

A COMPLETE GUIDE TO FIXED ASSETS MANAGEMENT

1. Tone at the Top

Guiding Policies and Procedures

- Acquisition and financing
- Capitalization policy
- Utilization / Access policy
- Replacement
- Disposal

2. Asset Accounting

- Capitalization and procedures
- Developing and maintenance of fixed assets register
- Adequate documentation
- Fixed assets management
- Inventory and reconciliation
- Depreciation calculation
- Budgeting and forecasting

3. Fixed Assets Register

- Objectives of maintaining fixed assets register
- Making entries in fixed assets management
- The format of fixed assets registers
- Identification of fixed assets
- Asset Tracking

4. Property and Equipment Management

- CAPEX preparation and management
- Budgeting for maintenance
- Comprehensive property and equipment management
- Asset Valuation
- Regulatory compliance

5. Motor Vehicle Fleet Management

- Setting operating goals
- Implementing fleet management software
- Paying close attention to total costs of ownership
- Driver management
- Motor Vehicle replacement and lifecycle management

6. Asset Operating Costs Goals

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

7. Asset Tracking

- Fixed assets inventory tracking
- Barcode label/ Handheld scanners
- Physical audit/ verification
- Non-capitalized asset management
- Theft detection

FEES

The course attracts a fee of **USD 790** inclusive of tuition, reference materials, certificate of attendance, morning and afternoon teas/ refreshments and lunch