**Ashford Business Services Ltd**

# Fixed Asset Register

*Keeping one authoritative list of fixed assets: description, serial number, location, owner, value, and depreciation.*

| | |
|---|---|
| **Document** | Asset Register |
| **Prepared by** | **Sarah Mitchell, Office Manager** |
| **Owner** | **David Okafor, Finance Manager** |
| **Version** | 2.0 (redesign) |
| **Date** | **9 November 2026** |
| **Review date** | **9 November 2026** |

| **Company** | **Ashford Business Services Ltd** |
|---|---|
| **Register owner** | **Register owner** |
| **Register location** | **Boardroom, 12 Church Street, Birmingham** |
| **Last audit date** | **9 November 2026** |

**Ashford Business Services Ltd**

## Fixed asset register

| Asset | Description | Category | Asset tag | Serial no. | Location | Owner | Purchase date | Value | Depreciation method | Depreciation rate | Accumulated depreciation | Net book value | Supplier | Disposal date | Method | Approved by |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
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**Ashford Business Services Ltd**

## Completion checklist

| Done | Check |
|---|---|
| | Every asset has a description, tag, serial number, location, owner, and value. |
| | Depreciation is recorded for each asset: method, rate, accumulated depreciation, and net book value. |
| | Disposals are recorded with method and approval. |
| | The register is audited quarterly and discrepancies are resolved. |