

Fixed Assets Audit Program

Acquisition and Disposal Verification

1. Audit Program Overview

This program outlines audit procedures to verify fixed asset acquisitions and disposals during the audit period.

2. Audit Details

Audit Period	
Audit Location	
Prepared By	
Date	

3. Objectives

- To verify all recorded acquisitions of fixed assets are valid, authorized, and supported by appropriate documentation.
- To ensure disposals of assets are appropriately recorded, authorized, and supported.

4. Procedures

Step	Procedure	Reference/Remarks	Performed By	Date
1	Obtain fixed asset register and reconcile with general ledger.			
2	Vouch additions during the period to supporting documents (invoices, purchase orders, receipts).			
3	Check authorization of acquisitions as per company policy.			
4	Verify physical existence of sampled acquired assets.			
5	Vouch disposals to supporting documentation (sales, disposal receipt, board approval).			
6	Check removal of disposed assets from fixed asset register.			
7	Review calculation of gain or loss on disposal.			
8	Ensure proper disclosure of acquisitions and disposals in financial statements.			

5. Observations & Conclusions

Observation	Implication	Recommended Action

6. Important Notes

- This document should be updated according to changes in company policy or accounting standards.
- Proper supporting documentation must be retained for all acquisition and disposal transactions.
- Independent verification enhances reliability of asset records.
- Timely recording and authorization are critical controls to minimize risk of errors or fraud.