

Guide for the fixed assets officer

Guides by job role

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Guide for the fixed assets officer

Register, tag, move, maintain and dispose of assets, and keep the register matching what you own.

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Your role

You make sure every asset the business owns is recorded, found, cared for and removed from the books when it is gone.

When something is bought

1. Check the supplier invoice for assets, with the accountant. See Recording supplier bills.
2. Register the asset with category, cost, location and custodian. See Registering assets.
3. Tag the item with its asset number, and take a photo. Attach it to the record.

During the year

- Record every transfer with an **Asset Movement**. See Moving and maintaining assets.
- Set up maintenance schedules and log repairs.
- Keep insurance, warranty and logbook details attached.
- Check that depreciation is posted each month with the accountant. See Depreciation.

Once a year

1. Print the **Fixed Asset Register**.
2. Walk through each location, and verify every asset: present, condition, and custodian.
3. Correct differences: update locations, and report missing assets.

When something is sold, scrapped or lost

Use the steps in Selling and scrapping assets. Get written approval first, and attach it.

Good habits

- No asset moves without a record.
- Update custodians when staff leave. See Gratuity and end of service.

Who to ask

The accountant for categories, depreciation and disposal entries.

Related documentation

- Registering assets
- Moving and maintaining assets
- Selling and scrapping assets
- Depreciation