



Fixed Asset Policy

Date: August 2018

Review: August 2021

Bourton Meadow Education Trust

Fixed Asset Policy

This policy is reviewed annually by the Directors of the Trust

1. Introduction

International Accounting Standard (IAS) 16, defines Fixed Assets as “assets whose future economic benefit is probable to flow into the entity, whose cost can be measured reliably”.

The purpose of this Fixed Asset Policy is to ensure that each school’s balance sheet correctly reflects the assets and liabilities of that school and, hence, Bourton Meadow Education Trust.

The policy defines the treatment of Non-Current, Current, Tangible and Intangible Fixed Assets. Procedures are attached as annexes to the policy. A Fixed Asset Register is maintained in each academy and reconciled to the financial statements of the school (Annex C). The policy is written in accordance with Accounting Standard FRS15 Tangible Fixed Assets. Policy will be reviewed by the relevant Finance and General Purposes Committee annually.

2. Fixed Asset Register

- 2.1 The Fixed Asset Register for each academy consists of a list of items (or specific group of items purchased within the accounting period) valued over £1,000 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 and Buildings
 - b. Plant and Machinery
 - c. Furniture and Equipment
 - d. Computer Equipment and Software
 - e. Assets under Construction
- 2.4 Assets excluded from the Fixed Asset Register are Current Assets and Stock.
- 2.5 Current Assets include cash and bank balances which are controlled through reconciliation to control accounts on a regular basis. Stock includes Academy Uniform.
- 2.6 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.
- 2.7 All items that have been included on the Fixed Asset Register are security marked, where practicable, as the property of the Academy.
- 2.8 Physical counts are undertaken against the Fixed Asset Register annually and the evidence presented to the Finance and General Purposes Committees.
- 2.9 Discrepancies between the physical count and the registers are investigated promptly by the Academy Business Manager. Any discrepancies over the value of £1000 are reported to the Finance and General Purposes Committee.
- 2.10 All disposals of assets are recorded in the Fixed Asset Register and the appropriate transactions recorded through the financial statements on FMS.

- 2.11 All working papers for the purchase of Assets, including invoices, are kept with the Fixed Asset Register.
- 2.12 Attractive and Portable Items of equipment that fall below the capitalisation limit of £1,000 are recorded on the Equipment Inventory (eg single digital camera 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 an indicative charge for depreciation for 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 Finance Committee will discuss these items on an individual basis.

<u>Asset Group</u>	<u>Depreciation Method</u>
Equipment	20% straight line
Computer Equipment	33.3% straight line
Long lease property	2% straight line
Plant and Machinery	6.66%/25% Straight line

- 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 FMS.

Appendix A to Fixed Asset Policy

Asset Disposal Procedure

- 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 relevant Finance Committee, and a Disposal of Equipment form (see over) completed.
- Equipment is not normally disposed of to staff because it is difficult to provide evidence that the Academy obtained value for money in the sale or scrapping of the equipment. 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.
- 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.
- The Academy 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 Academy 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 Academy 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.

**Bourton Meadow Education Trust
DISPOSAL OF EQUIPMENT**

The Finance and General Purposes Committee ofAcademy confirm their agreement to the disposal of:-

.....

The reason for disposal is that the item is broken/surplus to requirement/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 & Electronic Equipment (WEEE) directive has been complied with.

Signed:(name) Date:.....

Designation:

Appendix B to Fixed Asset Policy

Checklist for Purchasing Procedure and Capitalisation

1. Is the Asset Purchased above the Capitalisation Value Approved? YES/NO
 - a. If NO: normal purchase procedure is followed to record the transaction on FMS within the General Annual Grant and the Bank Account.
 - b. If YES: process journal entries on FMS to record the capitalisation transaction on the Balance Sheet and the Restricted Fixed Asset Fund (see Doc 2 Guidance issued 22 December 2010).
2. Check the Fixed Asset Policy for the approved Depreciation Method.
3. Establish with the Academy 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. Fixed asset register is to include:
 1. Type and description of asset
 2. Cost of Asset
 3. Budget Holder for the asset
 4. Amount and date of any grant
 5. Proportion of grant used to finance the acquisition
 6. Expected useful life of the asset
 7. Date of disposal or change of use
 8. Proceeds of disposal
 9. Amount returned to the Secretary Of State on disposal/change of use
 10. Date of receipt of disposal proceeds or date of an approval to change the use.
7. Security-mark the asset where practicable.

Review date: August 2021