

Committee: FULL COUNCIL

Date: 20 June 2023

Title: Fixed Asset Register

Purpose of Report

For Members to review the Town Council's Fixed Asset Register, the disposals and purchases for financial year 2022-2023

Recommendation:

1. Members review and resolve to accept the purchase and disposals of fixed assets as of 31 March 2023.
2. Members review and resolve to accept the Town Council's Fixed Asset Register for the financial year 2022-2023 and as presented at the meeting.

Background:

1. As part of that Internal Auditor's report, the Deputy Town Clerk agreed to review the Fixed Asset Register, to trace the items on the register to physical assets and to check they were still working and effective.
2. An observation was raised by the Internal Auditor in his "Year-end internal observations" report for 2021/22, which stated that the Council should formally review the asset register each year prior to the approval of the Accounting Statements. This review should include approval of all items that have been removed from, or added to, the list during the financial year.

Report

3. All actual purchases and disposals of assets in 2022/23 were correctly recorded as required via the AdvantEdge software. **Appendix 12A**
4. All of the Council's large value assets along with lower value assets held within the Council Offices were checked. The larger value assets held in Warden's Buildings have been checked but the smaller value assets held at the Warden's Buildings have yet to be checked. **(Appendix 12B)**
5. Members are asked to accept the Town Council's Fixed Asset Register, the disposals and purchases completed in the previous financial year.

**Julie Earp
Deputy Town Clerk
June 2022**