

Financial Guideline 2008/2009-08

Community and Comprehensive Schools and Voluntary Secondary Schools

Fixed Asset Register

The maintenance of an Asset Register is an important control to safeguard assets once they arrive in the school. Monitoring and maintenance of assets becomes more meaningful and simpler when all data relating to assets is tabulated and maintained in the form of a register.

Objective

An Asset Register will provide a record of the physical assets held by the school which will:

1. Facilitate the physical control and security of these assets.
2. Provide information and values for insurance purposes.
3. Provide information and values for financial accounting purposes.
4. Assist the school in planning for future investment in fixed assets.

Planning

The creation of the Asset Register requires detailed planning to ensure all assets are accounted for and to avoid duplication. The following steps should be followed:

- ❖ Decide who will be overall coordinator for the initial recording of the assets.
- ❖ Select a suitable period to carry out the physical examination and recording of the assets.
- ❖ List the various categories of assets that will be recorded.
- ❖ Set the minimum original cost value of an item to be included on the register.
- ❖ Liaise with the Teachers involved in the specialist areas and agree a timeframe
- ❖ There are specific assets in science, technical graphics, woodwork, home economics, etc. which will need the assistance of the relevant department head in identifying the asset.
- ❖ Compile the timetable and circulate to all involved in the recording of the assets.
- ❖ Prepare the asset register recording sheets for each category
- ❖ Devise a system for applying a unique identification number or code to each asset.

What do we mean by School Assets?

The school assets referred to here include:

- ❖ Items of furniture such as tables, desks and chairs
- ❖ Audio / visual equipment such as televisions, DVD players, CD players and recorders and overhead projectors.
- ❖ Computer equipment for both administrative and educational purposes
- ❖ Sports equipment
- ❖ Equipment for specialist subjects such as Home Economics, Woodwork, Engineering, Technical Drawing, Art and the Sciences
- ❖ Office / class equipment including photocopiers and telecommunications equipment
- ❖ Books including school books and library books
- ❖ Maintenance and ground equipment such as lawnmowers and garden tools
- ❖ Vehicles

Physical Verification and Recording

This involves the physical verification of assets and this exercise may require a level of technical knowledge for the accurate identification of some assets.

- ❖ It is recommended that two people are involved with one person recording the asset description, serial number or other unique code and the other carrying out the physical examination.
- ❖ The personnel involved should be briefed on what is required before they commence the physical verification to avoid unnecessary work. It should be stressed that the level of accuracy and detail that is recorded at this stage is very important.
- ❖ The personnel should carry out the recording in a systematic and organized way.
- ❖ When the task is completed they should review the asset register to ensure it is comprehensive.
- ❖ The Asset register should be returned to the coordinator within the agreed timeframe.

Asset Valuation

After the physical recording the assets need to be assigned a carrying cost. Depending on the situation, the carrying cost should be the original cost, however if this is not available, a best estimate based on current prices would suffice or €1 if the asset is old.

The school's Accountants may have details of the assets purchased and their actual costs going back for a number of years on their files and the school should request this information from them.

Entries are also made for assets being written off or disposed of by the school and the asset is removed from the register when this occurs.

When the correct value or description of assets is not known, there stands a risk of over or under insuring assets. While over insuring would entail excess cost in the form of premium charges, under insuring would imply that the school will not be able to recover an adequate amount of claims from the insurance company if any unfortunate event strikes.

Asset Register Completion

The Asset Register details are input to the master register which should show

- a. Quantity,
- b. Description,
- c. Cost,
- d. Date Purchased,
- e. School Department,
- f. Where Kept,
- g. Identity No's.

- ❖ A sample template can be downloaded [here](#)
- ❖ Entries in respect of new items purchased should be made and initialled by an authorised person (e.g. Secretary, Principal, Deputy Principal, designated post-holder) as soon as the asset passes into school ownership.
- ❖ The asset Register should be printed on hard copy and stored in a safe place. A soft and hard copy should be given to the accountants for security purposes.

Annual Control over School Assets

The asset register must be updated on a continuous basis and annually the following checks should be carried out by each department:

- ❖ Confirm that the list of Assets held in respect of his/her department is complete.
- ❖ Carry out sample checks to confirm that the listed assets can be physically accounted for.
- ❖ Identify items not already listed and provide all the necessary details so that the asset can be added to the Asset Register.
- ❖ Supply details of any assets listed on the register that have been sold, scrapped, or transferred to another department or location in the school.
- ❖ Check that all new items purchased during the last year have been added to the Asset Register.

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