

Fixed Asset Schedule with Depreciation

Company Name: Sample Company Ltd.

For the Period Ended: 31 December 2024

Asset Description	Asset ID	Date of Purchase	Cost	Accumulated Depreciation	Depreciation for Year	Net Book Value	Useful Life	Method
Office Desk	FA-001	2022-01-10	1,200	400	200	800	5 yrs	Straight Line
Laptop Dell	FA-002	2023-05-15	900	150	180	750	3 yrs	Straight Line
Printer	FA-003	2020-09-20	500	400	100	100	5 yrs	Reducing Balance
Furniture (Reception)	FA-004	2021-11-30	2,000	800	400	1,200	7 yrs	Straight Line
Total		4,600	1,750		880	2,850		

Important Notes:

- This schedule should be reviewed and updated annually to ensure accurate financial reporting.
- Depreciation methods and useful lives must comply with applicable accounting standards and company policy.
- Disposals or transfers of fixed assets must be documented and adjusted on this schedule.
- Supporting documents (invoices, purchase orders) should be retained for audit purposes.
- Ensure all calculations are accurate and reconciled with the general ledger.