

COMPLETE GUIDE TO FIXED ASSET MANAGEMENT

1. Tone at the Top

Guiding Policies and Procedures

- Acquisition & financing
- Capitalization/realization
- Utilization/access
- Replacement
- Disposals

2. Asset Accounting

- Capitalization and procedures
- Developing and maintaining a fixed asset register
- Adequate documentation
- Fixed asset management
- Inventory & reconciliation
- Depreciation calculation
- Budgeting and forecasting

3. Fixed Asset Register

- Objectives for maintaining a fixed asset register
- Making entries in fixed asset register
- The format of fixed asset register
- Identification of fixed assets
- Asset Tracking

4. Property and Equipment Management

- CAPEX-preparation and management
- Budgeting for maintenance
- Comprehensive Property and equipment Maintenance
- Asset Valuation
- Regular compliance

5. Motor Vehicle Fleet Management

- Setting operational goals
- Implementing fleet management software
- Paying close attention to total cost of ownership
- Drive management
- Motor vehicle replacement and lifecycle management

6. Assets Operating Cost Goals

- Lowering costs
- Service optimization
- Improving overall asset utilization
- Automating compliance measures
- Managing safety risks

7. Asset Tracking

- Fixed asset ,inventory tracking
- Barcode label/ Handheld scanners
- Physical audit/ Verification
- Non-capitalized (consumables) asset management
- Theft detection
 - i. Asset Tags
 - ii. Mobile bar code reader
 - iii. Fixed scanner

FEES

Each participant is required to pay a fee of **MWK590,000** which reflects the quality of delivery and includes tuition, lunch, documentation, morning and afternoon teas/ refreshments.