

The Control, Security and Disposal of Assets and Equipment

The Control and Security of Assets and Equipment

All Kent County Council equipment and assets should be properly recorded and safeguarded against loss. In order to achieve this objective it is recommended that the following controls are in place and operating properly. The asset register will be used by KCC Insurance section when a claim is made. Due to the excess when making a claim, only assets which will result in a claim of over £200 need be included.

Maintaining the Asset Register

- ✚ An appropriate officer should be nominated to have responsibility for monitoring the accuracy relating to the receipt, care and safe custody of equipment and assets.
- ✚ An Asset Register of desirable items, which will cost more than £200 to replace, should be maintained, to record all items of non-IS equipment, i.e. cameras, projectors and other items likely to attract theft. The Register should include sufficient details to facilitate the identification of each item.
- ✚ The Asset Register should be available for inspection by management, internal audit etc, and to support any insurance claim for loss or damage to equipment by theft, fire, flood etc. It is advisable to retain a copy of the Asset Register off-site.
- ✚ ISG have a responsibility to maintain an Asset Register for all IS equipment, both hardware and software.
- ✚ Any transfer of assets/stock for whatever reason should be noted and the Officer taking responsibility for the register should be satisfied that these are genuine.

Security

- ✚ Proper security should be maintained at all times for all furniture, equipment, etc
- ✚ Wherever possible, items should be permanently and visibly security marked, in a prominent place, as soon as possible after their receipt, to deter theft. It is recommended that items should be marked with: KCC, the establishment name and/or postcode
- ✚ Items should be stored in a secure place when not in use i.e. preferably in an area of the building protected by a security alarm system, or in locked rooms or cupboards. If this is not possible, items should be stored away from windows so that they are obscured from outside view.

Loans Record

A record must be maintained to record and monitor the issue and return of all items used by staff out of the office. An appropriate officer should be designated to have overall responsibility. This will ensure there is a tight control over assets leaving and returning into the building. This record should ensure that the whereabouts of all items of equipment are known at all times.

- ✚ Managers should be aware that KCC insurance cover does not extend to items “in transit”, that is, in a vehicle, on an aeroplane etc.

Annual Asset-Check

It is the County Council policy that all equipment in the Directorate/Unit should be independently checked and certified against the Asset Register, as part of the annual Closing of Accounts process.

- ✚ The officer undertaking this annual check should not be involved in the day-to-day running of the Asset Register.
- ✚ Every endeavour should be made to trace the cause of any deficiencies or surpluses revealed at the annual asset-check or at any other time.

- ✚ If an asset with a value of £1000 or more is found to be missing at the time of the annual check, or at any other time, and it is established as lost, then the Budget Manager **must** inform the Finance Team.
- ✚ Any items identified at the asset-check, but not recorded in the Asset Register, should be included in the Asset Register, after first establishing that they are items that should be properly included.

Deficiencies and Surpluses

- ✚ In the event of equipment being lost, stolen or damaged beyond repair, the County Insurance Section will require a copy of the page of the Asset Register on which the equipment appears, to support the insurance claim. **Failure to provide this documentation could result in the claim being rejected.**
- ✚ Every endeavour must be made to trace the cause of any deficiencies or surpluses revealed at the annual asset-check or any other time.
- ✚ Any items declared surplus, broken, worn out, obsolete or stolen during the year should be recorded as such in the Asset Register.

Disposal of Assets

These procedures are to be used when an asset is surplus to requirements or obsolete. An asset may include any item of potential resale or scrap value, however minimal, e.g. vehicles, office equipment etc.

- ✚ Items for which there is likely to be a significant demand within the Directorate may be advertised
- ✚ When deciding on the method of disposal of the asset, the officer responsible must ensure that the maximum price is achieved, taking into consideration the cost of the disposal method. The method chosen should not expose a manager or the County Council to any accusations of fraudulent practice or any actions that are contrary to Financial Regulations.
- ✚ If there are any doubts on what represents the best method in the particular situation please contact the Finance Section for advice.
- ✚ Please ensure that when a decision is made to dispose of an asset and approval has been obtained, disposal takes place as soon as possible in order to maximise the income obtainable.

Selling an Asset

- ✚ The sale of most assets is subject to VAT at 17.5 per cent. The main exception to this is vehicles. Prospective buyers must be made aware that VAT will be added to the sale price before placing a bid.
- ✚ For items of more than £100 in value, the responsible officer must arrange to have debtor invoices raised. In other circumstances payment may be by a receipted cheque.
- ✚ It is recommended that any sales to parties outside the department should be followed by an invoice for payment to the purchaser.
- ✚ Where disposal or sale of assets is agreed, the money must always be received in advance of the item being passed to the vendor.
- ✚ Upon receipt of payment, the asset is transferred to the purchaser.

When disposal of **computer hardware or software** is required, the manager responsible **must** contact the Information Systems Adviser for advice. Requests for disposal of IT equipment must be raised as calls on the Service Desk. ISG are responsible for all IT hardware and software and have in place a disposal policy which must always be adhered to.

Asset Registers should be retained for a period of three years after their completion