

Fixed Asset Register

Company Name: [Sample Company Ltd.]

Reporting Date: [30 June 2024]

Prepared By: [John Doe]

Asset No.	Asset Description	Category	Location	Date Acquired	Acquisition Cost	Depreciation Method	Useful Life (Years)	Accum. Depreciation	Net Book Value	Status
FA-001	Office Laptop HP ProBook	IT Equipment	HQ - Main Office	2022-04-15	1,200	Straight Line	3	800	400	Active
FA-002	Air Conditioner LG 2.0HP	Office Equipment	Branch 1	2021-07-12	900	Reducing Balance	5	300	600	Active
FA-003	Company Vehicle Toyota Hilux	Transport	HQ - Parking	2020-02-03	20,000	Straight Line	8	7,500	12,500	Active
FA-004	Printer Canon MF3010	IT Equipment	HQ - Main Office	2023-01-22	180	Straight Line	4	45	135	Active
FA-005	Meeting Room Table	Furniture	HQ - Meeting Room	2019-10-30	750	Straight Line	10	375	375	Active

Important Notes:

- All fixed assets should be recorded upon acquisition with unique asset numbers for tracking.
- Depreciation must be calculated consistently using the approved method for each asset.
- Periodic physical verification of assets should be performed and discrepancies investigated.
- The fixed asset register must be regularly updated for disposals, transfers, or write-offs.
- Supporting documents such as purchase invoices and warranty papers should be maintained.