radio, Broadcast Equipment	€300
Radio, Receiver Broadcast	€300
Radio, Transmitter Broadcast	€300
Video Monitor Studio	€100
Video Studio Equipment	€100

Telephone Equipment

Telephone Set, Cellular-Communicator (Blackberry, iPhone, QTEK)	€100
--------------------------------------------------------------------	------

Telephone Set, Satellite	€100
<u>Computer</u>	
Computer (Desktop, Notebook, Laptop, Server)	€100
Computer PDA Palm/Handtop, Tablet	€100
<u>Peripherals</u>	
Bar-code Reader/Scanner	€100
CD/DVD writer	€300
External Hard Drive	€300
Monitor	€300
Scanner Image	€300
<u>Printer</u>	
Label/Barcode printer	€300
Large format printer	€100
Desk top printer	€100
Mobile printer	€100
<u>Miscellaneous Equipment</u>	
Binoculars	€100
Dictaphone systems (Consisting of a recorder, player and ancillaries)	€300
Global Positioning System (GPS)	€100
Safe	€300
Screen, Projector	€300
Workshop tools	€300

Note:

- Threshold - indicates the value level that determines if items of this type should be tracked as assets.
- €100/€300 - Items with a value of €100/€300 or more should be tracked as Assets (special items/attractive items).
- An item not included in this list may be determined to be “attractive” in nature – should this arise, the question of whether to include it as a special item will be determined by the Secretary of the Property Survey Board