ASSET REGISTER

POLICY/PROCEDURE
ASSET MANAGEMENT POLICY

Asset management broadly defined, refers to any system that monitors and maintains things of value to an entity or group. It may apply to both tangible assets such as buildings and furniture and to intangible concepts such as information assets\(^1\). Asset management is a systematic process of deploying, maintaining, upgrading, and disposing of assets cost-effectively.

Introduction

NIGALA is committed to managing its Assets in an transparent manner and ensuring a Register is maintained to accurately reflect any ‘assets’ owned by the Agency and thus help to monitor any associated costs.

NIGALA has divided its Asset Register into two areas:-

- Sundry/Furniture Assets and
- IT Assets

NIGALA Corporate staff will ensure that the Asset Register is updated on a regular basis and reviewed annually to ensure all information is accurate. The Belfast Office, L/Derry Office and Armagh Offices all have separate Asset Registers these are maintained by the Administration/Corporate staff in each office.

Accountability:

The Chief Executive is the ‘Accounting Officer’ for the NI Guardian Ad Litem Agency. The Chief Executive has delegated the responsibility of asset management to the Corporate Services Manager who assigns day to day management of assets to the Administration Manager and Information Manager.

\(^1\) NIGALA has established an ‘Information Asset Register’ and a separate policy refers.
Definition of Each Type of Asset Register

**Sundry/Furniture Assets:** The *Sundry/Furniture Assets Register* holds all details of purchased furniture and office equipment items.  
*Example:* Desk, Laminator, etc.

It is maintained by the Personal Assistant for Finance (Band 4) in Belfast.

It is maintained by the Personal Secretary in the L/Derry and Armagh Offices.

**IT Asset Register:** The *IT Asset Register* holds all details of purchased Information Technology items.  
*Example:* Blackberry, Laptop, etc.

It is maintained by the IT Support Officer (Band 4).  
(for all offices)

ASSET MANAGEMENT PROCEDURE

All new purchases/assets are added to the appropriate part of the Asset Register upon receipt.

The Asset Register is kept updated, maintained and is reviewed on an annual basis.
Asset Register Procedure and Maintenance

The following procedure should be followed for all Assets:

**New Asset**

- Each asset purchased should be delivered with a *delivery note/docket*.
- Details should be entered immediately to the Asset Register. There are numerous fields within the Asset Register however the following details *MUST* be entered initially.

Once the Asset has been entered the delivery docket should be initialled and filed.
Tagging Assets

The Register will allocate an Asset ID to each Asset. The item must be tagged appropriately.

NB - All information will not be available on the Delivery Note, therefore fields can be updated at a later date.

* Invoices available from Personal Assistant (Band 4) in Finance.
Asset Register Maintenance

If an Asset is allocated, reallocated or on loan it is imperative that the Employee/Location and Status fields are updated with the correct data.

If an Asset is sold or disposed the above applies however the Asset Category should also be amended to ‘Disposed Item’.

Asset Register – Annual Review

An annual review will be carried out to ensure that the Asset Register is up to date. The review will ensure that details of assets allocated to employees are both current and accurate.