Fixed Assets Control Processes (Purchases, Damages, Transfers and Disposals)

Summary: This guidance is for all LSC staff. It sets out the key processes of controlling fixed asset items in regards to purchases, damages, transfers and disposals.
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INTRODUCTION

1 This guidance sets out the processes for purchasing, recording, maintaining and disposing of assets and dealing with damaged assets. (Items classified as IT and Non-IT assets are outlined on page 7).

ROLES & RESPONSIBILITIES

2 The following stakeholders will ensure that the procedures are standardised and updated regularly to ensure probity.

Corporate Property and Facilities Management (National Office)

3 The Asset Control Manager (ACM) is responsible for:
   - the maintenance of the LSC non-IT Asset register (Archibus)
   - co-ordinating non-IT assets
   - providing advice and guidance on non-IT asset purchasing/disposal control systems
   - monitoring all additions, deletions and transfers of non-IT assets

4 All transactions relating to non-IT assets must be reported to the Asset Control Manager to ensure Archibus is properly maintained. All forms relating to non-IT asset transactions must be sent to the Asset Control Manager in the first instance.

5 The Corporate Property & Facilities Management Team Director will be responsible for selecting projects relating to capital expenditure for the property and facilities function. The projects approved for any particular year will be listed within the, ‘Corporate Property and Facilities Business Plan’ for that year.

Fixed Assets Team (Accounting Service Centre - ASC)

6 The Fixed Assets Officer will be responsible for reconciling the LSC Asset database with the ledger accounting system. This will include updating the ledger with revised values, additions, disposals, depreciation, transfers and other charges.

7 The Fixed Assets Accounting Officer and Financial Reporting Manager are responsible for ensuring the latest accounting principles and policies governing assets are applied, and that all assets are accounted for properly.

Regional Offices and National Office functional groups

8 The Learning and Skills Council will comply with the procedures set out in this guidance to ensure all records are regularly updated and the Asset Control Manager (National Office Corporate Property and Facilities Management) is informed of all changes relating to non-IT assets.
The Field Facilities Manager (FFM) is responsible for maintaining the regional offices' non-IT asset register. This should be reconciled with the records held by the Asset Control Manager at Hard Close and Year End (regular monitoring should continue).

The Field Facilities Manager will need to monitor and control movements of all non-IT assets within their local offices. A special log of goods allocated to staff must be maintained. Field Facilities Managers should be assessing and controlling the non-IT asset needs of their local offices. In particular, they will be working closely with the Asset Control Manager to ensure problems do not arise. Regional Managers must report all damages; losses and thefts of all non-IT assets to the National Office in accordance with the current procedures (see Reporting Losses, Thefts, Fraud and Special Payments).

The forms in Annex B must be used to report the movement or disposal of non-IT assets. Also, see details on the processes for asset purchases, transfers and disposals given later.

Information Management Team

The Information Management (IM) Strategy and Policy team within the National Office IM Division has the responsibility for issuing strategy and policy concerning IT assets. The IM Commercial Strategy Team (IM CST) deals with the processes and procedures for monitoring IT assets in association with the outsourced contractor.

IM CST will work in association with the outsourced contractor to co-ordinate the disposal of IT assets via recognised disposal companies.

Asset user’s responsibility

It is the responsibility of the asset user to inform the Field Facilities Manager (Regional offices) or the Asset Control Manager (National office) of all non-IT asset movements. It is the responsibility of the asset user to inform the appropriate authority of all damaged assets (please refer to process P2). The outsourced IT contractor will have the responsibility of notifying IM of IT asset movements.

Movements of non-IT assets between locations (for instance, Regional offices) must be reported to the Asset Control Manager, via the Field Facilities Manager. Form 2 in Annex B (Movement of Assets between LSCs) is to be used for this purpose.

Audit of the Learning and Skills Council

The systems and controls around fixed assets will be subject to scrutiny and checks through audit.

External audit

The external auditors (as appointed by the National Audit Office) provide a report to Parliament on the LSC's annual accounts. All the LSC's activities fall within the remit of the external auditors. The external auditors have rights of access to all the LSC's documents, records, accounts, information, assets and papers and have the right to require explanations from any member of
LSC staff.

**Internal audit**

18 Internal Audit is responsible for undertaking reviews of systems across the LSC, both nationally and regionally. Internal Audit helps managers to introduce and maintain sound systems of internal control and risk management procedures. Internal Audit also provides independent assurance to Directors, the Chief Executive and the National Council (through its Audit Committee) that Operational Managers are fulfilling their responsibilities for effective risk management and sound internal control.

19 Internal Auditors have unrestricted access to all LSC personnel, premises, documents, records (including electronic data), information and assets. Internal Audit is authorised to obtain the information and explanations it considers necessary from any employees or agents of the LSC. It may provide advice on control and related matters, subject to the need to maintain objectivity.

**Council Solicitor**

20 The Council solicitor is available to provide advice where legal or contractual queries arise.
ASSET MANAGEMENT

Maintaining fixed asset records

21 Form 1 in Annex B (Purchased Assets and Bar Codes) must be used to notify the Asset Control Manager at National Office of any non-IT additions (via Field Facilities Managers). Copies of the purchase invoice and delivery note relating to the asset are required as supporting evidence.

22 The Asset Control Manager will issue a ‘Bar Code’ for each individual non-IT asset and notify the Fixed Assets Officer of the asset purchase.

23 Details on the asset’s location are required for asset tracking and movement purposes within Archibus.

24 For IT assets delivered to the IS Consultants in the regions, the outsourced IT contractor will label them with a unique identifier. The asset will be logged on a central register (HIMSYS) detailing a description, location, serial number of the equipment and to whom it has been assigned.

Assets assigned to staff

25 Field Facilities Managers (Regional offices), the Asset Control Manager (National office) and the outsourced IT Contractor must maintain proper logs recording all assets assigned to staff (e.g. laptops; mobile phones and blackberry devices etc). The log must contain a description of the assigned asset, the serial number and barcode, the assignment date, to which member of staff the equipment is assigned and the date it was returned.

26 For security reasons, all laptops and other valuable equipment must be stored in a well-secured area. Further detail on the LSC’s IT security policy can be found on the Information Management section of the intranet.

27 Laptops may periodically require overnight docking for software upload purposes. If this is necessary, the laptop must be stored at a well-secured docking station in a secure or supervised location.

28 The transfer of non-IT assets within a local office is not a particular issue, but for movements between locations please see process section P3b. Each region should carry out an asset verification exercise at Hard Close and Year End.
Classification of Assets

IT includes

a) Hardware

Dictation machines, digital senders, external hard-drives, keyboards, laptops, memory sticks, monitors, PCs, printers, routers, scanners, servers, web-cams.

b) Software

Globally installed software and individual/specialised software.

For any problems/issues concerning IT assets please contact your IS Consultant in the first instance and the IM Technical Support Manager if further help is required.

Non-IT includes

a) Furniture, fixtures and fittings

Cabinets, chairs (office and conference), cupboards, desks, flipchart stands, pedestals, reception desks, smart-boards, tables, whiteboards.

b) Office equipment

DVD players, fans, fax machines, franking machines, fridges, heaters, kettles, microwaves, overhead projectors, phones, photocopiers, projectors, screens, TVs, vending machines, video players.

c) Mobile devices

Blackberries, PDAs, mobile phones.

For any problems/issues concerning Non-IT assets please contact your Field Facilities Manager in the first instance and the Asset Control Manager if further help is required.
PROCESSSES

P1  Purchasing
    P1a  IT Assets
    P1b  Non-IT Assets

P2  Damages

P3  Transfers
    P3a  IT Assets
    P3b  Non-IT Assets

P4  Disposals
    P4a  IT Assets
    P4b  Non-IT Assets through recognised disposal companies
    P4c  Non-IT Assets through sectors/charities without cost
Individual makes request through IS Consultant providing a business case.

IS consultant submits business case to IM Technical Support Manager, for authorisation.

If the cost is not to be met by IM the IS Consultant also submits the business case to the local budget holder for authorisation.

When authorisation has been obtained, the IS consultant places an order through the IM Budget and Procurement Officer via e-mail.

When equipment arrives, local IT advises IS consultant who raises request for installation.

Engineer creates new record on Himsys.
**STEPS FOR THE PURCHASE OF IT ASSETS**

1. The individual requiring a piece of IT equipment submits the request to the IS Consultant providing a business case.

2. The IS consultant submits the business case to IM Technical Support Manager for authorisation.

3. If the cost is not to be met by IM the IS Consultant also submits the business case to the local budget holder for authorisation.

4. When authorisation has been obtained the IS consultant places the order through the IM Budget and Procurement Officer at National Office.

5. When the equipment arrives the local IT team advises the IS consultant who raises a request for installation.

6. After completion of the installation, engineer creates a new record on Himsys.
P1b SUMMARY OF PROCESSES RELATING TO THE PURCHASE OF NON-IT ASSETS

Individual makes a request through the Field Facilities Manager (FFM) for the equipment required.

The FFM forwards the request to the Asset Control Manager.

The Asset Control Manager uses the Surplus Assets Bulletin Board to identify whether the required asset is available.

Asset identified within 3 weeks?

Follow transfer of Non-IT Assets process (Section P3b)

Office Equipment

Orders for office equipment can be authorised by local offices and placed by the FFM or made through the Corporate Property & Facilities team at National Office.

Furniture

All orders for new Furniture and fixtures/fittings MUST be placed through the Corporate Property & Facilities team at National Office.

When the asset is received complete form 1 and forward to the Asset Control Manager.
STEPS FOR THE PURCHASE OF NON-IT ASSETS

1. Individual makes a request through the FFM for the equipment required.

2. The FFM forwards the request to the Asset Control Manager.

3. The Asset Control Manager uses the Surplus Assets Bulletin Board to identify whether the required asset is available within the LSC.

4. If a suitable asset is identified follow the Transfer of Non-IT Assets process, section P3b.

5. If a suitable asset has not been identified within 3 weeks and the requirement is for new furniture or fixtures and fittings the order MUST be placed through the Corporate Property and Facilities team at National Office. (Contact the Asset Control Manager in the first instance).

6. If a suitable asset has not been identified within 3 weeks and the requirement is for office equipment the order can be authorised by local offices and placed by the FFM OR placed through the Corporate Property and Facilities team at National Office (contact the Asset Control Manager in the first instance for an order through National Office).

7. When the asset is received complete form 1 and forward to the Asset Control Manager.
P2 DAMAGES

IT Assets

Phone the Capgemini helpdesk on 0870 496 1111 to report the faulty equipment. If the asset cannot be repaired follow the disposal of IT assets process, section P4a.

Non-IT Assets

Local/Regional offices

Report the damaged equipment to your FFM. If the asset cannot be repaired follow the disposal of Non-IT assets process, section P4b.

National Office

Report the damaged equipment to the Facilities Helpdesk cvh-facilitieshelpdesk@lsc.gov.uk. If the asset cannot be repaired follow the disposal on Non-IT assets process, section P4b.
P3a SUMMARY OF PROCESSES RELATING TO THE TRANSFER OF IT ASSETS

IS Consultant identifies an asset marked awaiting disposal/re-deployment on Himsys which is suitable for use in their region.

IS Consultant requiring use of the asset contacts the IS Consultant for the region where the asset is currently located and requests authorisation for the asset to be transferred.

The IS Consultant who is authorising the release of the asset from their region arranges for the asset to be transferred to the new location.

When the asset is received at its new location the engineer updates Himsys and the IS Consultant advises the Fixed Assets Officer at National Office.
STEPS FOR THE TRANSFER OF IT ASSETS

1. IS Consultant identifies an asset marked awaiting disposal/re-deployment on Himsys which is suitable for use in their region.

2. IS Consultant requiring use of the asset contacts the IS Consultant for the region where the asset is currently located and requests authorisation for the asset to be transferred.

3. The IS Consultant who is authorising the release of the asset from their region arranges for the asset to be transferred to the new location.

4. When the asset is received at its new location the engineer updates Himsys and the IS Consultant advises the Fixed Assets Officer at National Office.
P3b SUMMARY OF PROCESSES RELATING TO THE TRANSFER OF NON-IT FIXED ASSETS BETWEEN OFFICES

The user is responsible for completing Form 2 (Movement of Non-IT Assets) with details of the asset (description and Bar Code), old and new location, written down value, cost of transfer (to be met by receiving office), expenditure code and reason for transfer. (FFM can provide assistance where necessary).

The user is responsible for forwarding the form to the FFM for the current location for authorisation.

FFM arranges transfer of asset to new location.

Form 2 is signed by FFM at new location to confirm receipt of asset.

FFM forwards completed forms to the ACM who updates the non-IT asset register (Archibus).

At the end of the month, the ACM reports all Non-IT asset transfers to the Fixed Assets Team.

The Fixed Assets Team updates details on RAM (FA Database).
STEPS FOR THE TRANSFER OF NON-IT FIXED ASSETS BETWEEN OFFICES

1. The user must complete form 2 ( Movement of Non-IT Assets) with the details of the asset (description and Bar Code), old and new location, written down value, cost of transfer (to be met by receiving office), expenditure code and reason for transfer. (FFM can provide assistance where necessary).

2. The user is responsible for forwarding the form to the FFM at the current location for authorisation.

3. The FFM arranges the transfer of the asset to the new location.

4. Form 2 must be signed by the FFM at the new location to confirm receipt of the asset.

5. The FFM forwards completed forms to the Asset Control Manager (ACM) who updates the non-IT asset register (Archibus).

6. At the end of the month, the ACM reports all Non-IT asset transfers to the Fixed Assets Team.

7. The Fixed Assets Team updates details on RAM (FA Database).
P4a SUMMARY OF PROCESSES RELATING TO THE DISPOSAL OF IT ASSETS

The requester will contact the Regional IS Consultant who will forward the Disposals Blank spreadsheet to be completed. This will need to be completed by the requester and sent to the IS Consultant.

All IT kit for disposal needs to be certified as such by the IS Consultant, taking into consideration current LSC policy and rules.

An engineer will collect the asset for disposal and place in storage (awaiting authorisation for disposal/re-deployment).

The engineer updates Himsys with “Awaiting Disposal” and sends a report to the IS Consultant.

IS consultant decides whether the asset is for disposal or re-deployment.

Go to section P3a. Summary of Processes Relating to Transfer of IT Assets.

E-mail sent by IS consultant to local IT, Northern Realisation and Fixed Assets Team to authorise the disposal.

Northern Realisation collects the kit.

Capgemini Asset Management updates Himsys (IT asset register) with details of disposal for all assets.

The Fixed Assets officer produces a list of Himsys disposals and the disposals are actioned in RAM.
STEPS FOR THE DISPOSAL OF IT ASSETS

See annex C for guidance notes on financial requirements for disposal, receipts from sale of assets and spares and maintenance contracts.

1. The requester will contact the Regional IS Consultant who will forward the Disposals Blank spreadsheet to be completed. This will need to be completed by the requester and sent to the IS Consultant.

2. All IT kit for disposal needs to be certified as such by the IS Consultant who will follow current LSC policy and rules. Once this is done, details are forwarded to the IM Technical Support Manager.

3. The kit is collected by IT and placed in storage (awaiting authorisation for disposal/re-deployment).

4. The engineer amends the status of the asset within Himsys (the IT asset register) to “Awaiting Disposal” and sends a report to the IS Consultant.

5. The IS consultant decides whether the asset is for disposal or can be re-deployed within the LSC. (If the asset can be re-deployed, follow the procedure for Transfer of IT Assets between Offices, section P3a).

6. The IM Technical Support Manager will verify the disposals or redeployed assets.

7. An e-mail is sent by the IS consultant to local IT, Northern Realisation and Fixed Assets Team to authorise the disposal.

8. Northern Realisation collects the kit.

9. Capgemini Asset Management updates Himsys with details of disposal for all assets.

10. The Fixed Assets Team action the disposals on RAM.

Note
IT equipment must not be sold or gifted to staff or any other body due to the implied warranty on electrical equipment.

For further information on gifts/charitable donations please refer to the Hospitality Received and Gifts policy within the Finance online section of the LSC intranet.
P4b SUMMARY OF PROCESSES RELATING TO THE DISPOSAL OF NON-IT FIXED ASSETS THROUGH RECOGNISED DISPOSAL COMPANIES

The user is responsible for identifying the asset for disposal by description and bar-code and ensuring it can be disposed without detriment to the LSC.

The user is responsible for supplying the FFM with details of identified asset. (See A2 for list of FFMs).

Go to section P3b, Summary of Processes Relating to Transfer of NON-IT Fixed Assets.

Re-deployed

FFM with the Asset Control Manager check whether the identified asset can be re-deployed within the LSC.

Disposal

FFM must assess the market value of asset (ACM can advise). If a replacement is required, the original asset may be used as part of the negotiation process. The Purchaser/Method of the disposal must be identified by the FFM. (If disposal is a donation to sector/charity at no cost go to process P4c.)

The user and the FFM must consider the risks of disposal including environmental issues, health and safety, LSC’s ongoing liability for asset, loss on disposal.

The user is responsible for completing form 3, Disposal of Non-IT Assets, with details of asset (description and Bar Code), written down value, sales proceeds, expenditure code and reason for disposal. (FFM can provide assistance where necessary).

Forward form 3 to the FFM for authorisation.

FFM arranges the disposal/sale of the asset. (The ACM is responsible for the coding and banking of all sales proceeds).

FFM forwards completed disposal forms and transfer of liability forms to the ACM who updates the non-IT Asset register (Archibus).

The ACM issues monthly reports of all Non-IT asset disposals to the Fixed Assets Team.

The Fixed Assets Team updates details on RAM (Fixed Assets Database).
STEPS FOR THE DISPOSAL OF NON-IT FIXED ASSETS THROUGH RECOGNISED DISPOSAL COMPANIES

See annex C for guidance notes on financial requirements for disposal, receipts from sale of assets and spares and maintenance contracts.

1. The user must identify the asset for disposal by description and bar-code.

2. The user must supply the FFM with details of identified asset. (See Annex A2 for list of FFMs).

3. The FFM contacts the Asset Control Manager to check whether the identified asset can be re-deployed within the LSC. If the asset can be re-deployed follow the Movement of Non-IT Assets procedure (P3b). Continue with the disposal procedure if the asset has not been re-deployed within 3 weeks.

4. The FFM must assess the market value of the asset. The ACM can provide advice on market value.

4.1 If a replacement is required, the asset should be considered as part of the negotiation process.

4.2 The FFM identifies a Purchaser/Method of Disposal. Any faults should be pointed out and the successful bidder must complete a transfer of liability form accepting full liability for the asset once the title has passed to them.

4.3 If an asset cannot be sold the FFM may consider offering it to an educational establishment or a charity. The recipient must cover collection costs and complete a transfer form to accept full liability. **Health and Safety screening must be undertaken before gifting assets.**

4.4 An asset can be disposed of without profit if a bid cannot be raised. The full liability must be passed to the body accepting the asset, including all collection costs.

4.5 If no other option is appropriate, an arrangement should be made for a responsible firm to remove and dispose of the asset. Any costs related to the disposal should be paid for out of the administration budget of the local office or Group concerned.

5. The user must conduct a risk assessment on the disposal of the asset considering particularly a) environmental and health & safety issues/liabilities; b) ongoing liability for the asset; c) the loss incurred.

6. The user is responsible for completing form 3, Disposal of non-IT Assets, with details of the asset (description and Bar Code), written down value, sales proceeds, expenditure code and reason for disposal. (FFM can provide assistance where necessary). If the LSC needs to raise an invoice to the person purchasing the asset(s) tick the relevant box and provide details at the bottom of the form or on a separate sheet.

6.1 Any income from the sale of assets must be submitted directly to the ACM with the relevant disposal form. Cheques should be payable to the Learning and Skills Council.
7 You must forward the form to the FFM for authorisation.

8 The FFM will arrange for disposal of the asset.

9 The FFM forwards the completed disposal form 3 and the transfer of liability form 4 to the ACM who updates the non-IT asset register Archibus.

10 At the end of the month, the ACM reports all non-IT asset disposals to the Fixed Assets Team.

11 The Fixed Assets Team updates details on RAM (Fixed Assets Database).

**Note**
The LSC may agree to gift assets bought for a proper purpose, but which are no longer needed for the conduct of its business, to a registered charity, provided that no member or senior employee of the LSC has connections with the charity and provided that neither the written down value nor the market value of the assets exceeds £250.

**IT equipment must not be sold or gifted to staff or any other body.**

For further information on gifts/charitable donations please refer to the Hospitality Received and Gifts policy within the Finance online section of the LSC intranet.
P4c DISPOSAL OF NON-IT ASSETS TO SECTORS OR CHARITIES WITHOUT COST

This process only applies when an asset cannot be sold.

The asset user is responsible for ensuring that health and safety screening is undertaken. **Form 4**, transfer of liability must be completed in all cases and forwarded via the FFM to the Asset Control Manager.

The asset user and the FFM must consider the risks of disposal including environmental issues, health and safety, LSC’s ongoing liability for asset, loss on disposal.

**The FFM must arrange for Health and Safety screening to be undertaken before gifting to charities.**

The asset user is responsible for completing **Form 3**, Disposal of Non-IT Assets, with details of asset (description and Bar Code), written down value, and reason for disposal. (FFM can provide assistance where necessary).

Forward **Form 3** and **Form 4** to the FFM for authorisation.

FFM arranges the disposal of the asset.

FFM forwards completed disposal form and transfer of liability form to the ACM who updates the non-IT Asset registers (Archibus).

The Fixed Assets Team updates details on RAM (Fixed Assets Database).
STEPS FOR THE DISPOSAL OF NON-IT ASSETS TO SECTORS OR CHARITIES WITHOUT COST

See annex C for guidance notes on financial requirements for disposal, receipts from sale of assets and spares and maintenance contracts.

If an asset cannot be sold then the LSC may consider offering it to an educational establishment or a charity. The charity must cover collection costs and accept full liability. Health and Safety screening must be undertaken before disposals are donated.

1. The asset user is responsible for ensuring that health and safety screening is undertaken. Form 4, transfer of liability, must be completed in all cases and forwarded via the FFM to the Asset Control Manager.

2. The asset user must consider the risks of disposal including environmental issues, health and safety, LSC’s ongoing liability for asset, loss on disposal.

3. The FFM must arrange for Health and Safety screening to be undertaken before gifting to charities.

4. The asset user is responsible for completing form 3, Disposal of Non-IT Assets, with details of asset (description and Bar Code), written down value, sales proceeds, expenditure code and reason for disposal. (FFM can provide assistance where necessary).

5. Forward form 3 and form 4 to the FFM for authorisation.

6. FFM arranges the disposal of the asset.

7. FFM forwards the completed disposal form and the transfer of liability form to the ACM who updates the non-IT asset register Archibus.

8. The Fixed Assets Team updates details on RAM (Fixed Assets Database).
ANNEX A

CONTACTS

A1  KEY CONTACTS

A2  FIELD FACILITIES MANAGERS

A3  IS CONSULTANTS
A1 Key Contacts

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**The Capgemini helpdesk number is:** 0870 496 1111  
lsc.helpdesk.uk@capgemini.co.uk

**The Facilities helpdesk number is:** 024 7682 5678  
.cvh-facilitieshelpdesk@lsc.gov.uk

Related Policies

**Reporting Losses, Thefts, Fraud and Special Payments** – Intranet (Finance online)  
Sue Plumb - Debtors and Recovery Accounting Manager, 024 7682 3608

**LSC information security policy** – Intranet (Information Management)  
Robin Khatkar - Information Governance & Security Manager, 024 7682 3624

**Mobile phone/blackberry forms** – Intranet (Corporate Property & Facilities Management)  
**Mobile phone policy** – Intranet (Corporate Property & Facilities Management)  
**Blackberry policy** – Intranet (Corporate Property & Facilities Management)  
Marco Campanella (temporary) – Resource Administrator (awaiting position to be filled), 024 7682 3715

**Procurement Guidance** – Intranet (Finance online)  
Mandy King – Project Manager, 024 7682 3724
# A2 Field Facilities Managers (FFMs)

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## A3 IS Consultants

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ANNEX B

FORMS

FORM 1  PURCHASED ASSETS AND BAR CODES
FORM 2  MOVEMENT OF NON-IT ASSETS BETWEEN LSCs
FORM 3  DISPOSAL OF NON-IT ASSETS
FORM 4  TRANSFER OF LIABILITY AGREEMENT
FORM 1: PURCHASED ASSETS AND BAR CODES

1. Please ensure BARCODE LABEL is placed on easily VISIBLE & ACCESSIBLE part of the Asset.

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<th>Description of Asset (Include Make &amp; Model)</th>
<th>Date Purchased &amp; Order Number</th>
<th>Asset Bar Code</th>
<th>Serial Number</th>
<th>Supplier (Name &amp; Address)</th>
<th>Location (Which LSC &amp; Office asset is currently located at)</th>
<th>Gross Amount (Incl. VAT) (£)</th>
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Request made by ________________________________________ (Name) Date __________________ Contact No. ________________

Please attach copy of the delivery note relating to the above assets (if known also attach warranty details & any notes)
**FORM 2: MOVEMENT OF NON-IT ASSETS BETWEEN LSCs**

**LSC_____________________________ Form number: AT__________/_______**

---

1. Description of asset:

   

2. Asset code

3. Asset bar code

4. Current location of asset

   (Please state name, address and code of LSC, e.g. London West – GL130 in box)

5. New location of asset

6. Date of Transfer ____/____/______

7. Written down value (if known)

8. Cost of transfer

   £

9. How the charge was incurred:

   - [ ] LSC (100%)
   - [ ] Other, please specify

   

10. Expenditure Code:

11. Reason for Transfer ___________________________________________

   ______________________________________________________________

12. All reasonable steps have been taken to meet the requirements under the financial regulations and the finance guidance for disposal of assets.

   **LSC Transferring Asset:**

   Signed _____________________________ Date _______________

   Name: ____________________________ Telephone No.__________________

   **LSC Receiving Asset:**

   Signed ________________________ Date ________________

   Name: ________________________ Telephone No._________________

   *Please return original form to the Asset Control Manager at the National office*

   **For official use only:**

   FA Database Initials Receipt No. issued
GUIDANCE NOTES FOR COMPLETING FORM 2: MOVEMENT OF NON-IT ASSETS BETWEEN LSCs

Form Number:
AT – Relates to Asset Transfer
xxxxx/yyyy where xxxxx is the local office code e.g. GL140 (Accounting cost code)
yyyy is for the form number (please allow for three digits)

1. Description of asset
State what the asset is, for example, photocopier and its location.

2. Asset code
This should be on the asset, if not known please check the asset list held by the Asset Control Manager.

3. Asset bar code
The bar code designated by the Asset Control Manager for the asset.

4. Current location of asset
Provide the name and address of local office stating the LSC code.

5. New location of asset
Provide the name and address of local office stating the LSC code.

6. Date of transfer
Date the transfer of asset(s) will take place.

7. Written down value for asset
This should be the current value of the asset; an estimate of this can be obtained from the Asset Control Manager.

8. Cost of transfer
This will be the cost of transferring the asset to the new location and should include any other charges incurred.

9. How the charge was incurred
Tick the appropriate box. State how the charges were split.

10. Expenditure code
The full expenditure code from the LSC code list.

11. Reason for transfer
Why the asset was transferred. For example, staffing reduced/ equipment no longer required.

12. Confirmation of transfer
The FFM signing this form should ensure that all reasonable steps were taken to meet the requirements of the financial regulations set out by the LSC.

A record of all forms sent to the National office should be maintained by the Field Facilities Manager.
FORM 3: DISPOSAL OF NON-IT ASSETS

LSC _____________________________________Form number: DP _________ / _______
Please attach the certificate of Disposal

1. Description of asset: 

2. Asset Bar Code or Vehicle Registration Number 

3. Name and Address of purchaser 

4. Method of Disposal 

5. Date of Disposal ____/____/______ 6. Payment received by: Cheque/Cash

7. Written down value £

8. Sales Proceeds £

9. Cost of disposal £

10. Invoice required Yes No

11. Reason for disposal (Continue on separate sheet if necessary)

12. I confirm that the requirements under the financial regulations and the finance guidance for disposal of assets have been met

Signed ____________________ Date__________________

Name:________________________ Contact number:________________________

Authorisation ____________________ Date__________________

Name:________________________ Contact number:________________________

Please return original form to the Asset Control Manager at the National Office

For official use only: FA Database Initials Receipt No. issued
GUIDANCE NOTES FOR COMPLETING FORM 3: DISPOSAL OF NON-IT ASSETS

Form Number:
DP – Relates to Disposal of asset
xxxxx/yyyyyy where xxxxx is the local office code e.g. GL140 (Accounting cost code)
yyyyyy is for the form number (please allow for six digits)

1. Description of asset
State what the asset is, for example, Reception Desk

2. Asset bar code
The Bar code designated by the Asset Control Manager for the asset. (If not known please contact the Asset Control Manager at National Office,
Tel: 024 7682 3715

3. Name and address of purchaser
Provide the Name and address of the company/person purchasing the goods

4. Method of disposal

5. Date of disposal
The date the asset was sold

6. Payment received by: Cheque/Cash – if payment received delete as appropriate

7. Written down value for Asset
This should be the current value of the asset; an estimate of this can be obtained from the Asset Control Manager.

8/9. Sales proceeds & cost of disposal
The amount that was received for the asset/equipment and any fees and charges incurred for disposal.

10. Invoice required
Yes, if the purchaser needs to be invoiced for the goods.
No, if the money received directly for the equipment/ goods.

11. Reason for disposal
Why the goods were disposed. For example, obsolete/ no longer useable, damaged, extra stock no longer required, etc.

12. Confirmation of disposal of assets
The person signing this form should ensure that the sale met the requirements of the financial regulations set out by the LSC.

A record of all forms sent to the National office should be maintained by the Field Facilities Manager at the local office.
FORM 4: TRANSFER OF LIABILITY AGREEMENT

Please attach the certificate of Disposal if applicable

1. IT Asset [ ] Non-IT Asset [ ] *(tick as appropriate)*

2. Description of asset:

3. Asset code number  

4. Serial Number

5. Asset Bar Code

6. Name and Address of purchaser

7. Date of transfer of ownership from Learning and Skills Council

   / / 

8. Cross-reference, please state number on Form for Disposal of Assets: DP / 

I accept ownership of the above-named asset on an ‘as seen’ basis. I/We have had the opportunity to examine this asset and understand that I/We have no guarantee of its working order status. I/We accept all liabilities attached to ownership of the asset, including its future safe use or disposal and compliance with any relevant regulations.

*(Note: Please state defects pointed out – to avoid any queries)*

Signature

Date

Name………………………………………………….. *(Block capitals)*

On behalf of

________________________________________________________

Please return original form to the Asset Control Manager at the National Office and a copy to the Fixed Assets Officer
FORM 4: GUIDANCE NOTES FOR COMPLETING TRANSFER OF LIABILITY AGREEMENT

1. IT or non-IT asset
Tick whether the item is an Asset or a Non-IT Asset; see the section Classification of Assets for further guidance.

2. Description of asset
State what the asset is, for example, AST Laptop 4000 with case and separate mouse.

3. Asset code
4. Serial number
5. Asset bar code
This should have been on the actual asset, if not known please check the asset list held by the Asset Control Manager. The serial number should be on the asset. The bar code designated by the Asset Control Manager for the asset/item.

6. Name and address of purchaser
Please state clearly who is purchasing the asset, the name of the company and full postal address.

7. Transfer of ownership
State the date at which the items are collected and officially declared the property of the new owner.

8. Asset disposal form number
Please state the corresponding asset disposal form number, which relates to the disposal.
ANNEX C

C1 RECEIPTS FROM SALE OF ASSETS
C2 SPARES AND MAINTENANCE CONTRACTS
C3 FINANCIAL REGULATIONS FOR DISPOSAL
ANNEX C

C1 RECEIPTS FROM SALE OF ASSETS

- Any income from the sale of assets must be submitted directly to the fixed assets team with the relevant forms. All cheques should be made payable to the Learning and Skills Council. These cheques must be sent with the relevant disposal forms.

- By the end of January each year, regional LSCs must provide an estimate of planned income, including any receipts from the sale of an asset, together with proposals for the use of that income. The budget allocation for the year will be a net allocation taking into account the forecast income. Where, in year, the income is less than forecast, expenditure against the relevant budget allocation needs to be reduced or the budget will overspend. Where, in year, the income is more than forecast, expenditure may be increased by the amount of additional income subject to approval from the corporate finance team (and potentially also DIUS). Where approval is not given, the additional income will be surrendered by way of a reduction in the local LSC's budget allocation.

- The LSC cannot spend more than its total resource budget lines. In the absence of an increase to the resource budget lines, any receipts will reduce the amount of grant in aid (that is, cash) paid by DIUS.

C2 SPARES AND MAINTENANCE CONTRACTS

If disposing of an obsolete asset, you should also dispose of any consumables and spare parts, which go with it. Maintenance contracts relating to the obsolete asset, which are not transferable, must be cancelled.

C3 FINANCIAL REGULATIONS FOR DISPOSAL

The financial regulations have set a number of limits based on the market values of the assets/items identified for disposal or considered for change in use. These are:

Disposal limits (market values):

- **Above £20,000** - the LSC Solicitor and the Internal Audit Team should be consulted to ensure the proper process is followed in the event of selling assets of a value above £20,000. The LSC Solicitor should be advised in case of a specific case or point and the Internal Audit Team should be informed to confirm the appropriateness of disposal/value. If the value is below this amount seek advice from the Asset Control Manager/Regional IS Consultant.

- **£100,000 and below** - National/Regional Directors may organise the disposal of non-IT assets (the Asset Control Manager at National Office is to be provided with all the details of disposal/transfer). The disposal can be authorised by the Field Facilities Manager and approved by the Regional or National Director. IS Regional Consultants may organise the disposal of IT assets (the Outsourced IT Contractor is to be provided with all the details of disposal/transfer). The disposal can be authorised by the IM Team and approved by the IM Commercial Strategy team.
• **Above £100,000 but below £1,000,000** - it may be necessary to obtain the prior approval of the Secretary of State. All proposed disposals are to be referred to the National Director of Finance & Resources for approval by the Chief Executive. The Corporate Property and Facilities Management team (non IT) or the Regional IS Consultant (IT) will manage the disposal. (The Asset Control Manager/Outsourced IT Contractor must be informed of the details). The disposal would need to be approved by the National Director of Resources or the IM Commercial Strategy Team Director.

• **Above £1,000,000** - the proceeds of a disposal will have to be surrendered by the LSC to DIUS. All proposed disposals are to be referred to the National Director of Finance & Resources/ IM Commercial Strategy Team Director for approval by the Chief Executive. The Corporate Property and Facilities Management team manage premises disposals while local offices will carry out all other non-IT disposals. The Regional IS Consultants manage IT disposals. (The Asset Control Manager/Outsourced IT Contractor must be informed of the details).