

Committee: FULL COUNCIL

Date: 21 June 2022

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 2021-2022

Recommendation:

1. Members formally note that the total of 'Fixed Assets Purchased' less the cost of 'Fixed Assets Disposed' did not agree to the change in asset values between 2020/21 and 2021/22. The asset value has changed by £223,393, however purchases (less disposals) were £230,283 a difference of £6,890.
2. Members reviewed and **resolved** to accept the Town Council's Fixed Asset Register for the financial year 2021-2022 and as presented to the meeting.

Background:

1. From the 2020/21 Internal Auditor's end of year report, it was noted that it was unclear when the Fixed Asset Register was last verified due to the repeated turnover of staff.
2. 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.
3. It was also suggested to group lower value items together with an aggregate value and to have a separate inventory made for other sundry items.
4. 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

5. During financial year 2021/22, the Deputy Town Clerk started to review the Fixed Asset Register (**Appendix 12A**). All of the Council's large value assets along with lower value assets held within the Council Offices were checked. The smaller value assets held at the Warden's Buildings have yet to be checked.

6. All actual purchases (**Appendix 12B**) and disposals (**Appendix 12C**) of assets in 2020/21 and 2021/22 were correctly recorded as required via the AdvantEdge software.
7. There were a number of small value items on the original Fixed Asset Register that had been duplicated to the value of £6,890. The Deputy Town Clerk had mistakenly deleted these assets instead of disposing of them which would have been the correct accounting action to take.
8. The Council to note that the Fixed Assets 'disposed' listing does not include all items removed from the asset register.
9. In future, Deputy Town Clerk will ensure that assets are only removed from the asset register by being recorded as disposed, they should not be deleted.
10. Members are to formally note that the total of 'Fixed Assets Purchased' less the cost of 'Fixed Assets Disposed' did not agree to the change in asset values between 2020/21 and 2021/22. The asset value has changed by £223,393, however purchases (less disposals) were £230,283 a difference of £6,890.
11. 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