**Fixed Asset Management Systems**

**Key: (P)** Preventative control **(D)** Detective control

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| **Key control and process** | **Commentary** |  |
| Approval of purchasing of fixed assets by senior leadership. Significant purchase approved by church committee or council **(P)** | * This process ensures that the church’s funds are protected from unauthorised purchases of fixed asset by the staff. This also assists the church to reduce wastage of fixed assets purchased. |  |
| Approval of sale of fixed assets by senior leadership. Sale of significant assets approved by church committee or council **(P)** | * This process ensures that assets are not sold without authorisation and funds from the sale are not misappropriated. |  |
| Appropriately accounting for fixed assets using a fixed asset register. **(D)**  A review of the fixed asset register done annually. This ensures that assets which have been fully written down are still being used. **(D)**  A fixed asset stock-take to be done every 3 to 5 years to ensure that fixed asset register is up to date and is adequately reflective of the fixed assets with the church. **(D)** | * This process will assist the church in accounting for their fixed assets adequately. * Detailed review of the fixed asset register reduces the risk of items being stolen or being purchased or sold without proper authorisation * The fixed asset stock take will assist in accounting for the physical fixed assets still in existence with the church and match it to what is recorded on the fixed asset register |  |
| Set adequate depreciation rates for fixed asset classes **(D)** | * This ensures that the church is not over or under depreciating its assets and the church is applying depreciation rates consistently |  |
| Valuation of land and buildings to be done every 3 to 5 years **(D)** | * This ensures that the value of land and buildings recorded is up to date. |  |
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