

Drayton St Leonard

Fixed Asset Policy

1. Introduction

Local councils must maintain an asset register to ensure fixed assets are appropriately safeguarded. Once recorded on the asset register at acquisition cost, the value of assets must not change from year to year until disposal. Concepts of depreciation and impairment adjustments are not appropriate for local councils.

The Register is confirmed by the Council at the end of each financial year but is a working document over the following financial year, during which the Parish Clerk will update and amend details as necessary.

The definition of fixed assets are property, plant, and equipment with a useful life of more than one year used by the Council to deliver its services.

2. Purpose

A Fixed Asset Register has four main purposes:

- It forms a basis for completion of box 9 in the 'Annual Return.'
- It forms a basis for decisions on risk and insurance issues.
- It provides information on the age and potential lifespan of certain items.
- It provides assurance of the continued existence of Council's property.

3. Items for Inclusion

In order to ensure transparency and reasonableness, the following items are included in the Council's asset register, whether purchased, gifted or otherwise acquired, together with their holding location:

- land and buildings held freehold or on long term lease in the name of the Council
- community assets
- vehicles, plant, and machinery
- assets considered to be portable, attractive or of community significance
- other assets estimated or known to have a minimum purchase or resale value of £100
- long term investments, shares and loans made by the Council

Any fixed asset with an acquisition cost of less than £100 or will be entered on the Council's inventory list maintained by the Clerk; this document will also be confirmed by the Council the end of the financial year.