

Omeath District Development Company

Fixed Assets Internal Controls



Fixed Assets Internal Controls Checklist

This checklist can be used as a stand-alone self-evaluation tool, or used as a preparatory document, when developing a compliance tracker.

Is each of the Fixed Assets Controls listed below in place?	Yes	No
The business has an up-to-date record of fixed assets		
Fixed assets are reviewed on a regular basis to ensure that they continue to be of use to the business and are in good working condition		
Portable fixed assets are stored securely when not in use		
Information and communications technology devices and other equipment provided to employees and volunteers are tracked and accounted for		
Only authorised employees and volunteers are allocated keys to the organisation's buildings and offices		
The organisation's buildings and offices are secured after office hours		
Access to the organisation's buildings and offices after office hours is for authorised employees		
An appropriate level of insurance cover is in place to cover fixed assets		
Access to the organisation's buildings and offices after office hours is for authorised employees		
Depreciation charges are calculated and reviewed prior to annual audits		
Purchases of capital items are made in accordance with the organisation's procurement policy and payment procedures		
Rental properties and leases are in the name of the company and not in the name of individual directors or employees		

PLEASE NOTE: The list of suggested controls is not intended to be exhaustive. Individual controls may not be applicable to every organisation

Comments: