



The Committee Room

Commonsense Governance for NFPs



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Episode 25 Planning the Numbers - Assets Register

An Assets Register is a complete, up-to-date record of everything the organisation owns or controls. Without one, you don't know what you own, and your financial reports, insurance and audit will all be guesswork. Record each significant asset when it is acquired and review the whole register at least once a year.

[Organisation name] Assets Register · Record assets above the [\$ amount] capitalisation threshold						Last reviewed: [date] · Next review: [date]				
ASSET DESCRIPTION	CATEGORY	SERIAL NO.	ACQUIRED	COST (\$)	DEPRECIATION TYPE	RATE % P.A.	YRS HELD	CURRENT VALUE (\$)	LOCATION / HELD BY	CONDITION
Example: Laptop computer	Technology	ABC12345	Oct 2024	1,500	SL	33.3%	2	500	Office	Good
Example: Folding tables ×10	Furniture	—	Nov 2024	1,000	SL	20%	2	600	Storage room	Fair
[Add asset]										
[Add asset]										
[Add asset]										
[Add asset]										
[Add asset]										
[Add asset]										
[Add asset]										
[Add asset]										
[Add asset]										

[Organisation name] Disposals · Assets sold, donated, traded in, scrapped, lost or stolen					Disposals need committee approval		
ASSET DESCRIPTION	SERIAL NO.	DATE DISPOSED	METHOD	VALUE AT DISPOSAL (\$)	PROCEEDS (\$)	APPROVED BY (MEETING DATE / MINUTE REF.)	NOTES
Example: Printer	PRN45678	Mar 2026	Sold	150	100	Committee meeting 12 Mar 2026, item 6.2	Replaced by new model

Using the register.

The capitalisation threshold is the dollar amount the Committee sets to decide what goes on this register, for example \$1,000. Record every asset that costs more than this. Cheaper items are recorded as expenses in the Profit and Loss Report in the year they are bought. Record the threshold in your financial policy. Each year, update current values, note changes in condition, and add new acquisitions. When an asset is sold, donated, scrapped, lost or stolen, move it from the register to the Disposals table and record the Committee approval. Use Location / Held by to note where each asset is kept and who has it, including items stored at volunteers' homes. The totals should reconcile to the non-current assets on your Balance Sheet.

Depreciation methods.

SL = Straight Line: the asset loses an equal amount of value each year. Rate = $100 \div \text{years of useful life}$, so 3 years is 33.3% and 5 years is 20%. DV = Diminishing Value: the asset loses a percentage of its remaining value each year: higher in the early years, lower later. Common for vehicles. Replace the two example rows with your own assets.