

Committee	FINANCE COMMITTEE
Date	19th March 2018
Agenda Item	7c

Fixed Assets

The last Internal Audit report raised an action point for HTC to review and update the Asset Register. Accordingly the Town Clerk has undertaken a review of the asset register in February.

For clarify it should be noted that accounting practices for Councils require that any assets on the asset register remain on the balance sheet at their original purchase value throughout their life and not depreciated. Therefore values will not necessarily reflect market value or replacement costs.

The review revealed a number of assets that are no longer in the possession of the Council for a range of reasons and two items that were double counted. HTC therefore needs to write-off these items and remove them from the asset register and the balance sheet. The list of items to be written off is shown below.

It has been the practice to date to record the fixed assets register in an excel spread-sheet and manually add the resultant total value to the balance sheet in the accounts. As a further improvement to the accounting process it has now been decided to enter and maintain the fixed asset details into the SAGE accounting system. This will enable all financial records to be in one place and integrate the resultant fixed asset value directly into the balance sheet.

In consultation with the auditor it is proposed not to include any items in the asset register with a value less than £100. This will reduce the complexity of managing many low value line items and in so doing improve the accuracy of the accounts. The total value of the line items on the fixed asset register is £4,668.57 = 0.27% of the total value – a list of these items is available upon request. A resolution is required to adopt this policy and to write-off the value in the accounts.

List of Items to be Written Off

Items doubled counted

Town clock	£24,838.00
Car park attendants hut	£400.00
Total to be written off	£25,238.00

Items disposed of prior to 31st March 2017 (last year end) but not deleted from the register

Ransomes mower for cricket pitch	£1,500.00
Outfield roller	£1,500.00
Tractor weights with carry bar	£1,500.00
Honda mower	£1,113.34
Spiker	£600.00
Ransomes Marquis mower	£500.00
Hedge cutter	£450.00
Cricket club roller	£350.00
Bosch drills	£300.00
Towbar	£250.00
Pressure washer	£250.00
Tennis nets	£250.00
Planer	£250.00
50 barrier rods	£200.00
2 spare tractor tyres	£175.00
Small hedge cutter	£170.00
Sparkey cordless drill	£163.00
Sack barrow and pumps	£120.00
Bolt cutters	£100.00
Total to be written off	£9,691.34

Sale of the Chapel Street toilets

Value on asset register	£136,053.00	
Net revenue from sale	£49,356.00	
Residual value after the sale	£86,697.00	- to be written off

Car park ticket machines

Old car park ticket machines	£10,000.00	- replaced by new machines this year
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Closure of Mill House upon transfer of office to Queens Hall

Door entry phones	£2,500.00
CCTV system	£2,500.00
Main switchboard phones	£2,000.00
Office fittings	£1,945.00
Noticeboard and shelving	£1,500.00
Blinds	£950.00
Panasonic phones	£960.00
Contents & fittings of staff toilet	£420.00
Stationery & pigeon hole units	£350.00
Fax machine	£150.00
Samsung printer	£150.00
Heaters	£96.00
Total value to be written-off	£13,111.00

Restructure of Queens Hall in 2017

Side staging, old piano, stool	£1,138.99
Cooker	£1,368.00
Fridges	£600.00
Metal cupboards	£600.00
Table	£120.00
Barrier poles	£100.00
Total value to be written-off	£4,388.00

New Items Purchased during 2017/18.

A number of new items have been purchased during the financial year 2017/18. These will be added to the asset register and balance sheet and reported as part of the year-end accounts.

Recommendations:

- 1 HTC approves the write-off of the list of fixed assets detailed in this report.
- 2 HTC adopts a policy of not including items in the fixed asset register with a value less than £100.00 and approves the write-off of the current items below £100.00 which total £4,668.57.

Cllr. M Radley
Chair of Finance

Sarah Greatorex
Town Clerk and RFO