

Fixed Asset Register

Company Name: [Insert Company Name]

Reporting Period: [MM/YYYY - MM/YYYY]

Asset ID	Description	Category	Location	Date Acquired	Acquisition Cost	Depreciation Method	Useful Life (Years)	Accum Deprec
FA-10001	Laptop Dell XPS 13	IT Equipment	Head Office	2022-03-10	\$1,200	Straight Line	3	\$800
FA-10002	Office Desk	Furniture	Branch A	2021-07-18	\$350	Reducing Balance	5	\$140
FA-10003	Air Conditioner LG	Appliances	Branch B	2020-01-22	\$800	Straight Line	4	\$600

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Important Notes

- Regularly update the register to reflect acquisitions, disposals, and depreciation.
- Ensure physical verification of all fixed assets at least annually.
- Maintain supporting documents for all asset transactions.
- Consistent categorization and status tracking are essential for accurate reporting and audit.
- Assign asset IDs for easy identification and traceability.