ASHWELLTHORPE AND FUNDENHALL PARISH COUNCIL

Asset Register Policy

Parish Councils must maintain an asset register to ensure fixed assets are appropriately safeguarded. This includes items of a capital nature where values tend to be high and which have a useful life of more than one year (Governance and Accountability for Local Councils: A Practitioner's guide (England) 2014, para. 3.66). Once recorded on the asset register, 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 Council's Asset Register is a key, important record of Parish owned assets which influences the annual budget by way of management costs, repairs & maintenance, insurance and in building sufficient reserves to replace certain assets in future years

A Parish Council's fixed asset register has four main purposes:

- 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.
- It forms a basis for completion of box 9 in the 'Annual Return.'

As well as identifying the council's assets, irrespective of whether purchased, gifted or otherwise acquired, the register also provides information regarding the cost/value of each asset at the time of its acquisition as well as its physical location.

Assets must be valued by one of the following means based on available information:

- ideally, apply the purchase price (net of VAT if VAT has been reclaimed);
- otherwise, apply the purchase price (gross of VAT if VAT has not been reclaimed or where the VAT status of the purchase is unclear).

Where it is not possible to trace the purchase price of the asset the insurance valuation should be applied. As a last resort, a nominal value of £1 may be applied. This should also be used for assets gifted to the Council.

The asset register is updated by the Parish Council at the end of each financial year but is a working document and will be amended as necessary.

A separate section of the asset register will contain a schedule of disposals.

Adopted March 2025 Next review March 2027