



# treasury

Department:  
Treasury  
**PROVINCE OF KWAZULU-NATAL**

## AUDIT FILE DOCUMENTATION FOR FIXED ASSET REGISTER

NAME OF MUNICIPALITY: \_\_\_\_\_

FINANCIAL YEAR: \_\_\_\_\_

No	Document	Completed Date	Review Date
<b>A</b>	<b>Opening Balances</b>		
A1	Prior year audited AFS – Notes on FAR		
A2	Prior year audited FAR		
A3	Reconciliation between FAR, AFS and Trial Balance		
A4	Prior period error schedules		
A5	Prior period journals		
<b>B</b>	<b>Additions</b>		
B1	Reconciliation of additions schedule to the GL/Capex Ledger		
B2	Year end journal for movement of additions (capex) to PPE account		
B3	Minor asset register/listing		
B4	Accounting policy on minor assets		
B5	Accruals listing of assets delivered but not yet paid at year end		
B6	Reconciliation of repairs and maintenance accounts		
B7	Methodology for applying deemed cost		
B8	Supporting evidence for applying deemed cost		
B9	Schedule of assets where deemed cost is applied		
B10	Work in progress schedule		
B11	Practical completion certificates		
<b>C</b>	<b>Disposals</b>		
C1	Listing of disposed assets/schedules		
C2	Council resolutions for the disposals		
C3	Loss control register		
C4	Schedule of income received from disposal and bank statements		
C5	Working paper for calculation of loss/gain on asset disposals		
<b>D</b>	<b>Review of Useful lives and Residual Values</b>		
D1	Accounting policy for useful lives and residual values		
D2	Methodology for review of useful lives and residual values		
D3	Supporting documentation for review of useful lives and residual values		
D4	Schedule of adjustments to useful lives and residual values, including change in estimate effect		
D5	Journals to account for change in useful lives and residual values		
<b>E</b>	<b>Impairment and reversal of impairment</b>		
E1	Methodology for consideration of impairment indicators		
E2	Assessment of impairment and associated calculations		
E3	Journals for impairment losses and reversal of impairment		

No	Document	Completed Date	Review Date
<b>F</b>	<b>Depreciation</b>		
F1	Formula for calculation of depreciation		
F2	Reasons for assets where no depreciation has been calculated		
<b>G</b>	<b>Closing Balances</b>		
G1	Fixed asset register at end of financial year		
G2	Reconciliation of opening balances, adjustments and closing balances to the GL and Trial Balance		
G3	Reasons for assets indicated at zero value		
G4	Physical verification report		
G5	Reconciliation of FAR to the disclosure notes in current year annual financial statements		
<b>H</b>	<b>GRAP Compliance</b>		
H1	Accounting policies for assets		
H2	Working papers for componentisation of infrastructure assets		
H3	Deed search for land and buildings		
H4	eNatis Report for vehicles		
H5	Finance lease register		
H6	Professional qualifications and experience of experts		
H7	Calculations for depreciated replacement cost, if applicable		