



Fixed Asset Register Policy

Approval date: 20/04/26	Approved by: Clerk
Applies to: Board Members, officers and employees responsible for the acquisition, management, recording or disposal of the Board’s assets.	Linked Documents: Capital Financing and Reserves Policy Procurement and Disposal Policy Whole-Life Costing Model and Capital Programme Mobile Plant Replacement Policy
Frequency of review: Annually	Next review date: April 2027

1. Purpose

This policy sets out how the North Kent Marshes Water Level Management Board maintains and manages its Fixed Asset Register, in line with proper practices as defined in the *Practitioners’ Guide for Smaller Authorities in England (2025)* issued by the *Smaller Authorities’ Proper Practices Panel (SAPPP)*.

The Fixed Asset Register supports:

- Transparency and accountability in the stewardship of public assets.
- Accurate financial and insurance reporting.
- Planning for capital replacement and whole-life cost modelling.
- Compliance with the Annual Governance and Accountability Return (AGAR).

2. Scope

This Policy applies to all tangible fixed assets owned or managed by the Board that:

- Have an expected useful life of more than one year, and
- Have a minimum acquisition value of £5,000 (inclusive of VAT if not reclaimable).

These assets include operational infrastructure, mobile plant and machinery, vehicles, office and IT equipment, and any other equipment or property held for the delivery of the Board’s statutory functions.

The thresholds are reviewed periodically (every three years) by the Finance Committee to ensure it remains appropriate.

3. Valuation and Accounting Basis

The Board’s Fixed Asset Register shall be maintained in accordance with the *Practitioners’ Guide for Smaller Authorities in England (2025)* issued by the Smaller Authorities’ Proper Practices Panel (SAPPP) and the *Accounts and Audit Regulations 2015*. Asset values recorded in the Register are for AGAR reporting and do not represent market or insurance values.



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The Board applies the following principles in valuing assets:

- Acquisition value: Assets are recorded at original purchase cost, including directly attributable delivery and installation costs.
- Gifted/transferred assets: Assets received at nil cost are entered at a nominal value of £1 as a proxy for zero cost (e.g., community assets, infrastructure inherited from defunct bodies).
- Pumping stations & fixed infrastructure: Pumping stations and associated fixed infrastructure are recorded at £1 each due to their non-saleable, specialist and publicly strategic nature. This treatment follows proper practices in the Practitioners' Guide 2025 (SAPPP, paras 5.64–5.65).
- No remeasurement for AGAR: Revaluation, depreciation, or impairment adjustments are not applied to the values reported for AGAR purposes, in line with SAPPP proper practices.

Enhancement expenditure that significantly increases an asset's service potential or life may be added to the recorded acquisition value where appropriate under proper practices.

4. Asset Categories

For reporting and management purposes, the Register groups assets under the following categories:

- Pumping Stations.
- Sluices and Water Control Structures.
- Vehicles.
- Plant and Machinery.
- IT Equipment.
- Office Equipment and Furniture.
- Tools and Depot Equipment.
- Other Land and Buildings (if any).
- Land (freehold or leasehold) and software or telemetry systems may also be included where ownership or long-term rights of use exist.

Note that computer equipment, peripherals, and software licences are treated as short-life assets and managed under the Board's normal procurement and replacement procedures. Equipment will be replaced when it becomes uneconomical to repair, incompatible with operational systems, or no longer meets security or data protection requirements. No fixed replacement period is prescribed.

5. Responsibilities

- The Clerk & Engineer is the Responsible Officer for maintaining the Fixed Asset Register.
- The Finance Officer shall maintain day-to-day records and reconciliations.
- The Works Manager shall provide verification of the physical existence, condition, and location of operational assets.



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6. Review Process

The Fixed Asset Register is updated whenever assets are acquired, disposed of, or rendered obsolete.

In addition, it is:

- Reconciled annually with the accounts and insurance schedules before the Annual Governance and Accountability Return (AGAR) is finalised.
- Reviewed annually by the Finance Committee, which confirms its accuracy and alignment with budgetary planning.

Any asset acquisitions or disposals during the year shall be reported to the Finance Committee as part of the quarterly financial monitoring process.

7. Links to Other Policies

This Policy supports the Board’s:

- Capital Financing and Reserves Policy – sets out the overarching financial strategy and reserve structure.
- Procurement and Disposal Policy – governs how assets are acquired and disposed of responsibly.
- Whole-Life Costing Model and Capital Programme – outlines long-term investment planning, refurbishment timing, and financial profiling of assets.
- Mobile Plant Replacement Policy – sets out the expected lifecycles, funding principles, and renewal strategies for operational equipment such as tractors, trucks, and mobile pumps. This policy informs how the Plant Reserve is maintained and reviewed.

8. Review and Approval

This policy will be reviewed at least every three years, or earlier if guidance or operational needs change. Amendments will be approved by the Finance Committee and ratified by the full Board.

Version Control

Version	Date Approved	Summary of Changes
1.0	20/04/2026	Initial policy approved