

# FIXED ASSET REGISTER

BUSINESS NAME.....

# Fixed Asset Register

Business Name

Date Updated to ..... 2005

Item No.	Date Acquired	Description	Location	Cost	Date Sold	Proceeds	Notes

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Why is this needed? As your business grows it becomes more difficult to remember when you purchased an item. Many of which are eventually scrapped or sold on.

Tax allowances (which reduce your profit) are available in year of purchase and often when the item is scrapped. Hence the need to keep this register.

- 1 This register is used to keep data on the business's fixed assets.  
The definition includes only those items acquired at a value of more than £500 per item  
It does not include stock nor items bought for re-sale.
- 2 Item No. is optional but can be useful if you have more than one of the same piece  
(Don't forget to label the equipment)
- 3 Location is optional but maybe useful if you have equipment in more than one place
- 4 Complete this as you go through the year and review before sending to your accountant.
- 5 Each year, probally at the time you provide the data for your year-end accounts complete and send this to your accountant.
- 6 If there are any comments or changes you think would benefit other  
other users of this register. Please send them to [software@ja100.com](mailto:software@ja100.com).

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- 1 It is likely that there are some items which you owned personally that you have given to the business. For instance a computer and or fax machine etc. It is tax advantageous for you to transfer these to the business. At the date of transfer you need to make an estimate of the value and put the data in this register. The £500 figure does not apply for these items.
- 2 If you are not sure of the dates / amounts still complete what you can as your accountant may be able to assist with the missing information.
- 3 If there are any comments or changes you think would benefit other users of this register. Please send them to [software@ja100.com](mailto:software@ja100.com).

See also Help Sheet workbook

