



FIXED ASSETS Policy

Introduction

The Academy invests a significant amount of capital in the acquisition of fixed assets. Therefore, controls are put in place to ensure that fixed assets are recorded correctly and safeguarded against loss and theft.

1. Scope

Headteacher / Business Manager is responsible for ensuring compliance with Furze Platt Senior School policies and procedures. This procedure applies to all Academy staff. These standards apply to all fixed assets transactions.

2. Fixed Asset Register

- 2.1 The Fixed Asset Register consists of a list of items (or specific group of items purchased within the accounting period) valued over £3,000 that are considered to have a life longer than the financial year they were purchased in.
- 2.2 Capitalised assets are not necessarily bought on one order; so long as a group of items is purchased within the same accounting period they will be capitalised.
- 2.3 Fixed assets are categorised as follows:
 - a. land
 - b. buildings
 - c. plant and machinery
 - d. furniture and equipment
 - e. computer equipment and software
 - f. assets under construction
- 2.4 Assets excluded from the Fixed Asset Register are current assets and stock. Current assets include cash and bank balances which are controlled through reconciliation to control accounts on a regular basis. Stock includes school uniform.
- 2.5 The appropriate accounting transactions are processed for all capitalised assets and recorded on the Fixed Asset Register. Transactions will be recorded within the Fixed Asset Fund account in addition to the transaction to the Balance Sheet.
- 2.6 All items that have been included on the Fixed Asset Register are security marked, where practicable, as the property of the school. Internal costs such as staff resources will never be capitalised.
- 2.7 Physical counts are undertaken against the Fixed Asset Register annually and the evidence presented to the Site and Finance Committee.
- 2.8 Discrepancies between the physical count and the registers are investigated promptly by the school Business Manager. Any discrepancies over the value of £500 reported to the Site and Finance Committee.
- 2.9 All disposals of assets are recorded in the Fixed Asset Register and the appropriate transactions recorded through the financial statements on Civa (previously known as Corero).

- 2.10 All working papers for the purchase of assets, including invoices, are kept with the Fixed Asset Register.
- 2.11 Fixed assets purchased prior to conversion will be treated as additions. They will be valued at cost less depreciation at date of conversion.
- 2.12 Attractive and portable items of equipment that fall below the capitalisation limit of £3,000 are recorded on the Fixed Asset Registry but at nil value. (e.g. single digital camera, laptop purchased for £250). Asset control is as for the assets held on the Fixed Asset Register.

3. Depreciation

- 3.1 Non-current assets are to be depreciated to reflect the recoverable amount in the financial statements, over the useful life of the asset.
- 3.2 The depreciation will be calculated on an annual basis for preparation of the year end accounts.
- 3.3 A budget can be set within the Fixed Asset Fund to provide and indicative charge for depreciation of the year to the Fixed Asset Fund account.
- 3.4 Groups of assets will use the same method of depreciation. There may very occasionally be an asset that does not completely fit into one of the categories below and the Site and Finance Committee will discuss these items on an individual basis.

Asset Group	Depreciation Method
Land	0.8% (125 yrs) Straight line
Buildings and Building modifications	2% (50 yrs) Straight line
Plant and Machinery	20% (5 yrs) Straight line with nil residual value
Furniture and Equipment	10% (10 yrs) Straight line with nil residual value
Computer Equipment Hardware	33% (3 yrs) Straight line with nil residual value
Assets Under Construction	These are not depreciated until the asset is brought into use
Motor Vehicles / Minibuses	20% (5 yrs) Straight line with nil residual value

- 3.5 The expected useful life of all assets will be assessed prior to depreciation calculations and recorded in the Fixed Asset Register.
- 3.6 A monthly reconciliation will be completed between the independent Fixed Asset Register and the carrying balances held on Civica.

Appendix A

Asset Disposal Procedure

1. The best possible value will be obtained from the disposal of assets. Assets disposed of with a carrying amount (cost less accumulated depreciation) above £500 must be approved by the Resources Committee, and a Disposal of Equipment form (see over) completed.
2. If computer equipment is disposed of, licences for software programmes must be legally transferred to the new owner. Pecuniary Interests must also be considered at all times.
3. Under the Academy Funding Agreement the approval of the Secretary of State is required before the sale, or disposal by other means, or reinvestment of proceeds from the disposal, of an asset (or specific group of assets) for which a capital grant in excess of £20,000 was originally paid.
4. The school agrees to reinvest the proceeds from all asset sales for which capital grant was received and therefore every effort will be made to maximise the sale of such assets.
5. If such proceeds are not reinvested, the school will repay to the DfE the same proportion of the proceeds of the sale or disposal as equates to the proportion of the original cost met by the Secretary of State (i.e. if the Secretary of State purchased 50% of the original cost of the asset the school agrees to repay 50% of the proceeds).
6. The proceeds from the sale of assets acquired with a grant from the Secretary of State cannot be used to contribute to further named grant-aided projects or purchases.

Disposal of Equipment

The Resources Committee confirm their agreement to the disposal of:

.....

The reason for disposal is that the item is broken / surplus to requirements / irreparable
(delete as appropriate)

There is / is not a residual value of the item.

Action to be taken: (i.e. disposal / sale)

By: (Name)

I confirm:

- That all obsolete stocks of this item have been destroyed to ensure they are not illegitimately procured and then resold.
- That all data and hardware has been completely cleared of sensitive data.
- That the Waste Electrical and Electronic Equipment (WEEE) directive has been complied with.

Signed: (Name). Date:

Designation:

.....
Finance Office use only:-

Value obtained for item	£ (cash/cheque)	Carrying amount	£
Cost centre code		Grant received for original purchase	Y/N
Ledger code		Reinvested Grant	Y/N
Fund		Repayment to Secretary of State	Y/N
Original cost		Value Repaid	£
Accumulated Depreciation		Removed from Fixed Asset Register	Y/N

Appendix B

Checklist for Purchasing Procedure and Capitalisation

1. Is the asset purchased above the capitalisation value approved? **YES/NO**

If **NO**: normal purchase procedure is followed to record the transaction on Civica within the general annual grant and the bank account.

If **YES**: process journal entries on Civica to record the capitalisation transaction on the Balance Sheet and the Restricted Fixed Asset Fund.
2. Check the Fixed Asset Policy for the approved depreciation method.
3. Establish with the school Business Manager the expected useful life of the asset and any expected residual value.
4. Put a copy of the purchase invoices and any correspondence in the Fixed Asset Register file.
5. Record the asset on the Fixed Asset Register.
6. The Fixed Asset Register is to include:
 - i. type and description of asset
 - ii. cost of asset
 - iii. Budget holder for the asset
 - iv. amount and date of any grant
 - v. proportion of grant used to finance the acquisition
 - vi. expected useful life of the asset
 - vii. date of disposal or change of use
 - viii. proceeds of disposal
 - ix. amount returned to the Secretary of State on disposal/change of use
 - x. date of receipt of disposal proceeds or date of an approval to change the use
7. Security-mark the asset where practicable.