

Fixed Assets Audit Checklist



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Audit Details:

- Audit Date: _____
- Audit Team Members: _____
- Location(s) of Assets: _____

Asset Identification:

- Verify each asset's unique identification number or tag.
- Ensure tags are legible and in good condition.
- Confirm asset descriptions match records.
- Check for discrepancies in asset names, models, or serial numbers.
- Verify the asset's location is accurately documented.
- Cross-reference with location records.

Physical Verification:

- Physically locate and inspect each asset.
- Ensure assets are physically present.
- Check for any unauthorized asset removal.
- Verify asset condition.
- Assess whether assets are in working condition.
- Note any damage, wear, or signs of obsolescence.
- Record asset serial numbers and other relevant details.

Asset Documentation:

- Review asset records and documentation for accuracy and completeness.
- Ensure all asset-related documents are up-to-date.
- Confirm acquisition dates and costs match records.
- Verify that purchase invoices match recorded values.
- Check for depreciation calculations and adjustments.
- Ensure depreciation methods and rates align with accounting standards.

Asset Valuation:

- Calculate the current value of assets based on their condition and depreciation.
- Confirm valuation methods align with accounting standards.
- Ensure compliance with applicable financial reporting regulations.
- Assess the need for impairment testing, if applicable.
- Perform impairment tests for assets with potential value diminishment.

Ownership and Responsibility:

- Verify asset ownership and responsible departments or individuals.
- Cross-reference asset records with departmental assignments.
- Ensure asset transfers and disposals are properly documented.
- Review transfer requests, approvals, and documentation.
- Confirm asset insurance coverage is up-to-date.
- Ensure assets are adequately insured based on their value and importance.

Asset Tagging and Labeling:

- Check that assets are appropriately tagged or labeled for easy identification.
- Ensure tags or labels are securely attached.
- Confirm that labeling includes necessary information.
- Include asset number, description, acquisition date, and location.

Asset Movements and Transfers:

- Review records of asset movements or transfers.
- Verify proper approvals and documentation for asset relocations.
- Confirm that transfer forms are complete and accurate.

Disposal and Retirements:

- Confirm that assets marked for disposal or retirement have been properly processed.
- Review disposal documentation, including sales records or donation confirmations.
- Ensure assets are retired in compliance with organizational policies and legal requirements.

Depreciation and Amortization:

- Review depreciation and amortization schedules for accuracy.
- Cross-check calculations against asset records.
- Confirm that appropriate methods and rates are applied.
- Ensure compliance with accounting standards.

Impairment Assessment:

- Assess the need for impairment testing based on asset values and usage.
- Evaluate potential indicators of impairment, such as changes in market conditions.
- Document any impairment losses and related adjustments.
- Calculate and record impairment losses in accordance with accounting rules.

Audit Findings and Recommendations:

- Summarize audit findings, including discrepancies, errors, or areas of concern.
- Provide detailed recommendations for corrective actions or improvements.
- Specify responsible individuals or departments for implementing recommendations.

Signatures:

[] Lead Auditor: _____ Date: _____
[] Audit Team Member: _____ Date: _____
[] Reviewed by (if applicable): _____ Date: _____