

ASSETS POLICY

Purpose

The Council has a duty to the electorate to ensure that the assets held are properly managed, controlled and recorded.

Fixed Asset

Fixed assets are assets that are held for an extended period of time (over 12 months) and continue to bring beneficial use to the Council. For the avoidance of doubt this excludes low value consumables.

In accordance with this requirement fixed assets will only be recorded on the fixed asset register once either criteria 1 **or** 2 are met:

1. All land and buildings will be recorded;
2. Both:
 - a. The purchase price is £250 (+VAT) or greater, **and**
 - b. The asset will be useable for a period greater than 12 months.

Other assets will be recorded on the Council's inventory list.

Fixed Asset Register

The register will record the purchase date, description and purchase price (net of VAT), an asset number, and serial number (if applicable). The existence of the assets will be verified at least once a year. There will be a requirement to record the disposal of any recorded assets.

Valuation

The purpose of the Council's financial records is to show 'value for money' to the taxpayer. This is in contrast to the requirements of business financial statements which are required to value the business. It is therefore correct for the assets to be recorded at their acquisition cost and not adjusted for depreciation.

It is noted that this will cause land and buildings which have been granted to the Council to be recorded for a nominal £1.

Date of approval: 20 August 2018

Date of review: August 2019

